

Most Immediate
By e-mail/Speed Post

F.No.1-7/2016-Admin.II
Government of India
Archaeological Survey of India

Janpath, New Delhi-110011

Dated 3rd May, 2016

To

1. All Regional Directors, ASI
2. All Superintending Archaeologists
as Head of Office, respective Circles
3. All DDOs (dealing with Pension matters
in their respective jurisdiction)
4. Director (Horticulture)/HOO
5. Director (Science)/HOO
6. Directors, Epigraphy (Sanskrit/Dravidian),
Director, Epigraphy (Arabic/Persian)/HOO
7. PAO, ASI HQ, New Delhi /PAO, ASI, Hyderabad.

Subject: "Bhavishya" – The Online Pension Processing & Payment Tracking System – reg.

Sir,

I am directed to refer to this Office's e-mail communication dated 19th April, 2016 and MoC's letter No.A-33021/14/2015-Estt dated 28th April, 2016 alongwith with four Annexures (Copies enclosed) on the aforementioned subject-matter.

2. Briefly, DoP&T is implementing "Bhavishya" – online Pension Processing & Payment Tracking System with the following objectives in view:

- (i) All the pension cases to be processed through above online portal only.
- (ii) Convenient online submission and processing of pension papers by the retiring Central Government employees.
- (iii) Timely action by various authorities involved in pension matters viz. Head of Office (HOO), Drawing & Disbursing Officer (DDO) and PAO concerned.

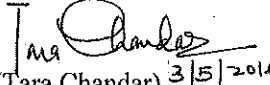
For this purpose, all DDOs, HOOs and PAOs are required to be registered online on Bhavishya portal "www:bhavishya.nic.in through an NIC mail ID mandatorily (Annexure-III may be referred). The request for an NIC mail ID may be made by the DDO/PAO/HOO in the prescribed proforma (Annexure I & II) to "Support Centre, iNOC, NIC, A4B2 Bay, A-Block, CGO Complex, New Delhi-110003". For any technical assistance Bhavishya Technical Team may be contacted on their e-mail : bhavishya@nic.in or call at 011-24240650/24640651/24634135 & Mob: 09899309303 (Shri Bansal).

Requisite information, in the prescribed proforma (Annexure-IV), may also be provided to ASI HQ, ND without any further delay.

: 2 :

3. It is, therefore, requested that the requisite action may be taken within a weeks' time under intimation to this Office. Any delay in this regard would be viewed seriously as the matter is being reviewed from time to time by the higher authorities in the Ministry of Culture and ASI.

Yours faithfully,


(Tara Chandar) 3/5/2016

Deputy Director (Admn)

Encl: As mentioned above.

Copy to :1.OSD to DG,ASI
2.PPS to ADG,ASI
3. Director (Admn), ASI
4. DDO, ASI HQ, Janpath, New Delhi

Copy for information to: Shri Yash Veer Singh, US (Estt.), Ministry of Culture, Shastri Bhavan, R.No.202-D, New Delhi w.r.t. their letter No.A-33021/14/2015-Estt. dated 28.4.2016



By E-mail
By Fax

No. A-33021/14/2015-Estt
Government of India
Ministry of Culture

Shastri Bhawan, New Delhi
Dated 28 April, 2016

To

Heads of all Attached/ Subordinate Organizations
(as per list attached)

Subject: "Bhavishya" – the Online Pension Processing & Payment Tracking System – Reg.

Sir,

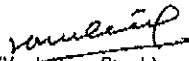
I am directed to refer to the previous communications of even number on the subject mentioned above and to say that despite several instructions and reminders, the Bhavishya software is yet to be implemented in the attached / subordinate Offices under this Ministry. The registration of DOD and HOD has not also been done till date.

2. To monitor the progress of implementation of Bhavishya in all the attached / subordinate Offices of this Ministry, a review meeting is scheduled to be held on 3.5.2016 at 11.00 AM under the chairmanship of Joint Secretary (Admin) in this Ministry in his Room No. 218, C-Wing, Shastri Bhawan, New Delhi.

3. It is requested to direct the Nodal Officer / Officials dealing with the matter to attend the said meeting. The forms for creation of NIC e-mail Id and for registration under Bhavishya are enclosed herewith (Annex I-III). It is requested to bring the duly filled in forms so that the necessary formalities may be completed immediately. The information already sought in the enclosed format (Annex IV) may also be brought.

Encl: As above

Yours faithfully,


(Yash Veer Singh)

Under Secretary to the Govt. of India
Tel. 23382312

Copy to:

PS to JS (A)

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**Government of India
Department of Information Technology, MCIT
NATIONAL INFORMATICS CENTRE**

Application for Bulk E-Mail Account Creation for a complete domain/ a group of users

(Please read the instructions given in the reverse of this page. The completed application form, duly signed by the concerned Project Coordinator/HOD of the concerned NIC Cell, should be submitted to Support Center at "INOC, NIC, A4B2 Bay, A-Block C.G.O. Complex"). Please use CAPITAL LETTERS.

1. Name of the Applicant*: _____
(Dr./Mr./Ms. First name Middle Name Surname)
2. Designation*: _____
3. Min./Dept./Org*: _____
4. Address for correspondence*: _____

City: _____ Pin Code: _____
5. Telephone Number: (O)* _____ (R) _____ Mobile*: _____
6. NIC E-mail address of the applicant*: _____

This is to declare that all the users listed along with this application form have been notified about the terms and conditions and they agree to abide by them. I shall be the single point of contact in case of any failure on their part. I have read the terms and conditions and I agree to abide by them.

Signature of Competent Authority of the Department with date and seal

Signature of the Applicant with date and seal

Account Category: .
Free/ Paid If free, on What Basis: _____
If paid, Project No. : _____

Signature of NIC Coordinator/HOD/Delegated Admin with date and seal

Name & Designation: _____
E-mail and Tel. _____

FOR OFFICE USE	
Billing Division(RR Section):	
File Number:	
Payment Processed: Yes/ No	Signature
User ID Creation:	
Assigned login ID: _____	Domain: _____
	Remarks(BO/PO): _____
	Signature of INOC incharge
	Signature of the Operator
	Name & Desig.:

* Entries are mandatory and need to be filled.

List* of user names and/or designations in the format given next page are to be provided along with application form.

(13)

National Informatics Centre

Internet Services

Internal Documents

Pick one category only*:

a) Name based Email id(s)

b) Designation/Official Position based Email id(s)

For Name based Email id(s), a list of user names in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of an Excel Sheet(.XLS Or .XLSX) along with the hardcopy.

*First name	*Last Name	*Designation	* Ministry /Department	*State	*Mobile NO. (10 Digit Numerals)	*Date of Retirement / Completion of Contract (Contractual employees/ Consultants) (Format DD-MM-YYYY)	*Preferred Email Id/Login ID**	Date of Birth (Format DD-MM-YYYY) Optional
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* Entries are mandatory and need to be filled.

**The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e_mail id unique across the domain. Please check the policy https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf

Delegated Admin control can be provided to the organization on request, if it has minimum 200 existing email accounts.

E-MAIL TERMS AND CONDITIONS

- Users are requested to keep the given userid and password a secret.
- Please change your password at least once in every three months.
- By not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. NIC is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.
- Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you have received them. They might contain a virus that will corrupt your computer.
- Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
- Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
- If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
- NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
- NIC e-Mail Service is provided over secure channels only. WEB interface can be accessed over HTTPs(port 443), POP service is over POP3s(port 995), IMAP service is over IMAPs(port 993) and SMTP service is over SMTPs(port 465). Users are required to suitably modify the client software settings to use the service. Please check the FAQ at: <https://mail.nic.in/docs/POP.pdf>
- By default accounts will be given access over WEB only(<https://mail.gov.in>). If user wants access over POP/IMAP, he/she has to send the request for the same to support@gov.in. For security reasons either POP or IMAP will be allowed. NIC recommends use of IMAP.
- NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
- User is responsible for his/hor data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
- Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
Trash - 7 days
ProbablySpam - 7 days
- NIC account will be deactivated, if not used for 90 days.
- Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
- Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to support@gov.in
- Please note that advance payment is a must for paid users.
- NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.**

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of the Applicant
with date and seal

NIC-INOC-Internet Services

Version 7.1.3

Release Page 2 of 2

National Informatics Centre

Internet Services

Internal Documents

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**Government of India
Department of Information Technology, MCIT
NATIONAL INFORMATICS CENTRE**

Application for E-Mail account for a single user

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned Project Coordinator /HOD of the concerned NIC Cell, should be submitted to Support Center at "INOC, NIC, A4B2 Bay, A-Block C.G.O. Complex"). Please use CAPITAL LETTERS.

- 1) Name of the applicant*: _____
(Dr./Mr./Ms, First name Middle Name Surname)
- 2) (a)Date of Birth: _____ (b)Designation*: _____
- 3) Min./Dept./Org*: _____
- 4) Address for correspondence*: _____

City: _____ Pin Code: _____
- 5) Telephone Number :(O)* _____ (R) _____ Mobile*: _____
- 6) Preferred email id**: a) _____ , b) _____
- 7) Alternate e-mail address for correspondence*: _____
- 8) Date of Retirement/Date of Completion of Contract (Contractual employees/Consultants)
(DD/MM/YYYY)* _____

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of Competent
Authority of the Department
with date and seal

Signature of the Applicant
with date and seal

Account Category:

Free/ Paid

If free, on What Basis: _____

If paid, Project No. : _____

Signature of NIC Coordinator/HOD
with date and seal

Name & Designation: _____
E-mail and Tel. _____

FOR OFFICE USE	
Billing Division(RR Section):	
File Number:	
Payment Processed: Yes/ No	Signature
User ID Creation:	
Assigned login ID: _____ Domain: _____	
Remarks(BO/PO): _____	Signature of INOC Incharge
	Signature of the Operator
	Name & Desig.: _____

* Entries are mandatory and need to be filled.

**The login ids will be generated based on the existing email address policy.

** Please check the policy https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf

**A suffix may be added to make the email id uniq across the domain

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National Informatics Centre

Internet Services

Internal Documents

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given userid and password a secret.
2. Please change your password at least once in every three months.
3. By not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. NIC is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you have received them. They might contain a virus that will corrupt your computer.
5. Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
8. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
9. NIC e-Mail Service is provided over secure channels only. WEB interface can be accessed over HTTPs(port 443), POP service is over POP3s(port 995),IMAP service is over IMAPs(port 993) and SMTP service is over SMTPs(port 465). Users are required to suitably modify the client software settings to use the services. Please check the FAQ at: <https://mail.nic.in/docs/POP.pdf>
10. By default accounts will be given access over WEB only (<https://mail.gov.in>). If user wants access over POP/IMAP, he/she has to send the request for the same to support@gov.in. For security reasons either POP or IMAP will be allowed, NIC recommends use of IMAP.
11. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
12. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
13. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
Trash - 7 days
ProbablySpam - 7 days
14. NIC account will be deactivated, if not used for 90 days.
15. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
16. Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to support@gov.in
17. Please note that advance payment is a must for paid users.
18. **NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.**

This is to declare that I have read the terms and conditions and I agree to abide by them

Signature of the Applicant
with date and seal

Government of India
Department of Pension & Pensioners' Welfare
Ministry of Personnel, Public Grievance & Pensions

Application for . Department Users in Bhavishya

(The completed application form, duly signed by the Applicant and the competent Authority of department, should be submitted to Support Center at "NIC, 381 C-Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003" or send scanned copy to bhavishya@nic.in contact no.:24640650 & 24640651).

Please use CAPITAL LETTER.

* Entries are mandatory and need to be filled

1) Name*:

Dr./Mr./Ms.: _____ First Name: _____ Surname: _____

2) (a) Gender (M/F)*: _____ **(b) Date of Birth (dd/mm/yyyy)*:** _____

(c) Designation* : _____ **(d) Emp. Code:** _____
 (Organisation Employee Code (if Any))

3) Ministry*: _____

4) Department*: _____

5) Organization*: _____

4) Address for correspondence*: _____

_____ District: _____

City: _____ State: _____ Pin Code: _____

5) Telephone Number :(O)* _____ **(R)** _____ **FAX:** _____

6) Mobile*: _____ **Email_id*:** a) _____ @nic.in
 (Organisation Designation/Post based Email Id only)

7) Alternate e-mail address, if any, for correspondence: _____

8) Date of Retirement/Date of Completion of Contract (dd/mm/yyyy)*: _____

Account Type:
:Organisation Admin

Signature of the Applicant
 with date and seal

\Signature of Competent
Authority of the Department
 with date and seal

Information required on Bhavishya in the following prescribed format.

Table No.1:

Name of the Ministry	Name of the Department	Name of the Attached Office	Name of the Subordinate office	No. of the Salary DDOs	No. of PAOs Office	No. of Salary DDOs registered on Bhavishya
1	2	3	4	5	6	7

Table No.2 :

Number of Employees

Name of the Ministry	Name of the Department	Name of the Attached Office	Name of the Subordinate office	No. of Total Employees
1	2	3	4	5

Table No. 3:

Number of Retiring Employees upto 31.12.2016

Name of the Ministry	Name of the Department	Name of the Attached Office	Name of the Subordinate office	No. of Retirees by 31.12.2016
1	2	3	4	5

Table No. 4:

Number of Retiring Employees registered on Bhavishya

Name of the Ministry	Name of the Department	Name of the Attached Office	Name of the Subordinate office	No. of Retirees registered on Bhavishya
1	2	3	4	5

Table No. 5:

Training requirement on Bhavishya

Name of the Ministry/Department	Training requirement of the officials of the Ministry/Department including their attached & subordinate offices (Total No.)
1	2

Table No. 6:

Meeting Conducted by Nodal Officer

Name of the Ministry/Department	No. and date of Meeting conducted by Nodal Officers	Name and contact details of the Nodal Officer
1	2	3