

No: Admn 3/Pension/Circular/

Dated: /02/2025

Circular

**Subject: Guidelines for Timely and Smooth Settlement of Pension
Cases (Superannuation)**

In order to facilitate the smooth and timely settlement of pension cases (superannuation) for the staff of this office, the following guidelines are issued for the strict compliance of all concerned:

1. Submission of Pension Papers: In accordance with Rule 57(2)(a) of the CCS (Pension) Rules, 2021, staff members retiring on superannuation are required to fill and submit their pension papers via the e-HRMS and Bhavishya portals at least 4 months before their date of retirement. The Bhavishya portal can be accessed through its website:
<https://bhavishya.nic.in>.
2. Correction of Personal Details: The following details (Name, PAN, Date of Joining, Date of Birth, Date of Retirement, Designation, Gender) must first be corrected in the service book and PFMS/EIS through the DDO or HOO. Only after these corrections are made will the changes be reflected in the Bhavishya portal.
3. E-Signature Use: Staff members are advised not to use the e-sign option while filling in their pension papers on the Bhavishya portal until further notice.

The above guidelines, along with the conditions set forth in this circular, must be followed meticulously by all concerned to ensure the timely processing of pension cases.

(Authority: Sr. Dy. Accountant General's approval dated)

sd/-

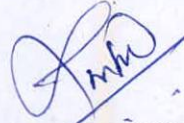
Sr.Accounts Officer/Admn3

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Copy to:

- 1)Private Secretary to Pr.Accountant General
- 2)P.A. to Deputy Accountant General(Admn & Accounts)
- 3)P.A. to Deputy Accountant General(Pension and P.F.
- 4)Welfare Officer
- 5)Sr.A.O/EDP(Support) with a request to hoist the O.M. on office "Intranet"
- 6)General Circulation to all Sections in the Office & also a copy to controlling Sections.
- 7)Notice Board
- 8) Guard File


Sr.Accounts Officer/Admn3