



सत्यमेव जयते

BHAVISHYA



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

User Manual - DDO

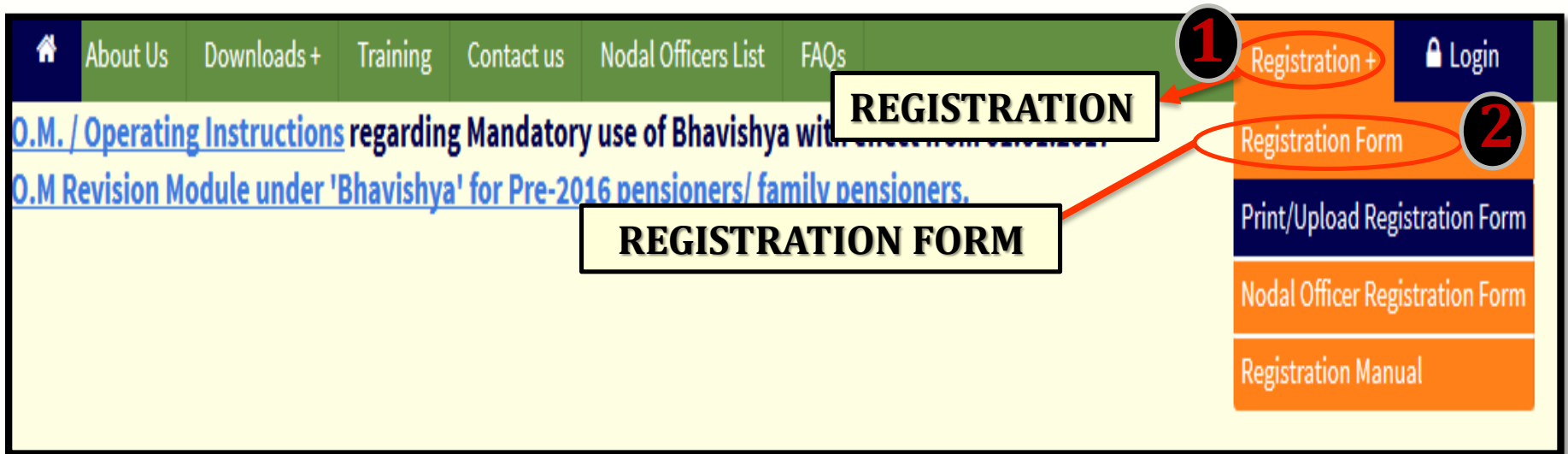
ABOUT 'BHAVISHYA'

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 DDO

➤ STEPS TO FILL REGISTRATION FORM

1. Fill 'Registration Form' online at Bhavishya website bhavishya.nic.in.
2. Click on the 'Registration' tab in orange on the homepage and select 'Registration form' from the dropdown.



3. Fill all the mandatory fields in the registration form.
4. **Email id must be nic.in/gov.in and must be accessible on <https://mail.gov.in>
Post/Designation based email-id is preferred for e.g. socash@nic.in to avoid re-registration in case of transfer and retirement of officer.**

Registration Form Full View

* Mandatory Field!

Name Title* First Name* Middle Name Surname

Date of Birth*  Date of Retirement* 

Ministry* Department

Attached Office / Subordinate Division / Office

Note: If you do not find your office in this list, Kindly contact on these numbers 24640650,24640651 or mail to : bhavishya@nic.in with your DDO Code,DDO Description and PAO Code

Designation* Functional Designation*

DDO Code PAO Code*

Official Address*

Country* State
District City*
Pincode Phone (O)*

Mobile Number* +91 Email Id*

Email-Id must be official, Preferably Post/Designation based like socash@nic.in

Whether this user will replace existing user

Security Code* 

REGISTRATION OF DDO(contd...)

Functional Designation* ---Select---

PAO Code*

Head of Office (HOO)
PAO & HOO
Pay and Accounts Office (PAO)
Drawing and Disbursing Officer (DDO)
DDO & HOO
Dealing Hand to HOO
Dealing Hand to PAO
Head of Department (HOD)

DDO

DDO & HOO

5. Select role by clicking on desired functional designation DDO or DDO & HOO (if DDO and HOO are same person).
6. After filling the form, click on 'Submit' button.
7. One Time Password (OTP) will be received on mobile and email id.

Enter One Time Password (OTP) sent on your Mobile and Email-Id*

Mobile OTP:

Email OTP:

Submit Resend OTP

8. Enter the OTP received on mobile and email and click on 'Submit' button.

REGISTRATION OF DDO (contd...)

9. Reference number is generated in the format BHVYSA.....
10. Note the reference number and take the print out of the form.
11. Take the signatures of applicant (your signature) and competent authority.

➤ STEPS TO UPLOAD REGISTRATION FORM

1. Again click on 'Registration tab' and select 'Print/Upload Registration Form'.

Registration + Login

REGISTRATION

PRINT/UPLOAD REGIS

Registration Form

Print/Upload Registration Form

Enter Your Reference No :

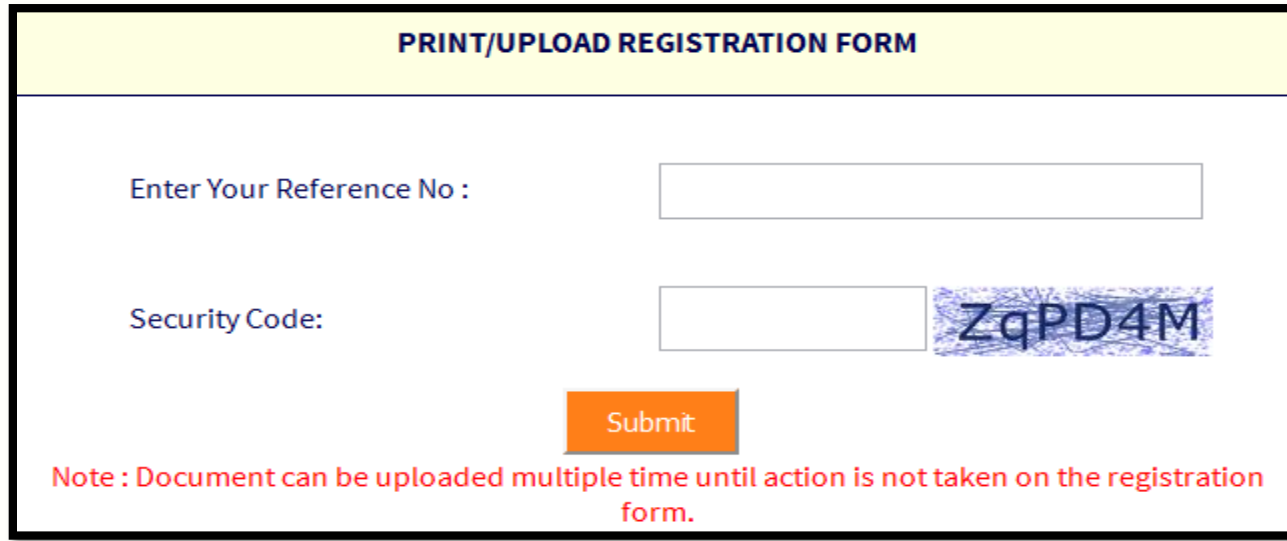
Security Code:

Submit

Note : Document can be uploaded multiple time until action is not taken on the registration form.

PRINT/UPLOAD REGISTRATION FORM

2. New window appears asking 'Bhavishya Reference number' and Security Code.



PRINT/UPLOAD REGISTRATION FORM

Enter Your Reference No :

Security Code:

Submit

Note : Document can be uploaded multiple time until action is not taken on the registration form.

3. Enter the reference number and security code and click on 'Submit' button.
4. Enter any One Time Password (OTP) received on mobile or email id.



Enter OTP you have received on mobile or email :

Submit

5. Upload the scanned copy of registration form (in pdf format not exceeding 1 MB size) duly signed by competent authority and applicant.

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 EIS, 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.**

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



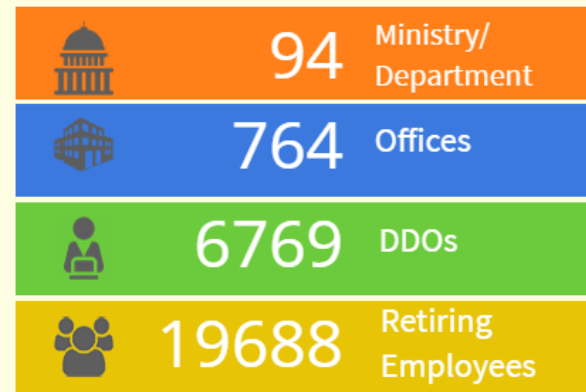
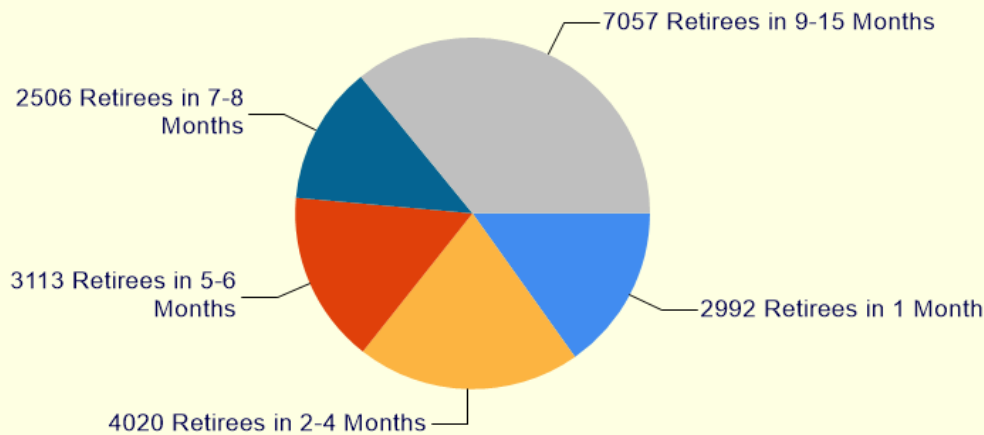
Bhavishya

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



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[O.M. / Operating Instructions](#) regarding Mandatory use of Bhavishya with effect from 01.01.2017
[O.M Revision Module under 'Bhavishya' for Pre-2016 pensioners/ family pensioners.](#)



What's NEW

Helpdesk

Email : bhavishya@nic.in | For Technical Help : (011) 24640650, 24640651 | For Administrative and Training Help : (011) 24655784

[Pensioners' Portal](#) | [Department of Pension & Pensioners' Welfare](#) | [Sankalp](#) | [Anubhav](#) | [CPENGRAMS](#) | [Contact us](#)



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'BHAVISHYA' LOGIN PAGE

The image shows a web browser interface for the 'Bhavishya' login page. At the top, there is a navigation bar with several menu items: 'About Us', 'Downloads +', 'Training', 'User Manuals +', 'Contact us', 'Nodal Officers List', 'FAQs', 'Registration +', and 'Login'. The 'Login' button is circled in red. Below the navigation bar, the main content area features a central login form titled 'Login on Bhavishya'. The form includes a prompt 'Please provide your Login Id / User Id' and two input fields: 'LOGIN ID / USER ID' and 'SECURITY CODE'. Below these fields is a CAPTCHA image showing the alphanumeric string 'S6F2TE'. At the bottom of the form is a blue 'CONTINUE' button. Three red arrows point from text boxes to the form: one to the first input field, one to the second input field, and one to the 'CONTINUE' button. A fourth red arrow points from the 'Login' button in the navigation bar to a red-bordered box containing the word 'LOGIN'.

Registration + **Login**

LOGIN

Login on Bhavishya

Please provide your Login Id / User Id

LOGIN ID / USER ID

SECURITY CODE

S6F2TE

CONTINUE

Enter login id or email id registered with Bhavishya

Enter Security Code

Click on Continue



Login on Bhavishya

Enter your Password to login on Bhavishya



Ashok

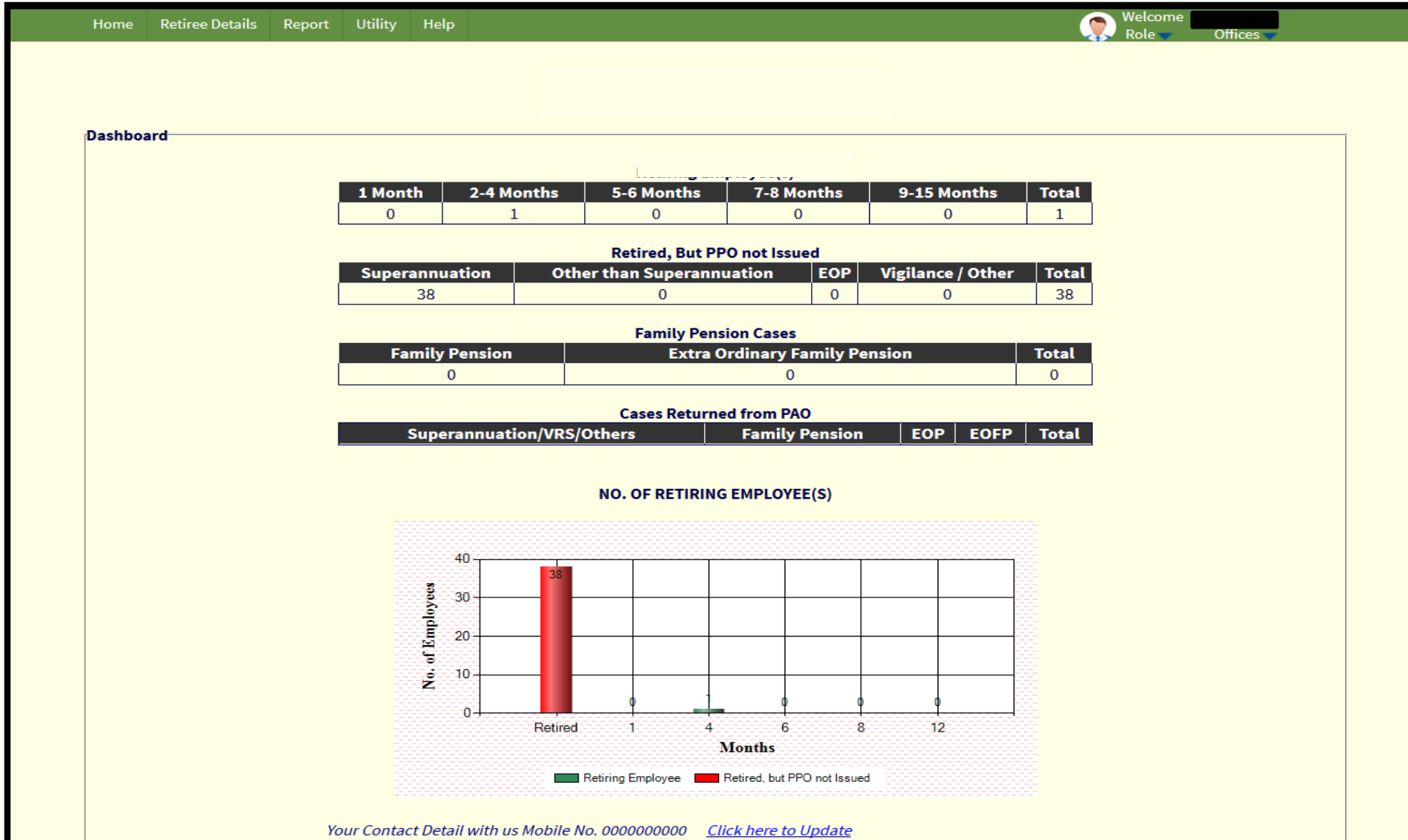
Login.

Password will be same as the password which is used to access email on mail.gov.in portal

- Department can have more than one login for HOO/PAO & their dealing hands. However, there must be only one active login for DDO processing salary for the employees.

DDO DASHBOARD IN 'BHAVISHYA'

- As soon as DDO login into Bhavishya, he/she is directed to the DDO dashboard (as shown in the image below).



UTILITY

If organization uses Salary Package (say Comp DDO) other than EIS (PFMS)

The screenshot shows the 'UTILITY' web application interface. The top navigation bar includes 'Home', 'Retiree Details', 'Report', 'Utility', and 'Help'. The 'Utility' menu is highlighted, and a red box labeled 'Utility' is positioned above it. Below the navigation bar, the 'Import Retiree Details' button is highlighted with a red box and a red arrow labeled '2'. The main content area is titled 'IMPORT RETIREE DETAILS FROM COMPDDO' and includes a red instruction: 'Kindly download the latest patch of CompDDO then generate XML.'. Below this, there is a 'Browse...' button with a red box and a red arrow labeled '3', and an 'Import' button with a red box and a red arrow labeled '4'. Two yellow boxes with red borders provide instructions: 'Click on Browse button to choose XML file' and 'Click on 'Import' button after browsing XML file'. Below the buttons, there 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'. The 'Action to be taken in CompDDO' section lists four steps: 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". The 'Action to be taken in Bhavishya' section lists two steps: 1. Click on "Browse" button and choose generated XML file, 2. Click on "Import" Button to save the data. At the bottom, there is a link: 'Click here to download detailed document to generate XML file containing retiree details.' and 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 Retiree Details Report **Utility** Help Welcome Role Offices

2 Import Retiree Details **Utility**

Import Retiree Details

IMPORT RETIREE DETAILS FROM COMPDDO

Kindly download the latest patch of CompDDO then generate XML.

Browse... No file selected. **3** **Import** **4**

Click on Browse button to choose XML file

Click on 'Import' button after browsing XML file

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

➤ **Select 'Utility' and from the dropdown select 'Import Retiree Details'.**

- Click on 'Browse' button to choose the XML file generated from salary package. (Refer below slides to know how to generate XML file from Comp DDO)
- Click on 'Import' button to save the retiree data in Bhavishya.
- XML file is to be generated and imported in Bhavishya once in a month after the updation of Master Pay Bill Register (PBR).
- 'General Guidelines to Import Retiree Details' is also given on the page.
- If any incorrect retiree detail is added in Bhavishya such as his/her Name, PAN, Date of Birth etc. then first changes are to be made in salary package and then again XML is to be generated and imported in Bhavishya.

Home Retiree Details Report **Utility** Help

Welcome Role Offices

Import Retiree Details

UTILITY

Import Retiree Details

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

Create a Utility for generation of XML file according to the sample XML file format given on the site.

If organization use Salary Package other than Comp DDO then it can create a utility for generation of XML file according to the sample XML file format given on the site.

If organization does not use any salary package, then office should proceed for EIS module from (PFMS) for auto reflection of Retiree data from EIS to Bhavishya on 10th of every month. For the mean while office can add Retiree details (who are going to retire in next 15 months) via manual intervention from DDO/HOO login.

Note: If any correction is to be made in retiree details then first changes should be made in

- i) EIS, and the changes will auto reflect in bhavishya on 10th of the next month.
- ii) Salary package(Other than EIS), then again XML should be generated and imported into Bhavishya

If retiree has filled and sent the forms to HOO then his/her details cannot be reflected/corrected in Bhavishya from salary package. In this case, HOO has to first return back the forms to retiree and only then any changes may reflect in bhavishya.

Similarly, if the retiree case is sent to PAO then the case should be returned back on both PAO and HOO level first and only then DDO can upload the XML.

RETIREE DETAILS

If the organization does not use any salary package, then DDOs can add retiree details manually.

The screenshot shows the 'Retiree Details' page in a web application. The navigation menu at the top includes 'Home', 'Retiree Details', 'Report', 'Utility', and 'Help'. The 'Retiree Details' menu item is circled in red and labeled '1'. Below the menu, there is a 'Updation' button circled in red and labeled '2', and an 'Add' button circled in red and labeled '3'. The main heading is 'RETIREE DETAILS' with a sub-heading 'Add'. A search bar is present with the text 'Retiree Name/PAN No.' and a search button. The search bar also includes checkboxes for 'Deleted' and 'PPO Issued'. The total number of records is 'Total - 1018'. Below the search bar is a table with the following columns: S.No., Retiree Name, Designation, PAN No, Gender, Date of Retirement, Date of Birth, Date of Joining, Mobile No, EmailID, Govt. Quarter, Govt. Quarter Address, AAN No., Edit, and InActive.

S.No.	Retiree Name	Designation	PAN No	Gender	Date of Retirement	Date of Birth	Date of Joining	Mobile No	EmailID	Govt. Quarter	Govt. Quarter Address	AAN No.	Edit	InActive
1	Mr. Anup Sing Dhami	assistant manager	AHLPS8998H	Male	10/08/2007	12/08/1945	16/05/1968	9718510405		Yes		0		x
2	Mr. Sunil Jir Lama	FA G	AGLPC2256R	Male	31/03/2010	04/03/1950	17/07/1970	9958866325		No		0		
3	Mr. Riyaz	AO	ACJPS1771P	Male	31/03/2010	15/03/1950	15/01/1970	7588180929	reeyazos@gmail.com	No		0		x
4	Mr. Akash Das	OFFICER	AKXPD1122Q	Male	30/04/2011	01/05/1951	01/05/1989	9989756587		No				

➤ Follow steps 1 to 3 for adding retiree details.

RETIREE DETAILS

249430 - Department of Personnel & Training

Personal Details

Name	Title <input type="text" value="Mr."/>	First Name *	Middle Name	Surname
	First Name(Hindi)	Middle Name(Hindi)	Surname(Hindi)	
Type of Retirement*	<input type="text" value="--Select--"/>			
PAN No.*	<input type="text"/>		Father's / Husband's Name*	<input type="text"/>
Gender*	<input type="text" value="Male"/>	Date of Birth*	<input type="text"/>	
Mobile Number	<input type="text"/>		Email ID	<input type="text"/>

Official Details

Designation*	<input type="text"/>	Group*	<input type="text" value="-----Select-----"/>
Date of Joining*	<input type="text"/> <input type="text" value="Forenoon"/>	Date of Superannuation*	<input type="text"/>
Date of Retirement*	<input type="text"/>	Govt. Accommodation provided by Directorate of Estates at any time of service*	<input type="text" value="No"/>

→

➤ Fill the details of the retiree who is going to retire in 12 to 15 months and click on 'Save' button.

➤ Retiree detail is added in Bhavishya.

Home **Retiree Details** Report Utility Help

Welcome [User] Role Offices

Update **Retiree Details**

Update RETIREE

Search can be done using Retiree Name/PAN

Manual entry can be edited from here

As soon as Retiree Details are saved, his/her data displays here

Retiree Name/PAN No. Deleted PPO Issued **Search** **Add** Total - 1018

S.No.	Retiree Name	Designation	PAN No	Gender	Date of Retirement	Date of Birth	Date of Joining	Mobile No	EmailID	Govt. Quarter	Govt. Quarter Address	AAN No.	Edit	InActive	XML Data
1	Mr. Anup Sing Dhama	assistant manager	AHLPS8998H	Male	10/08/2007	12/08/1945	16/05/1968	9718510405		Yes		0		<input checked="" type="checkbox"/>	View Detail
2	Mr. Sunil Jir Lama	FA G	AGLPC2256R	Male	31/03/2010	04/03/1950	17/07/1970	9958866325		No		0		<input type="checkbox"/>	View Detail
3	Mr. Riyaz	AO	ACJPS1771P	Male	31/03/2010	15/03/1950	15/01/1970	7588180929	reeyazos@gmail.com	No		0		<input checked="" type="checkbox"/>	View Detail

Note: If retiree has filled and sent the forms to HOO then his/her details cannot be edited. In this case, HOO has to first return back the forms to retiree and only then DDO can edit his details.

Similarly, if the retiree case is sent to PAO then the case should be returned back on both PAO and HOO level first and only then DDO can edit the details

GENERATE XML FILE FROM COMP DDO

The screenshot displays the software interface for 'COMPREHENSIVE DDO PACKAGE'. The title bar shows 'Vers. 4.00 Rel. Date - 20130718 Status: DDO User Name: ALKALRA Financial Year: 2013-2014'. The menu bar includes 'Salary', 'Arrears', 'Income Tax', 'GPF', 'Other Allowances', 'Advance Bills', 'Contingency Bills', 'Pension', 'Master', 'Receipts', 'Utilities', and 'Exit'. The 'Utilities' menu is open, showing options like 'Backup', 'Import From PAO', 'Export to PAO', 'Cheque Details Entry', 'Epayment Details Entry', 'ECS Statements of All Bills', 'Return / Cancel Bills', 'XML File Generation', 'Bill Search', and 'New Bank Branch (BSR Code)'. The 'XML File Generation' option is selected, and its sub-menu is open, showing 'Employees Data' and 'Text File Generation'. The 'Text File Generation' option is highlighted. Red annotations with numbers 1, 2, and 3 indicate the menu path: 1 points to 'Utilities', 2 points to 'XML File Generation', and 3 points to 'Text File Generation'. The background features a large watermark 'Comprehensive' and 'Comprehensive Function Management of Drawing and Disbursement'.

- Go to Menu, select **'Utilities' → 'XML File Generation' → 'Text File Generation'**

XML Text File Generation Module : UTILITY

XML File For : Fin Year : PayBill Cat :

Emp Code

Pay Slip
IT Calculation Sheet
GPF Ledger
Payment Details
Bhavishya (BPTS)

Bhavishya (BPTS)

1

- Select 'XML File for' → 'Bhavishya (BPTS)'

XML File For :

Month : Year :

2 3 4

ComprehensiveDDO

XML Created Successfully in
C:\Program Files (x86)\Comprehensive
DDO\DOCUMENTS\Bhavishya_249446_16122013113755AM.xml

5

- Select the **month and year** for which the details of employee is to be exported and click on '**Generate XML**'.
- A dialog box showing the path of XML will pop-up on the screen. Click on '**OK**'.
- After successfully importing the details, processing will be same in **COMPACT**.

Updation

RETIREE DETAILS

244183 - SO (CASH), DGW, SBI, NIRMAN BHAWAN, NEW DELHI

Personal Details

Name	Title	Mr.	First Name *		Middle Name		Surname	
	First Name(Hindi)		Middle Name(Hindi)		Surname(Hindi)			
Type of Retirement*	--Select--							
PAN No.*	--Select--							
Father's / Husband's Name*								
Gender*								
Mobile Number								

Official Details

Designation*	Absorption in Central Autonomous Body (Rule 37-B) Absorption in Corporation/Company/Body (Rule 37) Absorption in PSU (Rule 37-A) Compulsory Retirement (Rule 40) Death Death(covered under EOP rules) Due to abolition of Post (Rule 39) Extra-ordinary Pension Invalid Pension/Invalidment on Medical Ground (Rule 38) Premature retirement at the initiative of the Government [Rule 48 or FR 56 (j)] Removal/Dismissal from service (Rule 24 and 41) Superannuation Voluntary Retirement at the initiative of the Government servant under rule 48, 48-A and FR 56 (k). Voluntary Retirement on being Declared surplus (Rule 29)							
Date of Joining*								
Date of Retirement*								

Save

Note:- The cases other than Superannuation (like VRS, In Service death- Family Pension, etc.) should be added directly into bhavishya form DDO/HOO login

RETIREE DETAILS ➡ **UPDATION** ➡ **ADD**

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 - 24655784**