

No.21/4/2015-CS.I(P)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
CS.I Division

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003

Dated the 17<sup>th</sup> March 2015

**OFFICE MEMORANDUM**

**Subject: "Anubhav"- showcasing outstanding work done during service – submission of details by the retiring employees regarding**

The undersigned is directed to say that D/o. Pension & Pensioners' Welfare have vide their O.M. No. 4/2/2014-P&PW (Coord) dated 5.3.2015 developed an online system for capturing of outstanding work done by the retiring employees during the course of their career. A copy of OM dated 5.3.2015 is attached for ready reference.

2. CS Division, DoPT being the cadre controlling authority for CSS, and CSSS, it has scheduled an interactive session on the "Anubhav" initiative of the Government with Officers of these services who are retiring in March and April, 2015. These officers are cordially invited to the session which is scheduled in the Conference Room of National Minorities Commission at 5<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi at **3.30 PM on 18<sup>th</sup> March 2015**. A list of officers who are due for superannuation on 31.3.2015 & 30.4.2015 (*as per data in the web based cadre management system*) is at Annexure to this O.M.

3. All Ministries/ Departments are requested to bring this to the notice of officers concerned and depute them to the interactive session.

  
(V. Srinivasaragavan)

Under Secretary to the Government of India  
Tele.: 24629412

Encl.: As above

All Ministries/ Departments

All Officers of CSS and CSSS retiring in March & April 2015.

## Annexure

S No	Employee Name	Designation	Min. /Deptt.	Retirement Date
1	RAMESH CHAND YADAV	UNDER SECRETARY	AGRICULTURAL RESEARCH & EDUCATION	30/04/2015
2	NARANDER SINGH GULIA	PA	AGRICULTURE & COOPERATION	30/04/2015
3	PUSHPA RANI	ASSISTANT	AGRICULTURE & COOPERATION	30/04/2015
4	PUSHPA RANI	ASSISTANT	AGRICULTURE & COOPERATION	30/04/2015
5	RAJ SINGH	JOINT SECRETARY	AGRICULTURE & COOPERATION	30/04/2015
6	RAM KUMAR SINGH	JOINT SECRETARY	AGRICULTURE & COOPERATION	30/04/2015
7	RITA SHARMA	ASSISTANT	AGRICULTURE & COOPERATION	30/04/2015
8	SHASHI GOSWAMI	PS	AGRICULTURE & COOPERATION	31/03/2015
9	RITA BALA	PS	AGRICULTURE & COOPERATION	31/03/2015
10	BINDA PASWAN	UNDER SECRETARY	AGRICULTURE & COOPERATION	31/03/2015
11	MANABENDU SEN	DEPUTY SECRETARY	ANIMAL HUSBANDARY, DAIRYING &	30/04/2015
12	SHARDA KAPOOR	PPS	ANIMAL HUSBANDARY, DAIRYING &	31/03/2015
13	INDER BAHADUR	ASSISTANT	CENTRAL BUREAU OF INVESTIGATION	30/04/2015
14	SUSHIL KUMAR ROY	ASSISTANT	CIVIL AVIATION	30/04/2015
15	RAM CHANDI	ASSISTANT	CIVIL AVIATION	31/03/2015
16	NARINDER SINGH	ASSISTANT	COMMERCE	30/04/2015
17	RANJIT KUMAR DAS	PS	COMMERCE	31/03/2015
18	CHUKHAN SINGH PANWAR	ASSISTANT	DEFENCE	30/04/2015
19	JEEWAN LAL	ASSISTANT	DEFENCE	30/04/2015
20	JIWAN LAL	ASSISTANT	DEFENCE	30/04/2015
21	RENU SHARMA	PS	DEFENCE	30/04/2015
22	SUDESH BAJAJ	PS	DEFENCE	30/04/2015
23	VIRENDER KUMAR SIKKA	SECTION OFFICER	DEFENCE	31/03/2015
24	SUMAN SHARMA	ASSISTANT	DEFENCE	31/03/2015
25	SANTOSH ARORA	SECTION OFFICER	DEFENCE	31/03/2015
26	PREM KUMAR	SECTION OFFICER	EARTH SCIENCES	31/03/2015
27	LEATICIA GOMES	UNDER SECRETARY	ECONOMIC AFFAIRS	30/04/2015
28	BULBUL GHATAK	SECTION OFFICER	Environment,Forest and Climate Change	30/04/2015
29	RAMESH SINGH	ASSISTANT	Environment,Forest and Climate Change	31/03/2015
30	RAM KISHAN	PA	Environment,Forest and Climate Change	31/03/2015
31	GUNWANTI PAHILAJANI	PPS	Environment,Forest and Climate Change	31/03/2015
32	MAHINDER KAUR	SECTION OFFICER	EXPENDITURE	30/04/2015
33	OM PRAKASH	SECTION OFFICER	EXPENDITURE	30/04/2015
34	PREM LATA SEHGAL	SECTION OFFICER	EXPENDITURE	30/04/2015
35	RAMESH CHAND MALHOTRA	PS	EXPENDITURE	30/04/2015
36	A SELVARAJU	PA	EXPENDITURE	31/03/2015
37	SUSHMA GUPTA	PS	EXPENDITURE	31/03/2015
38	SURYA NARAIN SINGH	PS	EXPENDITURE	31/03/2015
39	RITA MALIK	SECTION OFFICER	EXPENDITURE	31/03/2015
40	GURDIAL SINGH	SECTION OFFICER	EXPENDITURE	31/03/2015
41	DINESH LAL	ASSISTANT	EXPENDITURE	31/03/2015
42	ASHOK KUMAR	PA	FOOD & PUBLIC DISTRIBUTION	31/03/2015
43	ATMA RAM GOYAL	JOINT SECRETARY	FOOD & PUBLIC DISTRIBUTION	31/03/2015
44	SUDESH	ASSISTANT	HEALTH & FAMILY WELFARE	30/04/2015
45	SHISPAL SINGH	ASSISTANT	HEALTH & FAMILY WELFARE	31/03/2015
46	MEERA CHADHA	PS	HEALTH & FAMILY WELFARE	31/03/2015
47	GANPAT RAM KHETRAPAL	DIRECTOR	HEALTH & FAMILY WELFARE	31/03/2015
48	BALDEV SINGH	PA	HEALTH & FAMILY WELFARE	31/03/2015
49	KRISHAN KUMAR	DEPUTY SECRETARY	HOME AFFAIRS	30/04/2015
50	SHYAMALA MOHAN	DIRECTOR	HOME AFFAIRS	30/04/2015
51	RAKESH KUMAR	STENO D	HOME AFFAIRS	31/03/2015
52	R P GANDHI	ASSISTANT	HOME AFFAIRS	31/03/2015
53	MOHAR SINGH	PPS	HOME AFFAIRS	31/03/2015
54	KANWAR JAI SINGH	SECTION OFFICER	HOME AFFAIRS	31/03/2015
55	MADHU BHATIA	ASSISTANT	Human Resource Development	30/04/2015
56	SUSHMA ARORA	SECTION OFFICER	Human Resource Development	31/03/2015
57	SHER SINGH	SECTION OFFICER	Human Resource Development	31/03/2015
58	SURINDER KAUR	SECTION OFFICER	Human Resource Development	31/03/2015
59	PRATIBHA RANI	SECTION OFFICER	Human Resource Development	31/03/2015
60	RAMASAMY BALAKRISHNAN	SECTION OFFICER	INDUSTRIAL POLICY & PROMOTION	30/04/2015
61	VALSAMMA THOMAS	SECTION OFFICER	INDUSTRIAL POLICY & PROMOTION	31/03/2015
62	ANJIT SINGH DHARIWAL	ASSISTANT	INFORMATION & BROADCASTING	30/04/2015
63	GULSHAN TEWANI	SECTION OFFICER	INFORMATION & BROADCASTING	30/04/2015

64	MOHAN SINGH	ASSISTANT	INFORMATION & BROADCASTING	30/04/2015
65	MOHAN CHANRA GHARAMI	ASSISTANT	INFORMATION & BROADCASTING	30/04/2015
66	P K MOHANAASAN	PPS	INFORMATION & BROADCASTING	30/04/2015
67	HARISH CHANDER	PSO	INFORMATION & BROADCASTING	31/03/2015
68	BABU LAL TIKANIA	DIRECTOR	LABOUR & EMPLOYMENT	30/04/2015
69	S K VERMA	DIRECTOR	LABOUR & EMPLOYMENT	30/04/2015
70	PRADIP KUMAR BHATTACHARYA	ASSISTANT	LABOUR & EMPLOYMENT	31/03/2015
71	P.K. BHATTACHARYA	SECTION OFFICER	LABOUR & EMPLOYMENT	31/03/2015
72	HARISH CHANDER BHATHEJA	PS	LEGAL AFFAIRS	30/04/2015
73	HET RAM SHARMA	SECTION OFFICER	MICRO, SMALL & MEDIUM ENTERPRISES	30/04/2015
74	MADAN LAL SHARMA	UNDER SECRETARY	MICRO, SMALL & MEDIUM ENTERPRISES	31/03/2015
75	GURDIAL SINGH	PPS	MINES	30/04/2015
76	MAHA BIR PERSHAD	DIRECTOR	PANCHAYATI RAJ	31/03/2015
77	DEBI RAM	ASSISTANT	PERSONNEL & TRAINING	30/04/2015
78	BHUPAL SINGH	ASSISTANT	PERSONNEL & TRAINING	30/04/2015
79	RAJINDER PRASAD	ASSISTANT	PERSONNEL & TRAINING	30/04/2015
80	V M RATHNAM	DIRECTOR	PERSONNEL & TRAINING	31/03/2015
81	S L SHARMA	ASSISTANT	PERSONNEL & TRAINING	31/03/2015
82	RAJENDAR KUMAR	PS	PERSONNEL & TRAINING	31/03/2015
83	R C CHOUDHARY	SECTION OFFICER	PERSONNEL & TRAINING	31/03/2015
84	MAHANDER LAL SHARMA	ASSISTANT	PERSONNEL & TRAINING	31/03/2015
85	HARI RAM	SECTION OFFICER	PERSONNEL & TRAINING	31/03/2015
86	MOHAN LAL	DIRECTOR	PETROLEUM & NATURAL GAS	30/04/2015
87	KAMAL NAIN PRASAD	SECTION OFFICER	PLANNING COMMISSION	31/03/2015
88	ANITA NAGAR	PS	PLANNING COMMISSION	31/03/2015
89	SATVIR SINGH	ASSISTANT	POSTS	30/04/2015
90	ANITA AHUJA	PS	POSTS	31/03/2015
91	DEVENDRA DATT	ASSISTANT	POWER	30/04/2015
92	SOM NATH	ASSISTANT	POWER	30/04/2015
93	K.MANICKAM	ASSISTANT	ROAD TRANSPORT & HIGHWAYS	30/04/2015
94	PREM CHAND	PPS	ROAD TRANSPORT & HIGHWAYS	30/04/2015
95	SUDESH SAJAN	PS	ROAD TRANSPORT & HIGHWAYS	31/03/2015
96	NANDAN SINGH	DIRECTOR	ROAD TRANSPORT & HIGHWAYS	31/03/2015
97	KARTAR SINGH DABAS	ASSISTANT	RURAL DEVELOPMENT	30/04/2015
98	SUBHASH KUMAR	ASSISTANT	RURAL DEVELOPMENT	30/04/2015
99	VAJINDER KAUR	ASSISTANT	RURAL DEVELOPMENT	31/03/2015
100	PADAM SINGH	SECTION OFFICER	SCIENCE & TECHNOLOGY	30/04/2015
101	URMILA THAKUR	PS	SCIENCE & TECHNOLOGY	30/04/2015
102	REMA BALACHANDRAN	PA	SCIENCE & TECHNOLOGY	31/03/2015
103	RAJ RAJPAL	PA	SCIENCE & TECHNOLOGY	31/03/2015
104	K MANICKAM	ASSISTANT	SHIPPING	30/04/2015
105	MOHANA DAS M.S	PA	SHIPPING	31/03/2015
106	MANDU GANDHI	PS	SHIPPING	31/03/2015
107	ANITA KAURA	PS	SOCIAL JUSTICE & EMPOWERMENT	30/04/2015
108	PURSHOTTAM SINGH	UNDER SECRETARY	STAFF SELECTION COMMISSION	31/03/2015
109	K.S DABAS	ASSISTANT	STEEL	30/04/2015
110	SHASHI ANAND	PPS	TELECOMMUNICATION	31/03/2015
111	R MUSHTAQ SHERIFF	PA	TELECOMMUNICATION	31/03/2015
112	PRATIBHA RANI	SECTION OFFICER	TELECOMMUNICATION	31/03/2015
113	BALWANT SINGH	SECTION OFFICER	TEXTILES	30/04/2015
114	MEENA TONDON	SR. PPS	TOURISM	31/03/2015
115	R C DHYANI	SECTION OFFICER	TRIBALS AFFAIRS	30/04/2015
116	RAMESH CHANDER DHYANI	UNDER SECRETARY	TRIBALS AFFAIRS	30/04/2015
117	NARENDRA SINGH	ASSISTANT	UNION PUBLIC SERVICE COMMISSION	30/04/2015
118	OM PRAKASH	DEPUTY SECRETARY	UNION PUBLIC SERVICE COMMISSION	30/04/2015
119	KHEM SINGH	ASSISTANT	UNION PUBLIC SERVICE COMMISSION	31/03/2015
120	DURJAN SAL SINGH	SECTION OFFICER	UNION PUBLIC SERVICE COMMISSION	31/03/2015
121	ASHA LAHAR	ASSISTANT	UNION PUBLIC SERVICE COMMISSION	31/03/2015
122	JOGINDER SINGH	ASSISTANT	URBAN DEVELOPMENT	30/04/2015
123	MADHU BHUSHAN PESRIJA	SECTION OFFICER	URBAN DEVELOPMENT	30/04/2015
124	MRINAL BHATTACHARJEE	PS	URBAN DEVELOPMENT	30/04/2015
125	TARUN KANTI BISWAS	ASSISTANT	URBAN DEVELOPMENT	31/03/2015
126	ROOP LAL	UNDER SECRETARY	URBAN DEVELOPMENT	31/03/2015
127	RAM DAYAL SINGH BHANDARI	UNDER SECRETARY	URBAN DEVELOPMENT	31/03/2015
128	RAKESH KUMAR TUTEJA	ASSISTANT	WOMEN & CHILD DEVELOPMENT	30/04/2015

NO. 4/2/2014-P&PW(Coord)  
Government of India  
Department of Pension & Pensioners Welfare

LokNayakBhawan, Khan Market,  
New Delhi, the 5<sup>th</sup> March 2015

Office Memorandum

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

The undersigned is directed to refer to this Department's OM of even number dated 19.2.2015 on "Anubhav" and to say that an online system has been developed by the National Informatics Centre(NIC). Instructions for use of this application by the retiring employees, Head of Offices/ Head of Departments in the Ministries/ Departments are enclosed herewith. These instructions may be read in conjunction with the OM referred to above.

2. You may log on to the application by clicking on link "Anubhav" on [persmin.gov.in/pension.asp](http://persmin.gov.in/pension.asp). The login Id and password is given in attached document.
3. 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 along with form 5 of CCS (Pension) Rules.
4. The instructions may be circulated appropriately among all employees of the Ministry and attached/ subordinate offices and given wide publicity to encourage participation in "Anubhav" as this project is being monitored at the highest levels.
5. For any further clarification or feedback please contact the undersigned.

  
(Tripti P Gosh)  
Director

To

All Ministries/ Departments of the Government of India as per standard list.

Copy to Prime Minister's Office for information.

## **Anubhav : Showcasing outstanding work done during service: Instructions for use of software application**

Retiring employees, Administrative offices and individuals may log on to the facility by clicking on the “Anubhav” link available on the website <http://persmin.gov.in/pension.asp>. Employees would be able to submit personal details as well as a write-up by filling in appropriate details. Administrative offices can login and process the inputs so furnished. The heads of offices will ascertain that the employee is a valid employee under his control and the write up submitted does not violate the necessary conditions. If he is satisfied, he will forward the write up to the designated authority / Head of Department (HOD). The designated authority / Head of Department (HOD) may satisfy themselves of the appropriateness of the submission before “approving”. The write-up can then be formally “Published”. 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 Aadhaar 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 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 (in 5000 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 in 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.

**Instructions to Ministries/ Departments( Head of Offices) and Heads of Departments (HODs) for processing submissions under Anubhav**

- Log on the website [persmin.gov.in/pension.asp](http://persmin.gov.in/pension.asp) and click on link **Anubhav**
- Click 'organization' on the vertical column on the left
- Enter your user name and password
- Click 'new requests' on the left column to view requests received.
- Click on " Details" on the right to view the employee's personal details and write-up and Publish or Reject as appropriate.

**Instructions for Head of Offices/ (HOO) in case the retiring employee submits his write up manually**

- Verify that the 'Anubhav' form has been filled up correctly and the declaration has been signed.
- Visit the website [permin.gov.in/pension.asp](http://permin.gov.in/pension.asp) and click on link **Anubhav**.
- Click 'employee' on the vertical bar.
- Fill up the Part I - Personal details of the employee.
- Click on the 'Next' button to move to Part II – commendable work.
- Choose the category of work.
- Select the option given by him for voluntary work.
- Scan and upload the write-up submitted by the employee.
- Type "outstanding work may be seen as the attached PDF document" in the text box provided for the outstanding work.
- Click 'Accept' for the declaration.
- Submit after entering the security code.

For any other assistance please write to [helpdesk-Anubhav\[at\]gov\[dot\]in](mailto:helpdesk-Anubhav[at]gov[dot]in).

## “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.
  - e) Government will not be responsible for any misuse of this information.

(Signature)

Remarks of the Head of Office:

(Signature and stamp of Head of Office)

Administrative Head/designated Authority