

‘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 along with 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, gender based or based on caste and creed will not be permitted.
- iii.** The comments should not have a potential to disturb 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.

- 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.

Form for submitting details of outstanding work done to be uploaded on Department website
[To be submitted by retiring employees along with Form 5 CCS (Pension) Rules, 1972]

1. Name :
2. Designation :
3. Aadhaar No. :
4. PAN No. :
5. Date of Retirement :
6. Office Address :
7. Permanent Address :
*Mobile number:
Email id:
8. Activity to be highlighted :
(Activity may relate to previous assignments as well. Inputs upto 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
9. Documents, if any, to be attached :
10. Activity/ activities in (8) 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

11. Whether willing to volunteer for social work post retirement: :
12. Ministry/ Deptt. from where retiring
13. Head of Office :
14. Cadre controlling authority/ State :
15. Date of Submission :
16. Remarks :