



#### **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		
Disclosure of experience for the knowledge of others		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

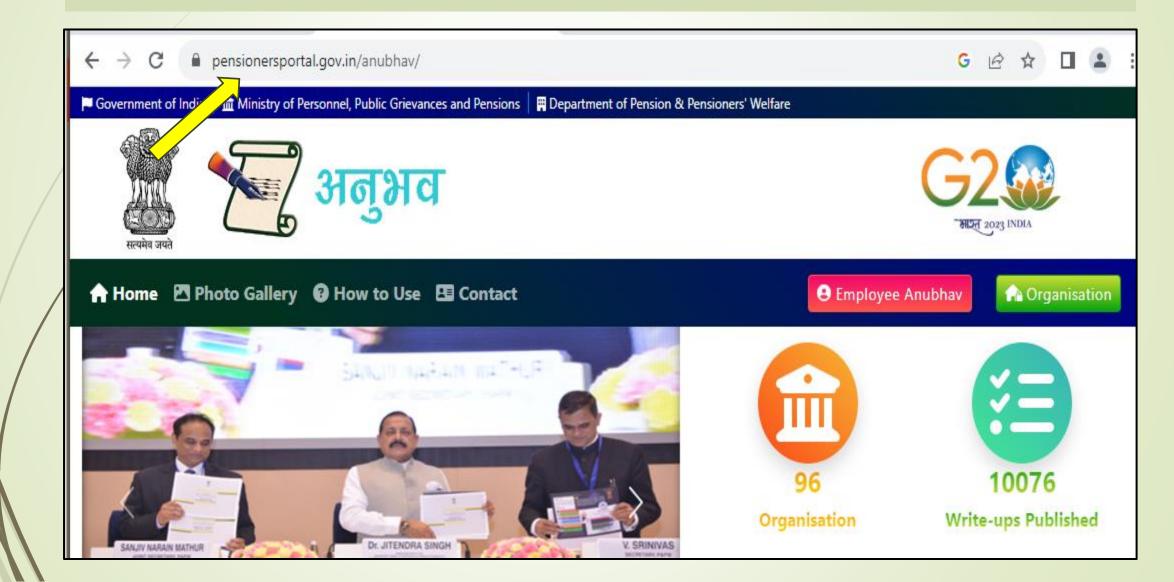
ANUBHAV Award Winner: Medal, Certificate and Cash prize of Rs. 10,000/-

Jury Certificate winner: Medal and Certificate

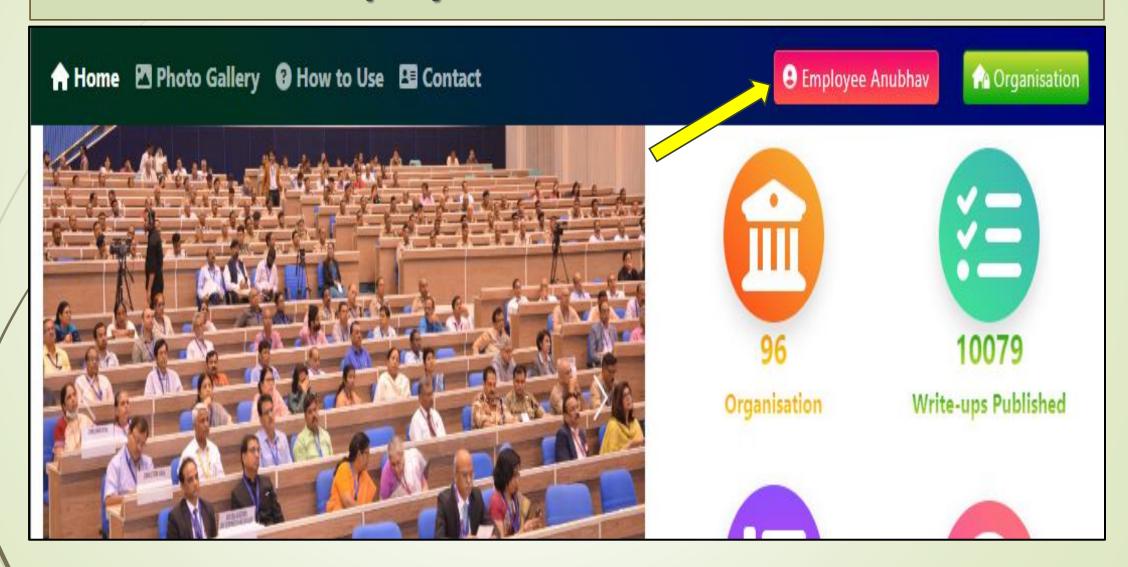
The Awards are conferred by Hon'ble MOS (PP) at the national level event.

### STEPS FOR FILING WRITE-UP

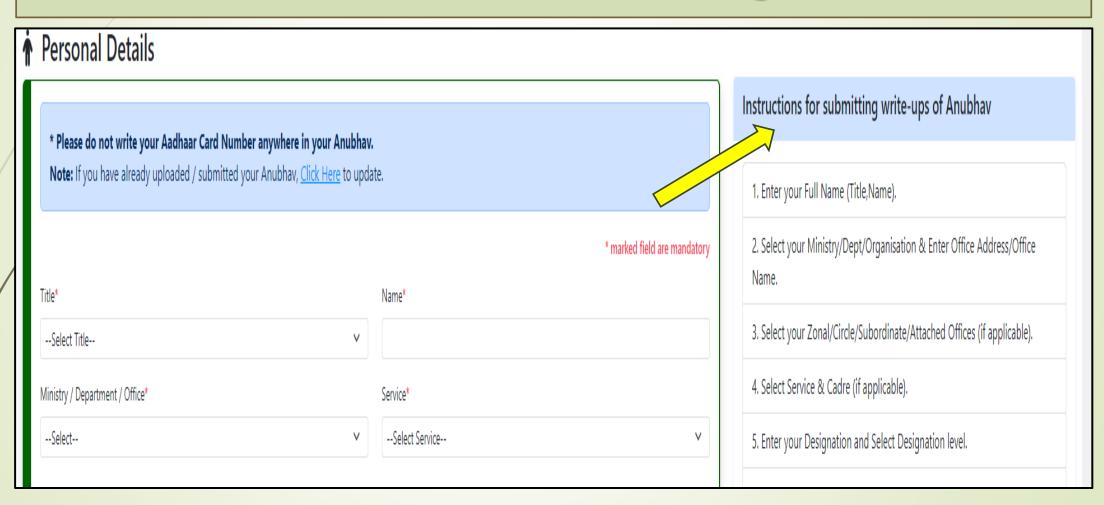
#### **URL:** https://pensionersportal.gov.in/anubhav/



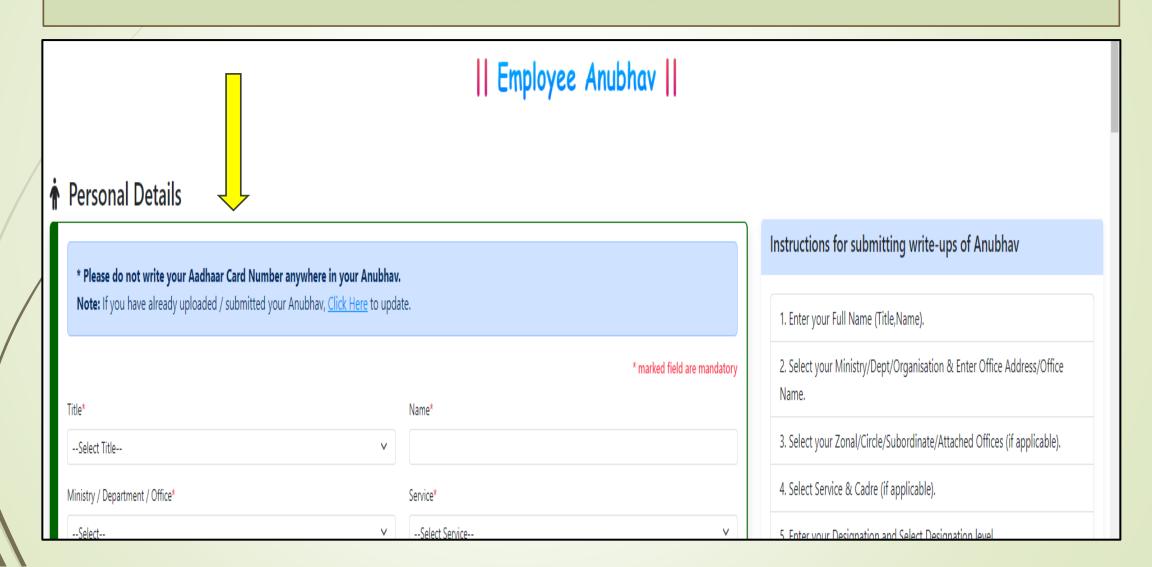
## **CLICK Employee Anubhav Button**



### Read Instructions for filing



### FILL Personal details



#### FILL

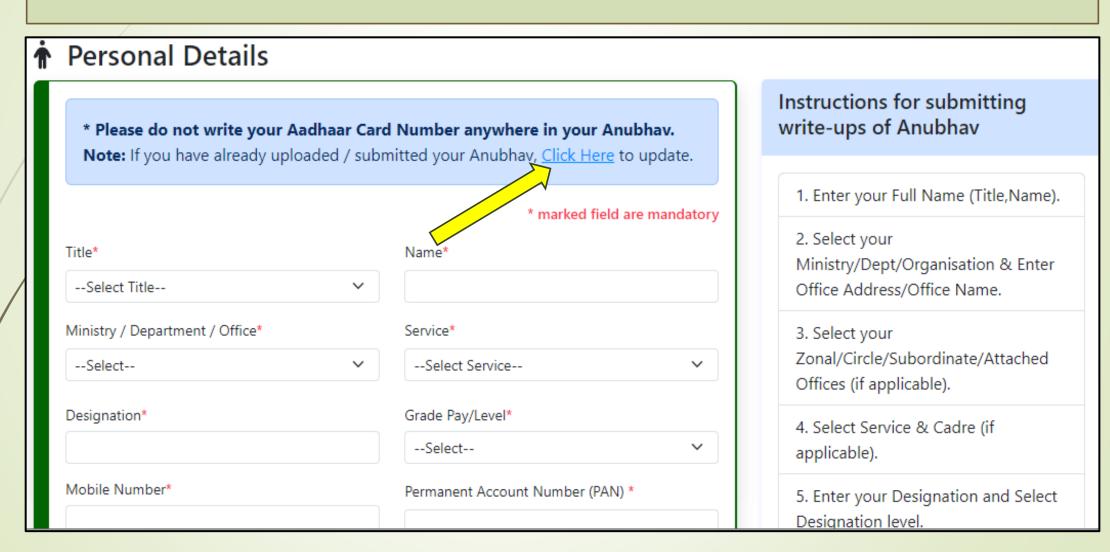
# Anubhav - 5000 WORDS AND/OR Attach .pdf file upto 5MB

1	Anubhav	Instructions for submitting write-ups of Anubhav		
			1. Enter your Full Name (Title,Name).	
ı	Anubhav (Inputs up to 5000 words including outcome and names of team members) * allowed character [A-Z,0-9,/&(')-+]	2. Select your Ministry/Dept/Organisation & Enter Office Address/Office Name.		
ı	Upload Document, if any (only .pdf format and size upto 5 MB)	Charac File Ma Charles	3. Select your Zonal/Circle/Subordinate/Attached Offices (if applicable).	
	(please do not upload scanned copy of your PAN, Aadhaar, Voter Id or any other sensitive document.)	Choose File No file chosen	4. Select Service & Cadre (if applicable).	
	Upload Audio file, if any (size upto 3 MB)	Choose File No file chosen	5. Enter your Designation and Select Designation level.	
ı	Suggestion (if any) (Inputs up to 2000 words)  Note: If you have any suggestions, please enter them in the Suggestion box provided.			
ı	Note. If you have any suggestions, please effer them in the suggestion box provided.		7. Enter your Permanent Account Number (PAN).	
		8. Enter your Email ID.		
ı	Category*	9. Enter your Office Address/Office Name.		
ı	☐ Accounts ☐ Admin Work ☐ Good Governance ☐ Government process re-engineering ☐ Information Tech ☐ Research ☐ Simplification of procedures ☐ Learning from Failure ☐ Public Dealing ☐ Contribution to his/t	10. Enter your Residential Address.		
	service	11. Upload your photograph in ".jpg" format of max file size 50 KB, if any.		
	Skills		12. Enter Anubhav to be highlighted (in 5000 words) * allowed character [A-Z,0-9,/&(')-+].	

### ACCEPT Declaration & then Submit

 The comments are not political in nature. 13. Upload your document in ".pdf" 5. Government will not be responsible for any misuse of this information. format of max file size 5 MB, if any. 6. There is no violation of Official Secret Act, 1923 while mentioning my experience of working 14. Upload your Audio file of max file with the Government in the Write-up. size 3 MB, if any. 7. There is no mention of my name, designation/rank, address, e-mail ID, Telephone Number, 15. Enter Suggestions (if any) (in 2000 Aadhar/PAN Number, etc., or any other personal details in write-up which may lead to the words). 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. 16. Select Category of work. ☐ I Accept 17. Choose Skills. WrFcN Enter the code exactly as it appears\* 18. Select **Yes/No** Whether willing to volunteer for social work. Submit 19. Select **Yes/No** whether you want

## EDIT /RE-EDIT Anubhav



#### **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.

