

Email

AG AE Bihar Patna

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

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

Fri, Feb 14, 2025 03:34 PM

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2 attachments

महोदया/ महोदय,


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

SAO/Entt-II

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

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)





- 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

