

No. A-38016/06/2017/D(Estt.2/Gen.II)

रक्षा मंत्रालय / Ministry of Defence  
रक्षा(स्था-2/सामान्य-2) / D(Estt.2/Gen.II)

Room No. 308-D, 'B' Wing,  
Sena Bhawan, New Delhi – 110011

Dated the 25 October 2024

**OFFICE MEMORANDUM**

**Subject: -** Guidelines of National Anubhav Award Scheme, 2025 and sharing of experiences of retirees- reg.

A copy of DO No. 4/11/2023-P&PW (Coord)/E-923 dated 15.10.2024 received from Shri. V. Srinivas, Secretary, Department of Pension and Pensioners Welfare alongwith detailed guidelines of the aforesaid scheme is attached for uploading on Intranet portal of MoD.

Encl. As above

*Girraj Meena*  
25/10/2024

(Girraj Meena)  
Under Secretary (Estt.2/Gen.II)  
Tele: 011-23792205

✓ Under Secretary (IT)



वी. श्रीनिवास, आई.ए.एस.  
Srinivas, IAS  
सचिव  
Secretary



सत्यमेव जयते

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आज़ादी का  
अमृत महोत्सव

भारत सरकार  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
पेंशन एवं पेंशनभोगी कल्याण विभाग  
लोकनायक भवन, खान मार्केट  
नई दिल्ली-110003

GOVERNMENT OF INDIA  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS  
DEPARTMENT OF PENSION AND PENSIONERS' WELFARE  
LOK NAYAK BHAWAN, KHAN MARKET  
NEW DELHI-110003

D.O.No.4/11/2023-P&PW(Coord)/E-923

Dated: 15<sup>th</sup> October, 2024

*Dear Secretary,*

In pursuance of the vision outlined by the Hon'ble Prime Minister for documenting the administrative history of India through personal memoirs of Pensioners, the Anubhav Awards Scheme & Portal [URL: <https://pensionersportal.gov.in/Anubhav/>] were launched in March 2015 for retiring/ retired government officials to share their experiences during their service period.

Over the past decade, 98 organizations have registered and 10886 write ups have been published on the Anubhav Portal, and 59 Anubhav Awards were conferred.

The Anubhav Awards Scheme 2025 has been notified by the Department of Pension & Pensioners' Welfare and guidelines have been issued. I write to request you to kindly extend an invitation to all the retirees under your ministry/ department to share experiences under the National Anubhav Award Scheme, 2025. All write-ups published on the portal from 01.04.2024 up to 31.03.2025 shall be eligible for National Anubhav Awards 2025. I am enclosing the detailed guidelines of the scheme for ready reference.

*With best regards,*

Encl: as above

Yours sincerely,

(V. Srinivas)

To:

Secretaries of all Ministries/Departments



सूचना का  
अधिकार



भारत सरकार /Government of India  
कार्मिक लोक शिकायत और पेंशन मंत्रालय/ Ministry Of Personnel, Public Grievances and  
Pensions  
पेंशन और पेंशनभोगी कल्याण विभाग/Department of Pension and Pensioners' Welfare

**NATIONAL ANUBHAV AWARDS SCHEME, 2025**

On the directions of the Hon'ble Prime Minister of India, Department of Pension & Pensioners' Welfare had launched an online platform entitled 'Anubhav' in March 2015 for sharing the experiences of retiring/retired government employees while working with the Government. It is a scheme for retiring/retired employees to showcase their significant achievements made during service period. It is envisaged that over a period of time, this will create a wealth of institutional memory with replicable ideas and suggestions. This will prove an invaluable tool for helping in future governance related issues, since a treasure trove of experiences shall be left behind by the retiring generations of government employees and officers.

2. Thereafter, an Annual Awards Scheme to incentivize and encourage retiring/retired employees to submit their experiences through write ups was introduced in 2015. Till date, 59 Anubhav Awards and 19 Jury Certificates have been conferred. Further, to encourage and inspire the retirees, DOPPW conducts Anubhav Awardees' Speak - a webinar series every month. Hitherto, 16 webinars have been held in which 19 Awardees have presented their experiences.

**3. NATIONAL ANUBHAV AWARDS SCHEME, 2025**

3.1 For the year 2025, the scheme aims to recognize the contribution of eligible Government employees in the following categories:

- i. Accounts,
- ii. Admin work,
- iii. Good Governance,
- iv. Government process re-engineering,
- v. Information Technology,
- vi. Research,
- vii. Simplification of procedures,
- viii. Learning from Failures,
- ix. Public Dealing,



- x. Contribution to his/her field work,
- xi. Development of personal traits while in service,
- xii. Disclosure of experience for the knowledge of others,
- xiii. Instances of great strength/valor/bravery,
- xiv. Constructive feedback or suggestion to improve the line of work, he/she was part of,
- xv. Any other category decided by the Committee.

3.2 It has been proposed to confer Anubhav Awards to 5 (five) best write ups in 2025. Also, 10 (ten) Jury certificates may be presented to other outstanding write ups to promote wider publicity and participation in National Anubhav Awards Scheme, 2025. Assessment of the write ups would be structured on premises as stated at para 6 of the Scheme.

3.3 The Anubhav Awards and Jury Certificates shall be conferred by Hon'ble MOS (PP) at a National Level event.

#### 4. ELIGIBILITY:

The employees of Central Government and Central Public Sector Undertakings (CPSUs) including Public Sector Banks who are going to retire in next 8 months or who have retired within 3 years are the 'eligible employees' for the submission of Anubhav write ups. All the Anubhav write ups published on the Anubhav Portal between the period 1<sup>st</sup> April, 2024 and 31<sup>st</sup> March, 2025 will be considered for the Anubhav Awards/Jury Certificates, 2025.

#### 5. ROLE AND RESPONSIBILITIES OF THE MINISTRY/DEPARTMENT/ORGANISATION

5.1 Initiatives should be taken to sensitize the retiring or retired employees for submitting their write ups through SMSs and emails. FAQs, Steps to fill in the Anubhav write up, selected write ups for guidance, Short film on Anubhav Awardees and Citation booklets have been put up on the Anubhav Portal. Adequate publicity may be done among the eligible employees.

5.2 The HOOs and HODs should act upon the write ups reflected under the head- 'Write ups yet to be Published' on the Anubhav Portal on regular basis.

5.3 The HOOs and HODs may refer the FAQs put up under the Head- 'Organisation' on the Portal.

#### 6. PROCESS OF SHORTLISTING THE ANUBHAV AWARDS AND JURY CERTIFICATES

**Step 1-** The eligible employees will visit the Anubhav Portal which is having URL: <https://pensionersportal.gov.in/Anubhav/>. Thereafter, basic details along with the write ups, not in more than 5,000 words and appropriate attachments, wherever required, shall be



submitted by the retiring/retired government employees on the Portal. At this stage, the write ups will be visible under the category of 'Write ups yet to be Published' on the Anubhav Portal.

**Step 2-** The write ups, so submitted, shall be assessed and approved by concerned Ministry/Department/Organization. After approval, the write ups shall be visible under the category of 'Write ups Published' on the Anubhav Portal.

**Step 3-** Selection process: The published write ups will be divided into three categories and the same would be examined for 05 Anubhav Awards and 10 Jury Certificates. The category wise division of the Anubhav Awards and Jury Certificates is as under:

S.no.	Pay scale	Anubhav Awards	Jury Certificate
1	1-6	1	4
2	7-12	2	4
3	13-17	2	2

Thereafter, the write ups will be subjected to 2- tier examination.

**Tier-I:** Screening of the published write ups shall be done by the Screening Committee(s) in the Department of Pension & Pensioners' Welfare. In this process, the write ups will be examined on following criteria:

**Pay scale 1-6:**

S.no	Criteria	Maximum marks
1	Content	10
2	Exceptional work	20
3	Medal/Certificate etc.	10
Total marks		40

**Pay scale 7-12:**

S.no	Criteria	Maximum marks
1	Content	05
2	Writing Skills	10
3	Innovation or Out of box thinking	15
4	Medal/Certificate etc.	10
Total marks		40

**Pay scale 13 and above:**

S.no	Criteria	Maximum marks
1	Content	05
2	Writing Skills	10
3	Innovation or Out of box thinking	15
4	Medal/Certificate etc.	05
5	Display of leadership quality	05
Total marks		40



**Tier-II:** Next round of shortlisting for the 5 Anubhav Awards and 10 Jury Certificates shall be done by an Evaluation Committee (EC), chaired by the Joint/Additional Secretary (Pension). The Composition of Evaluation Committee (EC) is as below:

Joint/Additional Secretary(P), DOPPW	Chairman
Director/ Deputy Secretary (PP), DOPPW	Member Secretary
Director/ Deputy Secretary (PW), DOPPW	Member
Director/ Deputy Secretary. DOPPW	Member
Director/ Deputy Secretary, DOPPW	Member
Director/ DS level officer nominated by DOPT	Member
Director/ DS level officer nominated by DARPG	Member

**Step 4-** Evaluation Committee will finalize name of awardees after obtaining 'No Objection Certificates' (NOCs) from concerned Ministry/ Department/ Organization and IB.

**Step 5-** Recommendations of the Evaluation Committee, after approval of Secretary (Pension) and necessary clearances, shall be put up to the Hon'ble MOS (PP) for approval.

## **7. DETAILS OF AWARD AND OTHER ENTITLEMENTS**

**7.1** Each Anubhav Awardee will be felicitated with a Medal, a Certificate and a Prize of Rs. 10,000/- (remitted through digital transfer to Awardee's account) whereas a Jury Certificate Winner will be presented with a Medal and a Certificate.

**7.2** Travelling allowance: TA to the Anubhav Awardee/Jury Certificate Winner (as per last entitlement) and one accompanying person, travelling for Award ceremony to New Delhi and back, will be reimbursed by DOPPW as per existing TA/DA Rules.

**7.3** Accommodation in New Delhi: Concerned Ministry/ Department/ Organization will arrange accommodation for Anubhav awardee/Jury Certificate Winner and accompanying persons (if any).

**8.** With respect to the National Anubhav Awards Scheme, the decision of the Department of Pension & Pensioners' Welfare, Ministry of Personnel, Public Grievances and Pensions, Government of India would be final.

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