

F. No. C-50/50/2015-Ad.II
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs

North Block, New Delhi,
Dated the 20th March, 2015

To
All the Chief Commissioners/ DGs under CBEC

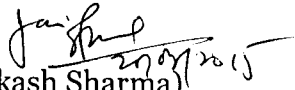
Sub: 'ANUBHAV' Online System for showcasing outstanding work done by the retiring Government employees during service.

Sir,

I am directed to forward herewith a copy of D.O. letter No.4/2/2014-P&PW (Coord.) dated 17th March, 2015 received from the Secretary, Department of Pension and Pensioners' Welfare on the subject matter.

2. The instructions contained in the enclosed letter may be circulated and given wide publicity among all employees of the CBEC and its field formations under your administrative control.
3. DG (Systems) is requested to make necessary arrangement as per para-6 of Department of Pension and Pensioners' Welfare O.M. No.4/2/2013-P&PW (Coord.) dated 19th February, 2015 under intimation to the Board.

Encl.: As above


(Jai Prakash Sharma)
Under Secretary to the Government of India
Tel. No. 23095520

Copy to: The Manager of Web Site, Directorate of Systems, Delhi with the request to upload it on the website of CBEC.

FIS 59142
20/3/2015

Kind Attention: Chairman, CBEC

आलोक रावत
ALOK RAWAT, IAS
सचिव
SECRETARYभारत सरकार
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
पेंशन एवं पेंशनभोगी कल्याण विभाग
लोकनायक भवन, खान भार्किट
नई दिल्ली-110003GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PENSION AND PENSIONERS' WELFARE
LOK NAYAK BHAWAN, KHAN MARKET
NEW DELHI-110003

Priority

- in bel/press field (सत्यमेव जयते)
- ① Pl circulate. Also put on Website urgently.
- ② Necessary arrangements be made by DG System as per Para 6 of enclosed OM

20/3
D.O. No. 4/2/2014-P&PW (Coord.)

March 17, 2015

Dear Secretary

An online system viz. "Anubhav" has been developed for showcasing outstanding work done by the retiring Government employees during service. Instructions for use of this application by the retiring employees, Head of Offices/ Head of Departments in the Ministries/ Departments have been issued by this Department vide OM of even number dated 19.2.2015 and 5.3.2015 (Copies enclosed).

2. The instructions may be circulated and given wide publicity among all employees of the Ministry and attached/ subordinate offices under your administrative control. The login id and password provided with the communication dated 5th March referred to above may be used to process the information furnished by retiring employees.

3. A workshop is being organized on 24th March, 2015 at 11.00 am at Civil Services Officers Institute (CSOI), Kasturba Gandhi Marg, New Delhi to introduce the concept and the application. I request you to kindly depute the designated nodal officer from your Ministry for this workshop and communicate his/her name, Mobile No: and e-mail ID to Smt. Vandana Sharma, Joint Secretary(Pensions) - Tel:01124625540, Mobile:9810851770, email ID: vandana.sa@nic.in).

4. We would also welcome your feedback and suggestions in this respect.

With regards,

Yours sincerely,

Encl: As per above.

17-3-2015
(Alok Rawat)

Secretaries of all Ministries/Departments.

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

NO. 4/2/2014-P&PW(Coord)
Government of India
Department of Pension & Pensioners Welfare


LokNayakBhawan, Khan Market,
New Delhi, the 5th March 2015

Office Memorandum

Subject : "Anubhav"- showcasing outstanding work done during service-
Submission of details by the retiring government employee
Software application regarding.

The undersigned is directed to refer to this Department's OM of even number dated 19.2.2015 on "Anubhav" and to say that an online system has been developed by the National Informatics Centre(NIC). Instructions for use of this application by the retiring employees, Head of Offices/ Head of Departments in the Ministries/ Departments are enclosed herewith. These instructions may be read in conjunction with the OM referred to above.

2. You may log on to the application by clicking on link "Anubhav" on persmin.gov.in/pension.asp. The login Id and password is given in attached document.
3. The form on "Anubhav", furnishing the details of the outstanding work by the retiring employee has also been modified in consonance with the software application. A copy of the revised "Anubhav" form is also enclosed. This form is to be submitted along with form 5 of CCS (Pension) Rules.
4. The instructions may be circulated appropriately among all employees of the Ministry and attached/ subordinate offices and given wide publicity to encourage participation in "Anubhav" as this project is being monitored at the highest levels.
5. For any further clarification or feedback please contact the undersigned.


(Tripti P Gosh)
Director

To

All Ministries/ Departments of the Government of India as per standard list.

Copy to Prime Minister's Office for information.

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'ANUBHAV' - Online System for submission and display of commendable work done 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

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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, gender based or based on caste and creed will not be permitted.
- iii. The comments should not have a potential to disrupt communal harmony or against the national interest. They should not reveal any sensitive or secret information.
- iv. 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.
- v. This exercise would be completed at least one month before retirement and the result uploaded on the concerned departmental website.
 - a) The comments made by the employee not belonging to All India Service may be hoisted on the website of the Ministry/ Department from where the employee retired and on the website of the cadre controlling authority where a link may be provided.

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- b) In respect of employee belonging to All India Service, the comments may be hoisted on website of the cadre controlling authority and on the website of the state on whose cadre they were borne.
- vi. While an online system will be designed for this purpose it would be possible for employees to submit hardcopies instead of going online.
- vii. 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.

"Anubhav"**Form for submitting details of outstanding work done to be uploaded on
Departmental website**

[May be submitted by a 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]

PART I - Personal Details:

Photo

1. Name:
2. Designation :
3. Aadhar No.
4. PAN No.
5. Ministry/ department & office address:
5. Date of birth:
6. Date of retirement:
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 a PDF document):
12. Documents, if any, to be attached :
13. Suggestions, if any:

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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 compromise 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

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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.

Instructions to Ministries/ Departments (Head of Offices) and Heads of Departments (HODs) for processing submissions under Anubhav

- Log on the website persmin.gov.in/pension.asp and click on link **Anubhav**
- Click 'organization' on the vertical column on the left
- Enter your user name and password
- Click 'new requests' on the left column to view requests received.
- Click on " Details" on the right to view the employee's personal details and write-up and Publish or Reject as appropriate.

Instructions for Head of Offices/ (HOO) in case the retiring employee submits his write up manually

- Verify that the 'Anubhav' form has been filled up correctly and the declaration has been signed.
- Visit the website permin.gov.in/pension.asp and click on link **Anubhav**.
- Click 'employee' on the vertical bar.
- Fill up the Part I - Personal details of the employee.
- Click on the 'Next' button to move to Part II – commendable work.
- Choose the category of work.
- Select the option given by him for voluntary work.
- Scan and upload the write-up submitted by the employee.
- Type "outstanding work may be seen as the attached PDF document" in the text box provided for the outstanding work.
- Click 'Accept' for the declaration.
- Submit after entering the security code.

For any other assistance please write to [helpdesk-Anubhav\[at\]gov\[dot\]in](mailto:helpdesk-Anubhav[at]gov[dot]in).