

## कार्यालय प्रधान महालेखाकार (लेखा व हकदारी) - द्वितीय, महाराष्ट्र, नागपुर

## परिपत्र - 26

एच.आर.एम.-2/अनुभव योजना/पा.ग.-

दिनांक

भारत के माननीय प्रधानमंत्री द्वारा निर्देशित भारत सरकार के कार्मिक लोक शिवायत तथा पेंशन मंत्रालय, पेंशन एवं पेंशनभोगी कल्याण विभाग की सूचनाओं के अनुसार अनुभव पुरस्कार योजना 2025 हेतु सूचित किया है। अनुभव पुरस्कार योजना का मुख्य उद्देश्य सेवानिवृत्त होने वाले अधिकारीयो/कर्मचारीयो को सरकारी सेवा में काम करते समय उनके अनुभव "ANUBHAV PORTAL" पर शेयर करने हेतु प्रोत्साहित करना है।

अनुभव पुरस्कार 2025 के लिए 01/04/2024 से 31/03/2025 की अवधि में सेवानिवृत्त होने वाले अधिकारी/कर्मचारी उनके अनुभव, "अनुभव पोर्टल" पर जाकर साझा कर सकते हैं।

अनुभव पुरस्कार 2025 से सम्बंधित सम्पूर्ण जानकारी इस परिपत्रक के साथ सलग्न है। उक्त अवधि में सेवानिवृत्त हुए/होने वाले अधिकारीयो/कर्मचारीयो को इस पुरस्कार योजना में भाग लेने हेतु प्रोत्साहित किया जाता है।

(वरिष्ठ उपमहालेखाकार/प्रशासन के आदेश दिनांक 18/02/2025)

सलग्न:- यथोपरि

— 54 —

वरिष्ठ लेखा अधिकारी/एचआरएम-2

दिनांक 19/02/25

एच.आर.एम.-2/अनुभव योजना/पा.ग.- 1339

- 1) प्रधान महालेखाकार के वरिष्ठ निजी सचिव।
- 2) वरिष्ठ उपमहालेखाकार (प्रशासन) के निजी सहायक।
- 3) वरिष्ठ उपमहालेखाकार (लेखा एवं वीएलसी) के निजी सहायक।
- 4) वरिष्ठ उपमहालेखाकार (फण्ड) के निजी सहायक।
- 5) वरिष्ठ उपमहालेखाकार (फण्ड) के निजी सहायक।
- 6) वरिष्ठ लेखा अधिकारी/एचआरएम-1, टी.एम., पी.एम. तथा एफ एम।
- 7) वरिष्ठ लेखा अधिकारी/एल एंड एस(दोनों इमारतों के सूचना पट्ट पर प्रदर्शित करने हेतु)।
- ✓ 8) वरिष्ठ लेखा अधिकारी/इआएस (वेबसाईट पर अपलोड करने हेतु)।
- 9) पेंशनर्स एसोसिएशन।

19/02/25

वरिष्ठ लेखा अधिकारी/एचआरएम-2

[Cag-all-offices] Anubhav Award Scheme 2025-reg

From : Sonali Chatterjee <soent@cag.gov.in>  
Subject : [Cag-all-offices] Anubhav Award Scheme 2025-reg  
To : cagfield <cag-all-offices@lsmgr.nic.in>; PD HQRS <pchqr@cag.gov.in>

Fri, Feb 14, 2025 03:34 PM

2 attachments

*Handwritten signatures and initials:*  
Jagdish  
S. K. ...  
S. K. ...  
11/2

प्रहोदया/अहोदय,

इस ई-मेल के साथ ऊपर उल्लिखित विषय पर जानकारी संलग्न की गई है। कृपया आवश्यक कार्रवाई हेतु इस ई - मेल के संलग्नक से डाउनलोड करें।

The information on the subject as cited above has been attached with this E - mail. Kindly download the attachment for further necessary action at your end.

Regards

SAC/ENG II

*Stamp and handwritten notes:*  
14 FEB 2025  
Pl. put  
S. K. ...  
T. K. ...

CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in  
To unsubscribe send an email to cag-all-offices-leave@lsmgr.nic.in

— Cir. No. 11-2025.pdf  
1 MB

— VIDEO- SUBMISSION PROCEDURE OF ANUBHAV WRITE-UP Final\_1.mp4  
21 MB

*Handwritten notes:*  
Perkash, A.L.  
Final up  
10/11/2025  
AHO/MAN II

*Stamp and handwritten notes:*  
14 FEB 2025  
S. K. ...  
T. K. ...  
Email-255

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग,  
नई दिल्ली-110 124



Circular No. 11 -Staff Entt.-II/2025  
No. 07 /Staff Entt.-II/70-2023

OFFICE OF THE COMPTROLLER &  
AUDITOR GENERAL OF INDIA  
9, DEEN DAYAL UPADHYAYA MARG,  
NEW DELHI - 110 124

दिनांक / DATE 14 FEB 2025

To,

All Head of Offices in IA&AD,  
DG (Headquarter)

Sub : Anubhav Award Scheme 2025.


Sir/Madam,

The Anubhav Portal was launched by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners' Welfare in March, 2015 for retiring Government officials to leave a record of their experiences while in Govt. Service. An annual award Scheme to incentivize and encourage retiring employees to submit their experience, write-ups was introduced in 2015.

2. As per Anubhav Award Scheme 2024 guidelines issued by the Ministry, Central Government employees can submit their experiences while working with the Government through Anubhav write-ups from 8 months prior to retirement or who have retired within 3 years are eligible for the submission of Anubhav write ups. All write-ups submitted from 01.04.2024 to 31.03.2025 are eligible to be considered for Anubhav Award 2025. Copy of Scheme documents are enclosed herewith.

3. It is requested that officials/officers, retiring in your office may be encouraged to submit their experiences through Anubhav Portal of Government of India.

Yours faithfully,

  
(Sumeet Kumar)

Asstt. Comptroller & Auditor General (N)



भारत सरकार / Government of India

कार्मिक शिवालय और पेंशन सेवालय / 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 2016 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. Therefore, an Annual Awards Scheme to incentivize and encourage retiring/retired employees to submit their experiences through write ups was introduced in 2016. Till date, 59 Anubhav Awards and 19 Jury Certificates have been conferred. Further, to encourage and inspire the retirees, DOPFW conducts 'Anubhav Awardees' Speak' - a webinar series every month. Hitherto, 15 webinars have been held in which 15 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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