

**Anubhav**  
**Retiree Module**

**Steps to share outstanding work:**

1. Go to website <http://persmin.gov.in/Pension.asp> and click on '**Anubhav**'
2. Click on the link **Employee Outstanding Work** on the Left side In the Anubhav Home Page
3. Fill in the Personal Details and Outstanding work details and click on the Submit button.
4. Instructions to fill the form is given on the right side of the form.
5. Write-up submitted by the retiree will be published after the due verification by concerned organisation.

## Anubhav

### Organisation Module :

#### **(A) Steps to verify and recommend the Write-up of the outstanding work submitted by the Retiree:**

##### **HOO Login :**

1. Go to website <http://persmin.gov.in/Pension.asp> and click on '**Anubhav**'
2. Click on the link **Organisation** on the Left side In the Anubhav Home Page
3. Enter User Name and password provided by the D/o Pension and Pensioners' Welfare
4. HOO will get the List of new write-up submitted by the retiree on his/her home page. Click on the details button to see the details of the retiree and write-up.
5. HOO will Recommended or Reject the write-up on basis of certain parameters.

#### **(B) Steps to verify and Publish the Write-up of the outstanding work submitted by the Retiree:**

##### **HOD Login :**

1. Go to website <http://persmin.gov.in/Pension.asp> and click on '**Anubhav**'
2. Click on the link **Organisation** on the Left side In the Anubhav Home Page
3. Enter User Name and password provided by the D/o Pension and Pensioners' Welfare
4. HOD will get the List of write-up on which HOO has taken the action. Click on the details button to see the details of the retiree and write-up.
5. HOD will Publish or Reject the write-up on basis of certain parameters.
6. Published write-up will be available to the public/citizen.