



BHAVISHYA



Pension Sanction & Payment Tracking System For Central Civil Retirees
An Initiative of Department of Pension & Pensioner's Welfare

INSTRUCTIONS FOR ORGANISATION ADMIN

ABOUT 'BHAVISHYA'

Department of Pension & Pensioners' Welfare is working with a vision of ensuring active and dignified life for pensioners. The goal is to ensure payment of all retirement dues and delivery of Pension Payment Order (PPO) to retiring employees on the day of retirement itself. Towards this goal, the department has launched an online Pension Sanction & Payment Tracking System called 'BHAVISHYA. The system provides for on-line tracking of pension sanction and payment process by the individual as well as the administrative authorities. The system captures the pensioners personal and service particulars. The forms for processing of pension can be submitted online. It keeps retiring employees informed of the progress of pension sanction process through SMS/E-Mail. The system obviates delays in payment of pension by ensuring complete transparency.

REGISTRATION OF NODAL OFFICER/ORG ADMIN

➤ Registration process for Organisation Administrator

1. Fill Registration Form provided ; **Registration → Registration form → Click here for nodal officer registration form OR go to Downloads → Nodal officer Registration Form .** Fill and send the signed form either by post or send the scanned copy of form on Bhavishya@nic.in email id.
2. Mandatory details required are NIC/GOV Email-id & Mobile No.

National Informatics Centre	Bhavishya	Internal Documents
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Government of India
Department of Pension & Pensioners' Welfare
Ministry of Personnel, Public Grievance & Pensions

Application for . Department Users in Bhavishya

(The completed application form, duly signed by the Applicant and the competent Authority of department, should be submitted to Support Center at "NIC, 381 C-Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003" or send scanned copy to bhavishya@nic.in contact no.:24640650 & 24640651).

Please use CAPITAL LETTER. * Entries are mandatory and need to be filled

1) Name*: _____
Dr./Mr./Ms.: _____ First Name: _____ Surname: _____

2) (a) Gender (MF)*: _____ (b) Date of Birth (ddmm/yyyy)*: _____
(c) Designation*: _____ (d) Emp. Code: _____
(Organisation Employee Code if Any)

3) Ministry*: _____

4) Department*: _____

5) Organization*: _____

4) Address for correspondence*: _____
District: _____

City: _____ State: _____ Pin Code: _____

5) Telephone Number : (O)* _____ (R) _____ FAX: _____

6) Mobile*: _____ Email_id*: a) _____ @nic.in
(Organisation Designation/Post based Email Id only)

7) Alternate e-mail address, if any, for correspondence: _____

8) Date of Retirement/Date of Completion of Contract (ddmm/yyyy)*: _____

Account Type:
:Organisation Admin

Signature of the Applicant
with date and seal

Signature of Competent
Authority of the Department
with date and seal

National Informatics Centre	Bhavishya Ver.1.0	Page 1 of 1
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3. Login Id and password will be sent to Nodal Officer on registered email and mobile number.

Full view of Nodal Officer Registration Form

National Informatics Centre

Bhavishya

Internal Documents

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Dr./Mr./Ms.: _____ First Name: _____ Surname: _____

2) (a) Gender (M/F)*: _____ **(b) Date of Birth (dd/mm/yyyy)*:** _____

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(Organisation Employee Code (if Any))

3) Ministry*: _____

4) Department*: _____

5) Organization*: _____

4) Address for correspondence*: _____

_____ District: _____

City: _____ State: _____ Pin Code: _____

5) Telephone Number :(O)* _____ **(R)** _____ **FAX:** _____

6) Mobile*: _____ **Email_id*:** a) _____@nic.in
(Organisation Designation/Post based Email Id only)

7) Alternate e-mail address, if any, for correspondence: _____

8) Date of Retirement/Date of Completion of Contract (dd/mm/yyyy)*: _____

Account Type:
:Organisation Admin

Signature of the Applicant
with date and seal

Signature of Competent
Authority of the Department
with date and seal

ROLE OF ORG ADMIN IN 'BHAVISHYA'

- **Login in 'Bhavishya' (bhavishya.nic.in).**
- **Org admin can register users manually.**
- **Activate online registered user.**
- **Monitor overall progress of retiring employees under his/her domain.**
- **Upload retiring employees data.**
- **Generation and Printing of Pensioner Identity Card.**

STAKEHOLDERS

- **Individual (Retiree & Pensioner)**
- **Drawing & Disbursing Officer (DDO)**
- **Head of Office (HOO)**
- **Head of Department (HOD)**
- **Pay & Accounts Office (PAO)**
- **Directorate of Estates (DoE)**
- **Central Pension Accounting Office (CPAO)**
- **Pension Disbursing Banks**

OBJECTIVE

- **Timely and accurate payment of retirement dues and timely disbursement of first & subsequent pensions.**
- **Tracking of each step of the process by the retiree.**
- **Monitoring by the administration.**

SPECIAL FEATURE

- **Exchange data with various packages like Comp DDO, e-Awas, COMPACT, PARAS etc.**
- **The system sends SMS/E-mail alerts to concerned stakeholders for every action due & performed.**
- **Retirees can track the retirement process online.**
- **Retirees can fill and print all the Pension related forms online.**
- **HOO can perform various activities online like sending forms to DoE.**
- **Auto Generation of Form 7, Form 8 & Calculation sheet.**
- **Generation of Pensioner's Identity Card.**

HOW TO ACCESS 'BHAVISHYA'

- *URL :-* <https://bhavishya.nic.in>

OR

- **Go To Pensioners Portal (<http://pensionersportal.gov.in>) and Click on Bhavishya**

'BHAVISHYA' HOME PAGE

GOVERNMENT OF INDIA | MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS



Bhavishya

Pension Sanction & Payment Tracking System
An Initiative of Department of Pension & Pensioners' Welfare



About Us

Downloads +

Training

User Manuals +

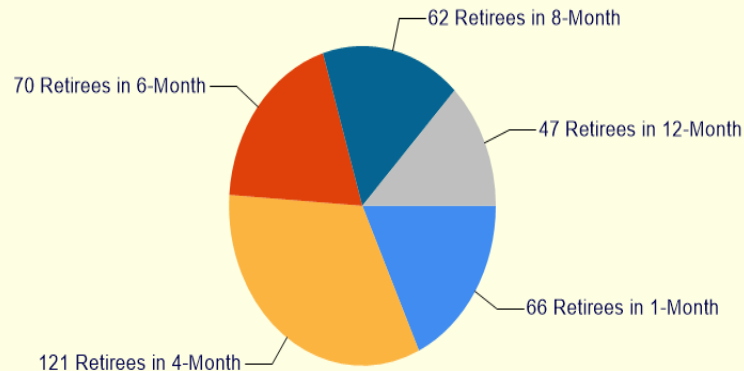
Contact us

Nodal Officers List

Registration +



Login



What's
NEW

Central Pay Commission.

Helpdesk

Email : bhavishya@nic.in | For Technical Problems:(011) 24640650, 24640651 | For Administrative and Training Problems: (011) 24644847

Pensioners' Portal

Department of Pension & Pensioners' Welfare

Sankalp

Anubhav

CPENGRAMS



Contact us




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'BHAVISHYA' LOGIN PAGE

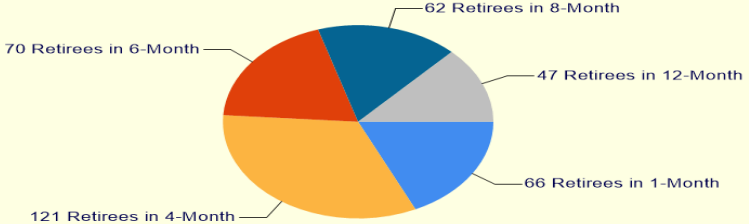
GOVERNMENT OF INDIA MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS





  **Bhavishya**
Pension Sanction & Payment Tracking System
An Initiative of Department of Pension & Pensioners' Welfare

 Digital India
Power To Empower

Navigation: About Us | Downloads + | Training | User Manuals + | Contact us | Nodal Officers List | Registration + | **Login**

Login




	25	Ministry/Department
	9	Offices
	114	DDOs
	366	Retiring Employees

What's NEW Retirement of Government Servant under Central Civil Service Pension Rules 1972 and Central Civil Service Extraordinary Pension Rules

Helpdesk Email : bhavishya@nic.in | For Technical Problems:(011) 24640650, 24640651 | For Administrative and Training Problems: (011) 24644847

Pensioners' Portal | Department of Pension & Pensioners' Welfare | Sankalp | Anubhav | CPENGRAMS | Contact us

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LOGIN

User Type

UserName

Password

Security Code



ORG ADMIN DASHBOARD

Dashboard

Print

(PENSION SANCTION & PAYMENT TRACKING SYSTEM)
TRACKING STATUS

MINISTRIES/DEPARTMENTS	ATTACHED OFFICES	TOTAL DDO(S)		RETIRING EMPLOYEE(S)
		REGISTERED	NOT REGISTERED	
1	2	9	5	31

Retiring Employee(s)

1 Month	4 Months	6 Months	8 Months	12-15 Months	Retired, But PPO not Issued
9	10	15	19	31	0

Cases Processed/PPO Issued: 80

REPORT MENU

Home **Reports** User Management RoleManagement Utility Master Welcome Role

Retiree/Pensioner Information Sheet
CPAO Data Analysis
PPO Issued
Login History
Upload History

REPORTS

Dashboard

(PENSION SANCTION & PAYMENT TRACKING SYSTEM)
TRACKING STATUS

MINISTRIES/DEPARTMENTS	ATTACHED OFFICES	TOTAL DDO(S)		RETIRING EMPLOYEE(S)
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Cases Processed/PPO Issued: 80

Organisation Admin has following reports available:

- **Retiree/Pensioner Information Sheet**
 - *Detailed information about retiree/pensioner case status*
- **CPAO Data analysis**
 - *Summary & Detailed report on the status of PPO and first pension credited*
- **PPO Issued**
 - *Summary & Detailed report of the retiree whose PPO has been issued*
- **Login History**
 - *Login history of DDO/HOO*
- **Upload History**
 - *Retiree data upload history*

USER MANAGEMENT MENU

Home Reports **User Management** RoleManagement Utility Master

Welcome
Role

Create / Modify

New Online Request

USER MANAGEMENT

Dashboard

Print

(PENSION SANCTION & PAYMENT TRACKING SYSTEM)
TRACKING STATUS

MINISTRIES/DEPARTMENTS	ATTACHED OFFICES	TOTAL DDO(S)		RETIRING EMPLOYEE(S)
		REGISTERED	NOT REGISTERED	
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Cases Processed/PPO Issued: 80

1. Create/Modify

Home Reports User Management RoleManagement Utility Master Welcome Role

Create / Modify
New Online Request

CREATE/MODIFY MANAGEMENT

Create/Modify User

*** Mandatory Field!**

Name	Title	-Select-	First Name *		Middle Name		SurName	
Display Name			Unique Aadhaar No.					
Gender *	N.A.		Employee Code <small>(Organisation Emp Code if any)</small>					
Date of Birth *			Date of Retirement *					
Designation *			User Role *			---Select---		
Ministry *	NITI Aayog		Department			---Select---		
Attached Office / Subordinate	---Select---		Division / Office			---Select---		
Address(Office)	Address *							
	Country	INDIA						
	State	---Select---		District	---Select---			
	City			Pin Code				
Telephone (O)			(R)					
Mobile Number:	+91		Email Id *	<small>(Organization Designation/Post based Email Id only)</small>				
			User Login ID Will be before @ in his EmailID(eg.Bhavishya@nic.in==>Bhavishya)					
Fax :			Alternate Email Id					
Active	Yes		Attach File			Choose File	No file chosen	
		Submit		Reset				

Search User

Ministry	---Select---	Department	---Select---
Office	---Select---	Include Subordinate Office	<input checked="" type="checkbox"/>
Officer Name		Division	---Select---
Email ID		Status	Active
		Role	---Select---
		Search	Print

➤ Org. Admin can create H00/DDO users in Bhavishya.

➤ They can also modify registered user details.

USER MANAGEMENT MENU(contd...)

2. New Request (Activation of Online Registered Users)

The screenshot displays the 'User Management' menu with 'New Online Request' highlighted. Below the menu, there are search filters for 'Rejected', 'Form Uploaded', 'Form Not Uploaded', and 'All'. A search box for 'Name/Ministry/Dept/Office' and a 'Search' button are present. A 'Sort By' dropdown is set to 'Min/Deptt/Offi'. A table titled 'Online Registered User' shows one user with an 'ACCEPT' button above the table and a circled 'Accept/Reject' link in the 'Action' column.

S.No.	Officer Name	Ministry/Dept/Office	EmailId	DDO Code	PAO Code	Existing Id	Role	Reg. Date/Ref. No./Upload Date	View PDF	View Form	Action
1	CONSULTANT	Ministry of Personnel, Public Grievances & Pensions/Department of Pension & Pensioners' Welfare	9891308721@gov.in	249446	049429	@gov.in	HOD	15/01/2016 BHVYSA1600001		View Form	Accept/Reject

- Office users those who have registered online can be activated by clicking on the **Accept** link.

ROLE MANAGEMENT MENU

1. Change Default Role

Home Reports User Management **RoleManagement** Utility Master

Welcome Anil Bansal Role

ROLE MANAGEMENT

ROLE MANAGEMENT

Change Default Role
 Assign Role
 Assign Offices
 Assign Sub Offices

CHANGE DEFAULT ROLE

CHANGE DEFAULT ROLE

Search User :

Username : ANIL Or Name : Or User Type : Select Role

Search

S.No.	Select	Officer Name	User Name	EmailId	Designation	Active Roles
1	<input checked="" type="radio"/>			nic[dot]in		Admin , HOO , PAO , System Admin , DDO , Org. Admin

Select Default Role:

S.No.	Default	Role Assigned	Active
1	<input checked="" type="radio"/>	HOO	Yes
2	<input type="radio"/>	PAO	Yes
3	<input type="radio"/>	DDO	Yes

Update

- Can change default role of registered users in Bhavishya if they have multiple roles in their login.

ROLE MANAGEMENT MENU (contd..)

2. Assign Role

ROLE MANAGEMENT

Change Default Role
 Assign Role
 Assign Offices
 Assign Sub Offices

ASSIGN ROLE

ASSIGN ROLE

Search User :
Username : Or Name : Or User Type :

S.No.	Select	Officer Name	User Name	EmailId	Designation	Active Roles
1	<input checked="" type="radio"/>	Kapil Sharma	KapilSharma	KapilSharma[at]nic[dot]in		HOO

Role :

Select Role:
HOD
DDO

Assigned Role:

- Can assign role such as DDO/PAO/HOO to registered users in Bhavishya.
- Can assign multiple roles such as DDO,PAO and HOO from 'Assign role'

ROLE MANAGEMENT MENU (contd..)

3. Assign Offices

ROLE MANAGEMENT

- Change Default Role
- Assign Role
- Assign Offices**
- Assign Sub Offices

ASSIGN OFFICES

Search User :

Username : Or Name : Or User Type :

S.No.	Select	Officer Name	User Name	EmailId	Designation	Active Roles
1	<input checked="" type="radio"/>	Kapil Sharma	KapilSharma	KapilSharma[at]nic[dot]in		HOO

Select Offices Add Offices

S.No.	Role Assigned	Offices	Default Office
1	HOO	Department of Pension & Pensioners' Welfare (249446)	<input type="text" value="Department c"/>

- Can assign multiple offices/divisions/department to registered users in Bhavishya.

ROLE MANAGEMENT MENU (contd..)

4. Assign Sub Offices

ROLE MANAGEMENT

ASSIGN SUB OFFICES

Change Default Role
 Assign Role
 Assign Offices
 Assign Sub Offices

ASSIGN SUB OFFICES

Search User :

Username : Or Name : Or User Type :

S.No.	Select	Officer Name	User Name	EmailId	Designation	Active Roles
1	<input checked="" type="radio"/>	Kapil Sharma	KapilSharma	KapilSharma[at]nic[dot]in		HOO

Select Sub Offices

S.No.	Role Assigned	Offices	Sub Offices	Default Sub Office
1	HOO	Department of Pension & Pensioners' Welfare,		<input type="text" value="▼"/>

➤ Can also assign multiple Sub offices to registered users in Bhavishya

UTILITY MENU

1. Import XML (Import Retiree Details)

The screenshot shows a web application interface with a green navigation bar. The 'Utility' menu item is circled in red, with arrows pointing to 'IMPORT XML' and 'UTILITY' boxes. Below the navigation bar, the 'Import XML' option is highlighted in blue, with 'Identity Card' written below it. The main content area is titled 'IMPORT RETIREE DETAILS FROM COMPDDO' and contains a file upload section with a 'Browse...' button, 'No file selected.' text, and an 'Import' button. Below this is a section titled 'General Guidelines to Import Retiree Details' with two sub-sections: 'Action to be taken in CompDDO' and 'Action to be taken in Bhavishya', each with a numbered list of steps. At the bottom, there are two notes: 'Note 1: Above activities needs to be performed once in a month after the updation of Master PBR.' and 'Note 2: If you do not have CompDDO package, kindly generate the XML file in the below given format and upload it in the BHAVISHYA. XML File Format with sample data'.

Home Reports User Management RoleManagement **Utility** Master Welcome Role

IMPORT XML **UTILITY**

IMPORT RETIREE DETAILS FROM COMPDDO

Kindly download the latest patch of CompDDO then generate XML.

Browse... No file selected.

Import

General Guidelines to Import Retiree Details

Action to be taken in CompDDO

1. Login to CompDDO.
2. Go to Menu "Utility" -> "XML File Generation" -> "Text File Generation"
3. Select Option "XML File For" -> Bhavishya.
4. Select month and year then click on "Generate XML"

Action to be taken in Bhavishya

1. Click on "Browse" button and choose generated XML file.
2. Click on "Import" Button to save the data.

[Click here to download detailed document to generate XML file containing retiree details.](#)

Note 1: Above activities needs to be performed once in a month after the updation of Master PBR.

Note 2: If you do not have CompDDO package, kindly generate the XML file in the below given format and upload it in the BHAVISHYA.
XML File Format with sample data

- **Organisation admin can import/upload data of all retiring employees by generating data in XML format from salary package.**

UTILITY MENU (contd..)

2. Pensioner's Identity Card

Home Reports User Management RoleManagement **Utility** Master

Welcome Role

UTILITY Import XML **Identity Card** **IDENTITY CARD**

Retirement Date From To

Ministry: Ministry of Personnel, Public Grievances & Pensions Department: -----Select-----

Name: prasanna

Detail Printed List

S.No.	Ministry	Department	Pensioner(s) Name	Date of Retirement	Date of Birth	PPO	PAN	Issued Date	Plastic ID Card	Paper ID Card
1	Ministry of Personnel, Public Grievances & Pensions	Department of Pension and Pensioners' Welfare	Shri N. Prasanna Kumar	31/10/2015	23/10/1955	494291500631	ADXP6195L	18/09/2015		

Select Issuing Authority

* Note: Kindly click on print and show the preview in google chrome browser and then take print

Print

PENSIONER'S IDENTITY CARD
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pension and Pensioners' Welfare

No. : DOPPW/2015/00001
Name : Shri N. Prasanna Kumar
Address : Sresiakom (Chermettusseri), Naranganom
North P.O., Pathanamthitta Dist., Kozhancherry
Pathanamthitta, Kerala 689642
Contact No. : 9953055574

Signature of card holder

Charanjit Taneja
Under Secretary

Blood Group : B+
Date of Birth : 23/10/1955
Date of Retirement : 31/10/2015
Pay-scale on Retirement : ₹ 15600-39100 (GP - ₹ 5400)
Post held on Retirement : SO
Last Pay : ₹ 27210
P.P.O. No. & Issue Date : 494291500631 , 18/09/2015
Aadhaar No. : 754760430691

Website : pensionersportal.gov.in Issued On : 27/12/2016

➤ Pensioner Identity card can be printed for the retirees whose PPO is issued

MASTER



Home Reports User Management RoleManagement Utility **Master** Welcome Role

Ministry / Department Updation **MASTER**

MINISTRY/DEPARTMENT UPDATION MINISTRY MASTER

Search :

EDIT

S.No	Ministry / Department	Parent Ministry/Departmrnt	DDO Code	Active	Edit
1	NITI Aayog		232715	True	
2	NITI Aayog(PEO)	PROGRAMME EVALUATION ORGANISATION	232716	True	

➤ Can edit office/DDO description

CONTACT DETAILS

- <https://bhavishya.nic.in>

OR

visit <http://pensionersportal.gov.in> and click on '**Bhavishya**' link.

- E-mail:- bhavishya@nic.in
- For technical matters:- **011- 24640650 & 51**
- For training & other matters:- **011 - 24644847**