

# **ANUBHAV PORTAL**

## **Frequently Asked Questions** **(HOO & HOD)**

### **INTRODUCTION**

**(1) What is Anubhav Portal?**

A. Anubhav Portal is an initiative launched by the Government of India at the behest of the Hon'ble Prime Minister of India in the year 2015, to provide a platform for retiring/retired Government employees to share their valuable experiences and insights gained during their service tenure. The URL link is <https://pensionersportal.gov.in/anubhav/>

**(2) How can one approach for any enquiry regarding Anubhav Portal?**

A. You can approach via email communication, to be sent to [helpdesk-anubhav@nic.in](mailto:helpdesk-anubhav@nic.in).

### **SUBMISSION OF ANUBHAV WRITE-UP**

**(3) Who can submit the write-up on the Anubhav Portal and within which time period?**

A. The Anubhav write-up can be submitted by the Central Government employees within the time period starting from 8 months prior to their retirement till 1 year of their retirement.

**(4) What is the procedure for submitting Anubhav write-up?**

A. The step wise process is as under:

I.	Please visit portal- <a href="https://pensionersportal.gov.in/anubhav/">https://pensionersportal.gov.in/anubhav/</a>
II.	Please click on 'Employee Anubhav' tab
III.	Please read carefully the instructions for submitting Write-ups on Anubhav Portal
IV.	Please fill the personal details and Anubhav write-up and upload document in PDF, if any
V.	The write-up will be shown under the category- 'Write-ups yet to be published'

**(5) Is there any word limit prescribed for Anubhav Write-up?**

A. Yes, the prescribed word limit is 5000 words.

**(6) Can the write-up be edited or re-edited after submitting on Anubhav Portal?**

A. Yes. It can be done by clicking on Menu option –'Employee Anubhav' on Home Page. Thereafter, please click on 'Click Here' under the heading 'Personal details'.

**(7) What are the different categories under which a retiring/ retired employees can share their write-ups on Anubhav Portal?**

A. On the Anubhav Portal, experiences under 15 different categories can be shared, which are as under:

I.	Accounts	IX.	Public Dealing
II.	Admin work	X.	Contribution to his/her field work
III.	Good Governance	XI.	Development of personal traits while in service
IV.	Government process	XII.	Disclosure of experience for the knowledge of

	re-engineering		others
V.	Information Technology	XIII.	Instances of great strength/valor/bravery
VI.	Research	XIV.	Constructive feedback or suggestion to improve the line of work, he/she was part of
VII.	Simplification of procedures	XV.	Any other category decided by the committee
VIII.	Learning from Failures		

**(8) Can the Anubhav write-up be submitted in regional languages also?**

A. Yes.

**(9) What are the declarations that have to be made while submitting an Anubhav Write-up?**

A. Following are the declarations:

I.	The information is true & correct to the best of his/her knowledge.
II.	The information is not sensitive and is not such as to compromise national security or integrity.
III.	The comments are not against any gender, caste or religion.
IV.	The comments are not political in nature.
V.	Government will not be responsible for any misuse of this information.
VI.	There is no violation of Official Secret Act, 1923 while mentioning his/her experience of working with the Government in the Write-up.
VII.	There is no mention of my name, designation/rank, address, e-mail ID, Telephone Number, Aadhar/PAN Number, etc., or any other personal details in write-up which may lead to the disclosure of my identity. There is also no mention of such details in respect of any other member(s) of my team of officers/officials.

## PROCESS OF PUBLICATION

**(10) What is the process of registration of HOO and HOD on Anubhav portal?**

A. The concerned Ministry/Department is required to send the details of the officers nominated as HOO and HOD to DOPPW viz. Name, Designation, email, mobile number etc. Thereafter, the registration process is completed and the log in ID and password are sent to the registered email ids of the nominated officers.

**(11) What is the role of HOO and HOD?**

A. It is expected from them to verify the content of the write-up and ensure that it does not contain details contrary to the 'declarations' as mentioned on the Anubhav portal.

**(12) Who is the final authority for publication of Anubhav write-up?**

A. The final authority to approve or reject the write-up lies with HOD.

**(13) What is the procedure of publishing the Anubhav Write-up and from where, HOO and HOD can read the detailed instructions for publication of the submitted Anubhav Write up?**

A. The step wise process is as under:

**HOO**

I.	Please visit portal- <a href="https://pensionersportal.gov.in/anubhav/">https://pensionersportal.gov.in/anubhav/</a> .
II.	Please click on the link 'Organisation' on the right side in the Anubhav Home Page.
III.	Please enter User Name and password provided by the D/o Pension and Pensioners' Welfare.
IV.	HOO will get the list of new write-ups submitted by the retirees on his/her home page.
V.	Please click on the 'details' button to see the details of the retirees and write-ups.
VI.	HOO will recommend or reject the write-up.

#### **HOD**

I.	In case of HOD, first three steps will remain same.
II.	HOD will get the List of write-ups on which HOO has taken the action.
III.	Please click on the 'details' button to see the details of the retirees and write-ups.
IV.	HOD will publish or reject the write-up.

### **AWARD AND AWARDEES WEBINAR SPEAK SERIES**

**(14) Does DOPPW confer award or certificate upon the worthy write-ups published on Anubhav Portal?**

A. In the ceremony presided over by the Hon'ble MoS (PP), retiring/retired employees having top 05 Anubhav write-ups are conferred upon with Anubhav Awards (Medal, Certificate and a cash prize of Rs.10,000/-). From 2023 onwards, it has been decided to confer upon Jury Certificates and Medals to other 10 deserving write-ups by the Hon'ble MoS (PP) in the same ceremony.

**(15) Does DOPPW facilitate the travelling of the winners of Anubhav Awards and Jury Certificates?**

A. Yes, the amount of travelling allowance for to and fro New Delhi, is reimbursed to the winners of the Anubhav Awards/Jury Certificates for travelling for the Award ceremony at New Delhi by the DOPPW as per the existing TA/DA Rules (as may be applied to the individual depending upon the last entitlement).

**(16) What is 'Anubhav Awardees Webinar' Speak series?**

A. DOPPW conducts monthly Webinar Speak wherein, Awardees are invited to share their experiences with the soon-to-be-retiring employees. This series is attended across hundreds of locations across the country.