

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
WEST BENGAL, TREASURY BUILDINGS,
KOLKATA – 700 001.**

Office Order No. Admn.I/1623/75

Dated, the June 16, 2015

Subject :: ANUBHAV – showcasing outstanding work done during service –
Submission of details by the retiring government employee
Software application-regarding.

The Government of India through the Department of Pension & Pensioners Welfare has framed 'ANUBHAV', a platform for the retiring Central Government Employees to show case commendable work done during service. This would provide satisfaction to the retiring employee and also act as a motivator for serving employees. This would also be wonderful opportunity to garner the resource of retiring employees for voluntary contribution.

Consequently, as per Department of Pension & Pensioners Welfare, Government of India O.M. bearing no. 4/2/2014-P&PW (Coord) dated the 5th March, 2015 on the subject "Anubhav"- showcasing outstanding work done during service – Submission of details by the retiring government employee Software application, the Government of India has hoisted an online Software Application developed by the National Informatics Centre (NIC). A retiring employee six months before the date of superannuation or after the competent authority has approved his retirement or his retirement has become effective, as the case may be, may submit a write up with regard to his achievements/experiences in service either in the online application or hardcopies in the prescribed form of "Anubhav". Instructions for use of this application by the retiring employees are enclosed herewith. This application may be logged on by clicking on the link "Anubhav" on "<http://persmin.gov.in/pension.asp>".

The form on 'Anubhav' furnishing the details of the outstanding work by the retiring employee has also been modified in consonance with the software application. A copy of the revised "Anubhav" form is also enclosed. This form is to be submitted with Form 5 of CCS (Pension) Rules, 1972.

In this connection it may be mentioned that the Head of this office will ascertain that the employee is/was a valid employee under his control and satisfy that the write up submitted does not violate the necessary conditions. Thereafter, the write up would be forwarded to the designated authority/Head of Department (HOD) for approving to publish in the website. Individuals can view the published documents under "Anubhav" and give feedback.

Instruction for employees submitting write-up under "Anubhav".

- Select the icon 'employee' on the vertical bar
- Fill up Part I – Personal details.
 - Enter your Full Name (Title, First Name, Middle name, Last Name)
 - Select your Designation.
 - Enter your Permanent Account Number (PAN)
 - Enter your 12 digit Aadhar Number

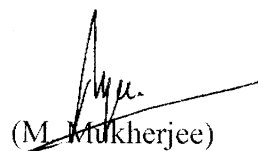
- Enter date of Birth & Date of Retirement (format DD/MM/YYYY)
 - Enter your Mobile Number, Email ID, correspondence address (Address, State, District, City, Pin-code)
 - Select your Ministry/Dept./Organization & enter office Address
 - Select your Ministry/Dept./Organization & enter Office Address
 - Select cadre (if applicable)
 - Upload your photograph in “.jpg” format of max file size 20 KB, if any.
- Hit the “Next” button or click on “other details” tab to move on to Part II – Commendable work
 - Type work to be highlighted (500 words). You can type this separately as a word document and copy-paste in the text box provided for the purpose.
 - Select category of work
 - Select Yes/No whether willing to volunteer for social work
 - Enter suggestions, if any
 - Upload documents, if any, in “.pdf” format, max file size 1 MB
 - Carefully go through the declarations and click on “I Agree”
 - Enter Security Code displayed in image in the form
 - Review the details entered in form by you before pressing the SUBMIT button

Note::

- a. If any of the pre-filled information is not available in the form (select options only), please get touch with the concerned officer in your department to get the details updated.
- b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will be checked for correctness and quality. Incorrect data will be rejected.


Hindi version will follow.

[Authority:: A.G.'s order
dated,]


 (M. Mukherjee)
 Deputy Accountant General (Admn.)

Copy forwarded for information and necessary action to :

1. Secretary to the Accountant General (A&E), West Bengal.
2. P. A. to D.A.G. (Admn.)/D.A.G. (Fund)/D.A.G. (A/cs. & VLC)/D.A.G. (Pension)
3. Sr. A.O./I.T.S.C.
4. A.A.Os./I.T.S.C. are requested to upload this order in the web site of this office for wide circulation for general information of all concerned.
5. All Sections
6. All Notice Boards
7. File (with spare copies 10)


 (N. Bhattacharjee)
 Sr. Accounts Officer (Admn.I)

"Anubhav"

**Form for submitting details of outstanding work done to be uploaded on
Departmental website**

[May be submitted by a retiring employees six months before the date of superannuation or after the competent authority has approved his retirement or his retirement has become effective, as the case may be]

PART I - Personal Details:

Photo

1. Name:
2. Designation :
3. Aadhaar No.
4. PAN No.
5. Ministry/ department & office address:
5. Date of birth:
6. Date of retirement:
7. Mobile number & Email id:
8. Correspondence Address:
9. Head of Office:
10. Cadre Controlling Authority
State allotted (For AIS only)

PART II - Commendable Work :

11. Work to be highlighted (Work may relate to previous assignments as well. Inputs up to 5000 words including outcome, suggestions and names of team members. In case additional information is required to be attached, the same may be uploaded as a PDF document):
12. Documents, if any, to be attached:
13. Suggestions, if any:

14. Work in (11) above is / are in the category:
- (a) Good Governance
 - (b) Government process re-engineering
 - (c) Simplification of procedures
 - (d) Administration
 - (e) Accounts
 - (f) IT
 - (g) Research
 - (h) Others
15. Whether willing to volunteer for social work post-retirement:
16. Would you like to receive feedback through e-mail. If so, e-mail ID may be provided.
17. Declaration : –
- a) The information is true & correct to the best of my knowledge.
 - b) The information is not sensitive and is not such as to compromise national security or integrity.
 - c) The comments are not against any gender, caste or religion.
 - d) The comments are not political in nature.