



Government of Arunachal Pradesh
Department of Finance
Directorate of Audit & Pension
Mini Secretariat, Naharlagun,
Papum Pare, Arunachal Pradesh



Application for Registration of Users in
BHAVISHYA – Pension Sanction and Tracking System of Arunachal Pradesh

Entries marked with * are mandatory and must be filled in.

OFFICE DETAILS

Department Name: *
Office Name: *

OFFICE ADDRESS

Office Address: *		
District: *	City: *	Pin Code: *

USER DETAILS

USER ROLE: * ☐ HOO ☐ Dealing Hand to HOO (✓ Tick the appropriate user role)

Title (Shri, Smt, Mr., Mrs., Dr., etc): *	First Name: *
Middle Name:	Surname:
Gender: *	Designation: *
Date of Birth: *	Date of Retirement (Superannuation): *
Mobile Number: *	Email Address: *

Signature of the User

Signature of the Competent Authority with date & seal

Note:

- 1) Mobile Number & Email Address must be unique.
- 2) This form must be submitted **separately for each user** (HOO or Dealing Hand to HOO). If multiple users are to be onboarded from the same office, **please submit a separate copy of this form for each user.**
- 3) Scanned copies of the duly signed application form may be submitted via email to **bhavishya-arunachal@arn.gov.in**, with a copy marked to **arunachal-pension@arn.gov.in** and **yagru.linggi@nic.gov.in**.

Retiring employees must contact their HOO to get themselves registered on the Bhavishya Portal.



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Roles of Users in
BHAVISHYA - Pension Sanction & Tracking System of Arunachal Pradesh

1. **Dealing Hand (DH) to HOO** - This role assists the Head of Office in processing pension cases. The user can check the forms submitted by the retiree, verify service details, and prepare the pension calculation and sanction documents. However, they cannot forward the case to the Directorate of Audit & Pension (DAP).
2. **Head of Office (HOO)** - The Head of Office is responsible for the entire pension processing workflow. This includes entering retiree details, verifying service records, reviewing submitted forms, preparing pension sanction documents, and forwarding the case to the Directorate of Audit & Pension (DAP). The HOO acts as the final authority at the office level before submission of pension forms of the retiree to the Directorate of Audit & Pension (DAP).

