

Bhavishya

Operating Instructions for DDO/HOO/PAO

Bhavishya is to be used mandatorily in all Central Government (civil) departments with effect from 1.1.2017. Ministries/Departments may ensure that in no case pension case be delayed on account of non-familiarity with Bhavishya. Hence, all Ministries/Departments may take advance action in this matter.

2. Detailed instructions on various aspects of Bhavishya are available at <https://bhavishya.nic.in>

3. All DDOs and HOOs and PAOs must be registered on Bhavishya portal. Multiple role as PAO, DDO as well as HOO as per their duty allocation and accordingly online form has to be filled up in Bhavishya Portal.

4. Essential requirement for **registration of DDO/HOO/PAO** on Bhavishya portal:
- ✓ The officer must have a government email id i.e. either ending with **gov.in** or **nic.in** . *To get the email-id, please contact NIC office of your Ministry/Department.*
 - ✓ Mobile Number
 - ✓ DDO and PAO code

Nodal officer can activate registration form filled up by DDO/HOO/PAO.

Retiring employees has not need to register himself/herself because employees retiring on SUPERANNUATION will be registered automatically from salary data. Data of employees retiring on other than superannuation (e.g. Voluntary Retirement, Compulsory Retirement etc.) has to be entered by DDO/HOO on Bhavishya Portal.

5. Salary data must be uploaded by DDO every month. **This activity is not required for DDOs who are preparing the salary in EIS (*Employee Information System under PFMS*).**

- *Employees retiring on SUPERANNUATION will be registered automatically from the EIS data or the data uploaded by DDOs.*
- *Employees retiring on other than superannuation (e.g. Voluntary Retirement, Compulsory Retirement etc.) has to be entered manually in Bhavishya by respective DDO/HOO.*

6. If retiree is unable to fill the form, provision has been given for HOO to fill the form on behalf of retiree.

7. Each Ministry/Department may ensure that a Nodal Officer at the Ministry/Department level has an active account on Bhavishya Portal and monitor all sub-ordinate and attached offices of Ministry/Department.

8. In cases of any query, please contact us on below mentioned details

Email : bhavishya@nic.in

Tel. No.s : (011) 24640650, 24640651

--- End---