

No. 4/2/2013-P&PW (Coord.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners' Welfare

Lok Nayak Bhavan, Khan Market,
New Delhi, the 19th February, 2015

Office Memorandum

Sub: 'Anubhav' – showcasing outstanding work done during service - submission of details by a retiring Government employee – to be uploaded on Departmental website – reg.

The Department of Pension & Pensioners' Welfare is in the process of providing a platform for the retiring Central Government employees to showcase commendable work done during service. It is envisaged that this would provide satisfaction to the retiring employee and also act as a motivator for serving employees. This would also be a wonderful opportunity to garner the resource of retiring employees for voluntary contribution to nation building post retirement. The retiring employee may submit a write-up, not more than 5000 words alongwith appropriate attachments where need be.

2. All Ministries/Departments are requested to inform retiring employees that they may, voluntarily, submit the details in the enclosed Form alongwith Form 5 of CCS (Pension) Rules, 1972.

3 It may be noted that -

- (a) Since most successful ventures would have contributions of the entire team, retiring persons may indicate names of other members of the team in the write-up.
- (b) Any work that has contributed to the efficiency, economy and effectiveness in government functioning or / and any innovation which led to improved work culture or any other contribution considered significant by the retiring employee may be submitted.
- (c) Comments which are religious or political in nature (or gender based or based on caste and creed) will not be permitted. The content should not be such as to disturb communal harmony or be against national interest. There should not be any sensitive or secret information in the write-up.

4. The Head of Office shall check the contents to ensure that the submission is as per format and submit to the administrative head/ authority designated for approval., This exercise would be completed at least one month before retirement and the result uploaded on the concerned departmental website on the facility to be provided by Department of Pension & P.W.
5. The Department of Pension and Pensioners' Welfare would coordinate and collate the data and information received from various departments.
6. (a) For the employee not belonging to AIS , the write-up would be uploaded on the website of the Department from where he retires and the website of the cadre controlling authority.

b) For employee of AIS, the write-up would, in addition, be uploaded on the website of the cadre controlling authority and the State cadre to which he belongs.
7. While an online system is being designed for this purpose, for which separate set of instructions would be issued, it would be possible for employees to submit hardcopies instead of going online.
8. The Departmental website while displaying the write-up will have a disclaimer that the contents and suggestions are as provided by the retiring employee and the department is not responsible for factual inaccuracies and the veracity of the claims.

(Vandana Sharma)
Joint Secretary to the Government of India

All Ministries/Departments of the Government of India as per list enclosed

‘ANUBHAV’

Online System for submission and display of commendable accomplishments by retiring employees

Vision & Mission

To provide a platform for the retiring Central Government employees to showcase commendable work done during service. This would provide satisfaction to the retiring employee and also act as a motivator for serving employees. This would also be a wonderful opportunity to garner the resource of retiring employees for voluntary contribution to nation building post retirement.

Framework/ Modalities

Coverage:

- i. Initially this facility is to be provided only to retiring Central government employees. Employees retiring in the next 6 months may be provided an online facility to submit their achievements.
- ii. Submission would be voluntary.

Procedure:

- i. The retiring employee may submit a write-up, not more than 5000 words alongwith appropriate attachments where need be.

The write up may be submitted at the time of furnishing of Form 5 (Pension Application form which is required to be submitted 6 months before retirement). A format which will facilitate the process is enclosed with this note. Since most successful ventures would have contributions of the entire team, retiring persons may indicate names of other members of the team in the write-up.

- ii. Comments which are religious or political in nature or are against national interest will not be permitted.
- iii. The input will be checked by the Head of Office and result submitted to the administrative head/ authority designated for this purpose to ensure that the submission is as per format.
- iv. This exercise would be completed at least one month before retirement and the result uploaded on the concerned departmental website.
- v. While an online system will be designed for this purpose it would be possible for employees to submit hardcopies instead of going online.
- vi. The Department of Pension and Pensioners Welfare will coordinate and collate the data and information.

What would count as Commendable work :

- i) Any work that has contributed to the efficiency, economy and effectiveness in government functioning
- ii) Any innovation which led to improved work culture;
- iii) Any other contribution considered significant by the retiring employee.

Disclaimer: The departmental website while displaying the write-up will clearly indicate that the contents and suggestions are as provided by the retiring employee and the department is not responsible for factual inaccuracies and the veracity of the claims.

Form for submitting details of outstanding work done to be uploaded on Departmental website
[May be submitted by retiring employees six months before the date of superannuation or after the competent authority has approved his retirement or his retirement has become effective, as the case may be]

Photo

1. Name:
2. Designation and name of Department :
3. Aadhar No.
4. PAN No.
5. Date of birth
6. Date of retirement:
7. Office Address:
8. Permanent Address
9. Activity to be highlighted (Activity may relate to previous assignments as well. Inputs up to 5000 words including outcome, suggestions and names of team members. In case additional information is required to be attached, the same may be uploaded as a PDF document):
10. Documents, if any, to be attached :
11. Activity / activities in (9) above is / are in the category :
 - (a) Good Governance
 - (b) Government process re-engineering
 - (c) Simplification of procedures
 - (d) Administration
 - (e) Accounts
 - (f) IT

(g) Research

(h) Others

12. Head of Office
13. Cadre Controlling Authority / State
14. Whether willing to volunteer for social work post-retirement :
15. Whether you agree to make your write-up public?
16. Whether you want to receive feed back through e-mail. In case of 'Yes', e-mail ID may be provided.
17. I declare that –
 - a) The information is true & correct to the best of my knowledge.
 - b) The information is not sensitive or compromising on national security.
 - c) Govt. will not be responsible for misuse (if any) of this information.
18. Remarks, if any :

(Signature)

Mobile number:

Remarks of the Head of Office:

(Signature and stamp of Head of Office)

Administrative Head/designated Authority