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महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना
OFFICE OF THE ACCOUNTANT GENERAL(A&E), BIHAR, PATNA

का० आ० सं०/O.O. No. Admn-I/(A&E)/63(e-office)/24-25/ C- 110

दिनांक/Date: 04/05/2024

Office Order

Subject: Submission of Pension Forms through Bhavishya Portal

It has been seen that all employees of this office who are nearing retirement age or are eligible for pension do not submit pension forms within the stipulated time. It has been viewed seriously by the Competent Authority. The Bhavishya Portal is the designated platform for processing pension-related matters for government employees. Therefore, all such officials/employees are hereby directed to adhere to the following instructions for the submission of pension forms:

- 1. Accessing the Bhavishya Portal:** Employees can access the Bhavishya Portal using their login credentials on bhavishya.nic.in. PAN Number can be used as User Id and Date of Birth as the first-time password. A new password requires to be created for further access in Bhavishya Portal. If any issues is encountered with accessing the portal or require assistance with login credentials, Admn-I may be contacted for assistance.
- 2. Completion of Forms:** It may be ensured that all required sections of the pension forms available on the Bhavishya Portal are completed accurately and comprehensively. Incomplete forms may lead to delay in the processing of pension benefits.
- 3. Documentation:** Along with the pension forms on the Bhavishya Portal, all necessary supporting documentation as per the instructions provided are to be uploaded. This may include identification documents, service records, and any other relevant paperwork.
- 4. Submission Deadline:** The deadline for submitting pension forms through the Bhavishya Portal is *5 months before the date of retirement*. It is imperative that all forms are submitted on or before this date to facilitate the timely processing of pension benefits.

5. Confirmation of Submission: Upon successful submission of pension forms through the Bhavishya Portal, the forms generated along with relevant documents have to be submitted in hard copies in duplicate to Admn-I.

Failure to submit pension forms through the "Bhavishya Portal" by the specified deadline may result in delay in the processing of pension benefits.

Cooperation from all concerned in adhering to this process is greatly appreciated.

sd/-
Sr. Accounts Officer (Admn-I)

Copy to:-

1. A.G. (A&E) Sectt.
2. Sr. D.A.G. (Admn & GE) Sectt.
3. D.A.G. (A/Cs & V.L.C. & Works) Sectt.
4. D.A.G. (Pen & Fd.) Sectt.
5. Sr.AO/Data Manager – TM/Pen-01/WM-I/GM/ITS Section (for uploading on office website)
6. Notice Board/All officials of this office (through internal communication groups)


Sr. Accounts Officer (Admn-I)