

## “Anubhav”

### **Form for submitting details of outstanding work done**

[May be submitted by a retiring employee 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]

#### **PART I – Personal Details:**

#### **Photo**

1. Name:
2. Designation:
3. Aadhar No.:
4. PAN No.:
5. Ministry/Department & Office address:
6. Date of Birth
7. Mobile number & Email id:
8. Correspondence Address:
9. Head of Office:
10. Cadre Controlling Authority  
State allotted (For AIS only)

#### **PART II – Commendable Work:**

11. Work to be highlighted (Work 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 PDF document):
12. Documents, if any, to be attached:
13. Suggestions, if any:

14. Work in (11) 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

15. Whether willing to volunteer for social work post-retirement:

16. Would you like to receive feedback through e-mail. If so, e-mail ID may be provided.

17. Declaration:-

- (a) The information is true & correct to the best of my knowledge.
- (b) The information is not sensitive and is not such as to compromised national security or integrity.
- (c) The comments are not against any gender, caste or religion.
- (d) The comments are not political in nature.
- (e) Government will not be responsible for any misuse of this information.

(Signature)

Remarks of the Head of Office:

(Signature and stamp of Head of Office)

Administrative Head/Designated Authority

Note:

a. If any of the pre-filled information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will be checked for correctness and quality. Incorrect data will be rejected.