



सत्यमेव जयते



अनुभव

# Steps to File Anubhav Write-ups

**DEPARTMENT OF PENSION AND PENSIONERS' WELFARE  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS**

# SNAPS

## ANUBHAV AWARDS CEREMONY, 2023



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## ORIGIN

- On the directions of the **Hon'ble Prime Minister of India**, DOPPW had launched an on-line platform entitled 'Anubhav Portal' in **March 2015** for sharing experiences of retiring government employees while working with the Government.
- It is envisaged that over a period of time, this will create a wealth of institutional memory with replicable ideas and suggestions.



# Journey

- ▶ The submitted write-ups are examined and the best 05 are conferred with ANUBHAV Awards and other 10 outstanding write-ups are awarded with Jury Certificates.
- ▶ Further, the winners are invited to share their experiences in Anubhav Awardees' Webinar Speak every month. This speak has been introduced to encourage the retirees who joined from hundreds of locations across the country.

# Write-ups can be submitted under 15 Categories

S.No.	Categories
1	Accounts
2	Admin work
3	Good Governance
4	Government process re-engineering
5	Information Technology
6	Research
7	Simplification of procedures
8	Learning from Failures
9	Public Dealing
10	Contribution to his/her field work
11	Development of personal traits while in service
12	Disclosure of experience for the knowledge of others
13	Instances of great strength/valor/bravery
14	Constructive feedback or suggestion to improve the line of work, he/she was part of
15	Any other category decided by the Committee

## Who can submit the write-up

- ▶ The retiring Central Government employees/pensioners can submit their Anubhav write ups **8 months prior to retirement and within 1 year after their retirement.**



# Anubhav Awards Scheme, 2024

- ANUBHAV Award Winner : Medal, Certificate and Cash prize of Rs. 10,000/-
- Jury Certificate winner: Medal and Certificate
- The Awards are conferred by Hon'ble MOS (PP) at the national level event.



# **STEPS FOR FILING WRITE-UP**



**URL:** <https://pensionersportal.gov.in/anubhav/>

The screenshot displays the Pensioners Portal website. At the top, the browser address bar shows the URL <https://pensionersportal.gov.in/anubhav/>. Below the address bar, the header includes the Government of India logo, the Ministry of Personnel, Public Grievances and Pensions, and the Department of Pension & Pensioners' Welfare. The main banner features the Ashoka Lion Capital, the motto "सत्यमेव जयते", the word "अनुभव" (Anubhav), and the G20 India 2023 logo. A navigation menu at the bottom includes links for Home, Photo Gallery, How to Use, Contact, Employee Anubhav, and Organisation. A central image shows three officials, including Sanjiv Narain Mathur, Dr. Jitendra Singh, and V. Srinivas, holding documents. To the right, two statistics are displayed: 96 Organisations and 10076 Write-ups Published.

Government of India | Ministry of Personnel, Public Grievances and Pensions | Department of Pension & Pensioners' Welfare

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अनुभव

G20  
भारत 2023 INDIA

Home Photo Gallery How to Use Contact

Employee Anubhav Organisation

96  
Organisations

10076  
Write-ups Published

# CLICK Employee Anubhav Button

[Home](#) [Photo Gallery](#) [How to Use](#) [Contact](#)

[Employee Anubhav](#)

[Organisation](#)



96

Organisation



10079

Write-ups Published

# Read Instructions for filing

## Personal Details

**\* Please do not write your Aadhaar Card Number anywhere in your Anubhav.**

**Note:** If you have already uploaded / submitted your Anubhav, [Click Here](#) to update.

\* marked field are mandatory

Title\*

Name\*

Ministry / Department / Office\*

Service\*

### Instructions for submitting write-ups of Anubhav

1. Enter your Full Name (Title,Name).
2. Select your Ministry/Dept/Organisation & Enter Office Address/Office Name.
3. Select your Zonal/Circle/Subordinate/Attached Offices (if applicable).
4. Select Service & Cadre (if applicable).
5. Enter your Designation and Select Designation level.

# FILL Personal details

## || Employee Anubhav ||

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# FILL

## Anubhav - 5000 WORDS

### AND/OR Attach .pdf file upto 5MB

### Anubhav

**Anubhav** (Inputs up to 5000 words including outcome and names of team members) \* allowed character [A-Z,0-9,/&(')-+]

**Upload Document, if any** (only .pdf format and size upto 5 MB)  
(please do not upload scanned copy of your PAN,Aadhaar,Voter Id or any other sensitive document.)

**Upload Audio file, if any** (size upto 3 MB)

**Suggestion** (if any) (Inputs up to 2000 words)  
Note: If you have any suggestions, please enter them in the Suggestion box provided.

**Category\***

Accounts  Admin Work  Good Governance  Government process re-engineering  Information Technology  
 Research  Simplification of procedures  Learning from Failure  Public Dealing  Contribution to his/her field work  Development of personal traits while in service  Disclosure of experience for the knowledge of others  Instances of great strength/valor/bravery  Constructive feedback or suggestion to improve the line of work  
 Others

**Skills**

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4. Select Service & Cadre (if applicable).
5. Enter your Designation and Select Designation level.
6. Enter your Mobile Number
7. Enter your Permanent Account Number (PAN).
8. Enter your Email ID.
9. Enter your Office Address/Office Name.
10. Enter your Residential Address.
11. Upload your photograph in ".jpg" format of max file size 50 KB, if any.
12. Enter Anubhav to be highlighted (in 5000 words) \* allowed character [A-Z,0-9,/&(')-+].

# ACCEPT

## Declaration & then Submit

4. The comments are not political in nature.

5. Government will not be responsible for any misuse of this information.

6. There is no violation of Official Secret Act, 1923 while mentioning my experience of working with the Government in the Write-up.

7. 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.

I Accept

Enter the code exactly as it appears\*

WrFcN

Submit

13. Upload your document in ".pdf" format of max file size 5 MB, if any.

14. Upload your Audio file of max file size 3 MB, if any.

15. Enter Suggestions (if any) (in 2000 words).

16. Select Category of work.

17. Choose Skills.

18. Select **Yes/No** Whether willing to volunteer for social work.

19. Select **Yes/No** whether you want



# EDIT /RE-EDIT Anubhav

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\* marked field are mandatory

Title\*

--Select Title--

Name\*

Ministry / Department / Office\*

--Select--

Service\*

--Select Service--

Designation\*

Grade Pay/Level\*

--Select--

Mobile Number\*

Permanent Account Number (PAN) \*

## Instructions for submitting write-ups of Anubhav

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2. Select your Ministry/Dept/Organisation & Enter Office Address/Office Name.
3. Select your Zonal/Circle/Subordinate/Attached Offices (if applicable).
4. Select Service & Cadre (if applicable).
5. Enter your Designation and Select Designation level.

## SUBSEQUENT ACTION

- The submitted write-up is verified and approved by the concerned Ministry/Department.
- After approval, the write-up is published on Anubhav Portal.
- The write-up is examined and considered for Anubhav Award or Jury Certificate.



THANK  
YOU