



BHAVISHYA

Pension Sanction And Payment Tracking System

An Initiative of “Department of Pension & Pensioners’ Welfare”

INSTRUCTIONS FOR REGISTRATION

DDO/HOO/PAO/Dealing Hands of HOO & PAO

About Us

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.

How to Access “Bhavishya”



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

Who Can Register Online

Drawing & Disbursing Officer (DDO)

Head of Office (HOO)

Head of Department (HOD)

Pay & Accounts Office (PAO)

Dealing Hands of HOO

Dealing Hands of PAO

Frequently Asked Questions

Q1. Who Can Register online?

A1. Following can register online:

- Drawing & Disbursing Officer (DDO)
- Head of Office (HOO) and their Dealing Hands
- Head of Department (HOD)
- Pay & Accounts Officer (PAO) and their Dealing Hands

Q2. If I have multiple roles/functional designations, can I register for multiple roles online?

A2. Yes, you can register for following multiple roles:

- DDO & HOO
- HOO & PAO

If you have roles more than above, then contact your Nodal Officer/Organisation Administrator or send the request on email to bhavishya@nic.in from your registered email id.

Q3. I am a retiring employee; how can I register in Bhavishya so that I can login and fill my forms?

A3. Retiree does not need to register online in Bhavishya. His/her details need to be added by DDO/HOO. As soon as DDO/HOO add retiree's detail in Bhavishya his/her login details will be send through SMS and email to the retiring employee.

Frequently Asked Questions (Continued....)

Q4. I am the Principal CCA/CCA/CA, how can I register in Bhavishya?

A4. You need to send following details given below to bhavishya@nic.in

- Name
- Date of Birth
- Mobile no.
- Official Address
- Email Id (preferably designation/ post based)
- Designation
- Ministry/Department
- List of PAO Codes

Q5. I am the nodal officer of the ministry/department, how will I register in Bhavishya?

A5. You need to fill the form available in Registration Nodal Officer Registration Form and email the scanned copy of filled signed form to bhavishya@nic.in.

Frequently Asked Questions (Continued....)

Q6. I am not able to locate my office in Division/Office?

A6. Two characters in the bracket are last two digits of DDO Code.

e.g. if your office name is “Staff Selection Commission, HQ” and DDO Code is 123432 then office name will be shown as “Staff Selection Commission, HQ (32)”. Apart from this List in Division/office is searchable i.e. if you type 32 (last 2 digits of your DDO code) in the list box, it will show the corresponding office having “32” as part of division/office name.

Ministry *	Department
Ministry of Personnel, Public Grievances & Pensions	Department of Personnel & Training
Attached Office / Subordinate	Division / Office
Staff Selection Commission	Staff Selection Commission, HQ(32)

Q7. Can I register with my Gmail / Yahoo email id?

A7. No, email id must be official, Preferably Post / Designation based and accessible from <https://mail.gov.in> or <https://email.gov.in> or <https://mail.nic.in>.

Registration

STEPS TO FILL REGISTRATION FORM

- Fill Registration Form online on 'Bhavishya' website – <https://bhavishya.nic.in>.
- Mandatory details required are **DDO code, PAO code, NIC/GOV Email-id and Mobile no.**

The screenshot displays the Bhavishya website homepage. At the top, the header includes the Bhavishya logo, the text 'Pension Sanction & Payment Tracking System', and 'An Initiative of Department of Pension & Pensioners' Welfare'. A navigation bar contains links: Home, About Us, Pension Rules, Nodal Officers List, FAQs, Timeline, Quick Links, and Contact Us. A red box highlights the '1. Registration' button. A dropdown menu for 'Registration' is open, showing options: Registration Form, Print/Upload Registration Form, Nodal Officer Registration Form, and Registration Manual. Below the navigation bar, a banner features a laurel wreath with a trophy, the text 'Bhavishya Ranks 3rd Best in NeSDA 2021', and the quote 'END IS NOT THE END, IN FACT E.N.D. MEANS "EFFORT NEVER DIES"' by A. P. J. Abdul Kalam. Below the banner, a link for 'Operating Instructions / O.M. regarding Mandatory Use of Bhavishya for Processing of Pension Cases w.e.f. 01.01.2017 and Procedure to Get the Exemption for Exceptional Cases' is provided. The main content area shows a 'Bhavishya Performance Dashboard' with five metrics:

Metric	Value
Ministry/Department * *including Apex Bodies and UTs	100
Offices (under Ministry/Department)	1043
DDOs	9778
Total PPO Issued	331571
Retiring Employees	27210

Step 1: Click on **Registration** menu on *Bhavishya* homepage and from the dropdown select **Registration form**

Fill Registration Form



Registration Form

(HOD/DDO/HOD/PAO
and their Dealing Hand)

• Who Can Register Online

• Registration FAQs

• Registration Manual

[Click here for the List of Nodal Officer Registration Form](#)

Note: Employees retiring on SUPERANNUATION will be registered automatically. Employees retiring on other than superannuation (e.g. Voluntary Retirement, Compulsory Retirement etc.) has to contact their DDO/HOD to get themselves registered on Bhavishya Portal.

Title*

-Select-

First Name *

Middle Name

Surname

Date of Birth 🇮🇳

Date of Retirement 🇮🇳

Ministry *

-Select--

Department

-Select--

Attached Office / Subordinate

-Select--

Division / Office

-Select--

Note: If you do not find your office in this list, Kindly contact on these numbers 2484050,2484051 or mail to: bhavishya@nic.in with your DDO Code,DDO Description and PAO Code

Designation *

-Select--

Functional Designation*

-Select--

DDO Code

PAO Code*

Official Address*

Country*

INDIA

State

-Select--

District

-Select--

City*

Pincode

Phone (O)*

Mobile Number * +91

Email Id *

Email-Id must be official, and accessible from <https://email.gov.in> ,<https://mail.gov.in> <https://mail.nic.in>

Whether this user will replace existing user

No

Security Code*

Pqy8wY

☐ * Please confirm whether you are able to login to <https://parichay.nic.in/> using the email ID provided by you.

3.Submit

Submit

Reset

Step 1: Click on **Registration** menu on *Bhavishya* homepage and from the dropdown select **Registration form**

Step 2: Fill all the mandatory fields in the **Registration Form**.

Step 3: Click on **‘Submit’** button.

Note: Email id must be nic.in/gov.in and must be accessible on <https://mail.gov.in>. Post/Designation based email-id is preferred to avoid re-registration in case of transfer and retirement of officer. e.g. socash@nic.in.

Registration [Continued....]

Functional Designation*

---Select---

---Select---

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)

Select the desired role that you want in Bhavishya, by clicking on desired functional designation Drawing & Disbursing Officer (DDO), Head of Office (HOO), DDO & HOO (if DDO and HOO are same person), Pay and Account Office, PAO & HOO (if PAO and HOO are same person) etc.



Registration Form
(HOO/DDO/HOD/PAO and their Dealing Hand)

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

Mobile OTP *

Email OTP *

Submit

Resend OTP

Step 4: After submitting form, **OTP will be received on mobile number and Email id.**Enter the OTP sent on your mobile number and Email-id and click on **‘Submit’** button.



Registration Form
(HOO/DDO/HOD/PAO and their Dealing Hand)

Note: Kindly take the print out and upload the scanned copy of registration/application form duly signed by applicant and competent Authority on Bhavishya software with your reference no. BHVYSA0002345 in pdf format

Print

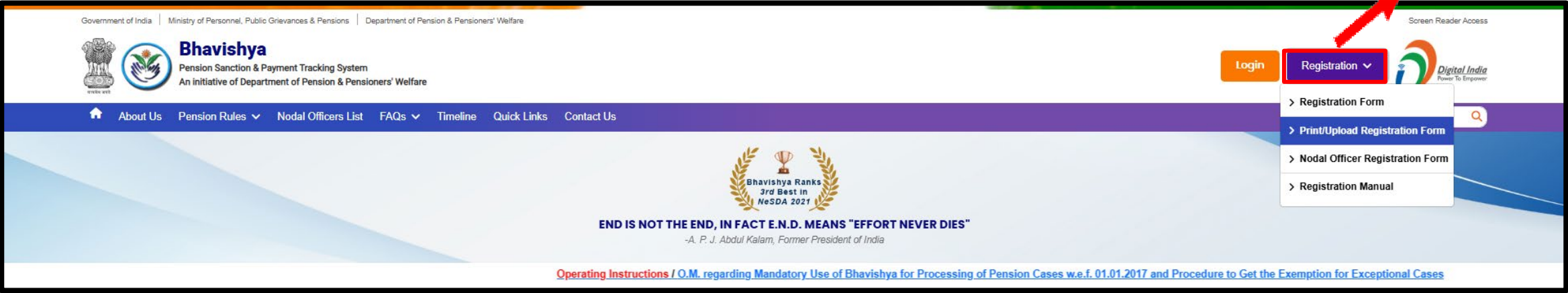
5.Print

Reference Number

Step 5: A reference number will be generated, which is used to **print and upload the form.** Take the **print-out of the filled form - sign and scan it.**

STEPS TO UPLOAD REGISTRATION FORM

6.Registration



Step 6: Click on **Registration** and from the dropdown select **Print/Upload Registration form**.

**Print/Upload
Registration Form**

Enter Your Reference No *

Enter Your Reference No.

Security Code:

xXLmBb

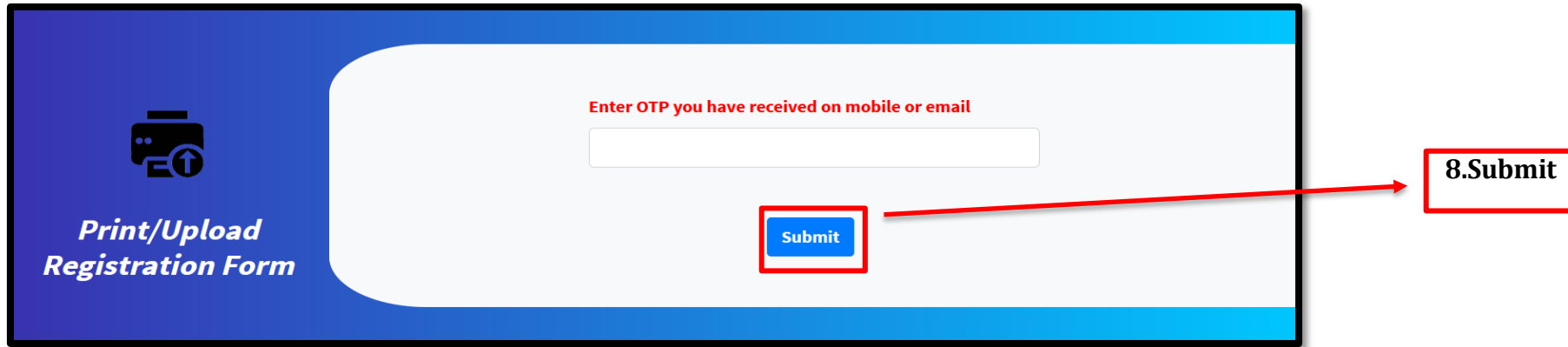
Submit

7.Submit

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

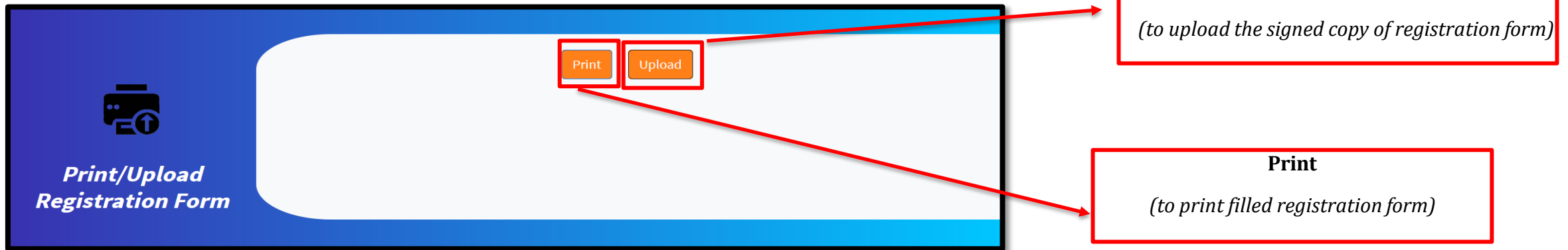
Step 7: Enter **reference number**, **security code** and click on **submit** button, an **OTP** will be received on **registered mobile number** and **Email-id**. Enter any of the **OTP** as shown in the next screen.

STEPS TO UPLOAD REGISTRATION FORM



The screenshot shows a web interface for submitting a registration form. On the left, there is a blue sidebar with a printer icon and the text "Print/Upload Registration Form". The main area is white and contains a text input field with the placeholder text "Enter OTP you have received on mobile or email". Below the input field is a blue "Submit" button. A red box highlights the "Submit" button, and a red arrow points from it to a red box labeled "8.Submit".

Step 8: Enter the **OTP** sent on your **mobile number or Email id** and submit the form.



The screenshot shows the same web interface as Step 8, but now with two orange buttons, "Print" and "Upload", located below the "Submit" button. A red box highlights both buttons. Two red arrows originate from this box: one points to a red box labeled "9.Upload (to upload the signed copy of registration form)" and the other points to a red box labeled "Print (to print filled registration form)".

Step 9: Upload the **scanned registration form copy with applicant and competent authority signatures** on the '**Bhavishya**' website.

- The forms will be processed by the concerned Nodal officer-one in each Ministry/Department. Contact details of these Nodal Officers are available on '**Bhavishya**' website.

Contact Details



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

E-mail: - bhavishya@nic.in

For technical matters: - 011- 24640650 & 51