



Steps to File Anubhav Write-ups

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

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/-

I 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

Personal Details

* Please do not write your Aadhaar Card Number anywhere in your Anubhav.			Instructions for submitting write-ups of Anubhav
Note: If you have already uploaded / submitted your Anubhav, <u>Click Here</u> to upd	ate.		1. Enter your Full Name (Title,Name).
Title*	Name*	* marked field are mandatory	2. Select your Ministry/Dept/Organisation & Enter Office Address/Office Name.
Select Title			3. Select your Zonal/Circle/Subordinate/Attached Offices (if applicable).
Ministry / Department / Office*	Service*		4. Select Service & Cadre (if applicable).
Select 🗸	Select Service	Y	5. Enter your Designation and Select Designation level.



FILL

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

Anubhav		Instructions for submitting write-ups of Anubhav
		1. Enter your Full Name (Title,Name).
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.
Upload Document, if any (only .pdf format and size upto 5 MB)	Chaose File No file chosen	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.)		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.
Suggestion (if any) (Inputs up to 2000 words)		6. Enter your Mobile Number
Hore. It you have any suggestions, please enter them in the suggestion box provided.		7. Enter your Permanent Account Number (PAN).
	li li	8. Enter your Email ID.
Category*	9. Enter your Office Address/Office Name.	
Accounts Admin Work Good Governance Government process re-engineering In Research Simplification of procedures Learning from Failure Public Dealing Contr	10. Enter your Residential Address.	
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		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 [. Z,0-9,,/&(')-+].	

ACCEPT Declaration & then Submit

I he 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



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

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.

Instructions for submitting write-ups of Anubhav

1.	Enter your	Full	Name	(Title,N	Name)	
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2. Select your Ministry/Dept/Organisation & Enter Office Address/Office Name.

3. Select your onal/Circle/Subordinate/Attached Offices (if applicable).

4. Select Service & Cadre (if pplicable).

5. Enter your Designation and Select Designation level.

	* marked field are mandatory	
Title*	Name*	2
Select Title 🗸		C
Ministry / Department / Office*	Service*	3
Select 🗸	Select Service 🗸	Z
Designation*	Grade Pay/Level*	4
	Select 🗸	a
Mobile Number*	Permanent Account Number (PAN) *	5

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.

