

कार्मिक लाभ प्रभाग / Employee Benefits Division (EBD)
मानव संसाधन विभाग / Human Resources Department, Central Office

**NOTICE NATIONAL ANUBHAV AWARDS SCHEME, 2025-
GUIDELINES AND STANDARD OPERATING PROCEDURE**

The Department of Pension & Pensioners' Welfare (DoPPW), GOI, has launched the National Anubhav Award Scheme 2025 to encourage retiring and retired employees to share their valuable experiences during their service period. For the first time, this scheme extends eligibility to employees of Central Public Sector Undertakings (CPSUs), including Public Sector Banks (PSBs).

This Scheme is to inspire and incentivize retiring/retired employees to submit their experiences through write-ups. This initiative aims to create a repository of insights and best practices to benefit current and future governance. In this context, employees of our Bank, who are going to retire in the next 8 (i.e upto 30.11.2025) months or who have retired within 3 years (i.e after 31.03.2022 are the “eligible employees” for the submission of Anubhav Write-ups.

In view of the above, all eligible retirees/employees are requested to share their experience at Anubhav Portal well before 31.03.2025 to win prestigious Award and Recognition under National Anubhav Awards Scheme, 2025.

The step-wise procedure along with relevant screenshots to submit the writeup in the “Anubhav Portal” is given below.

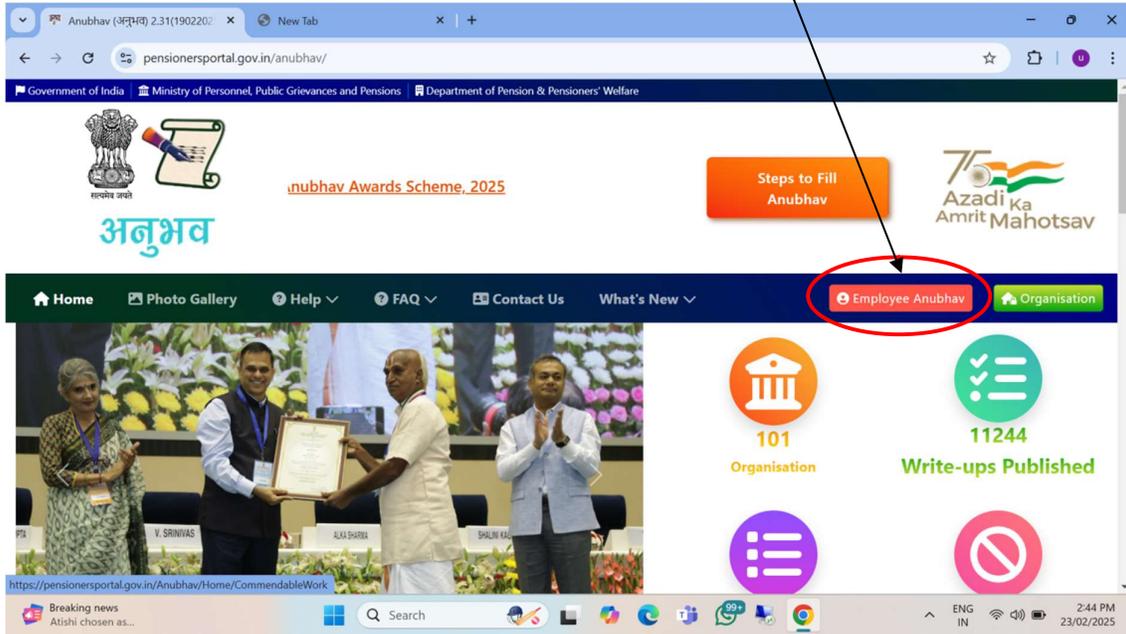
Employee Benefits Division.

Date: 24-02-2025

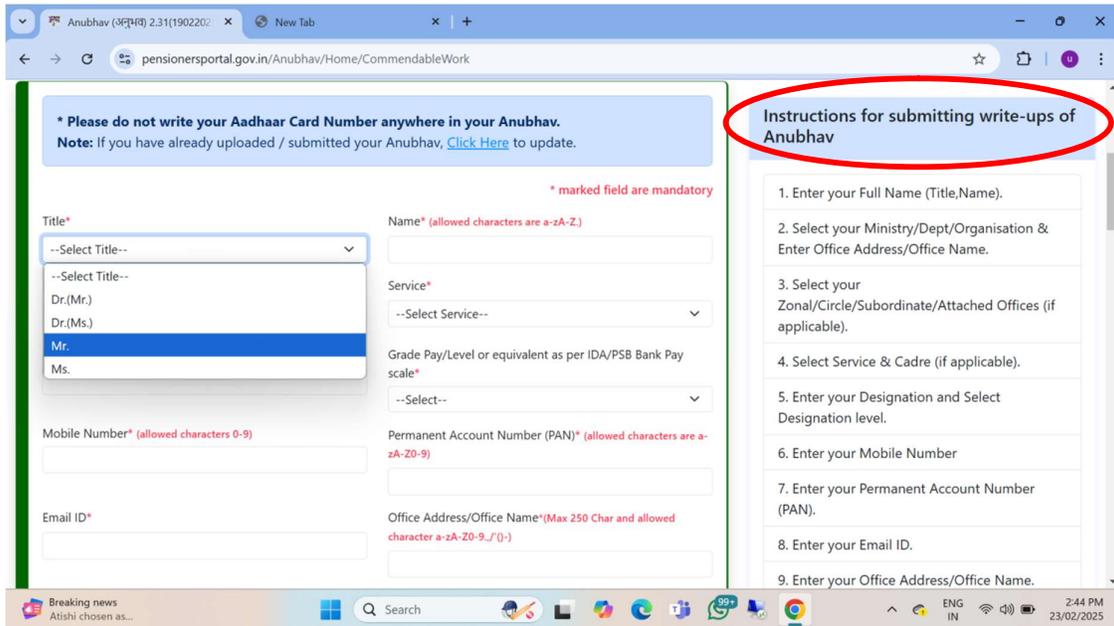
SOP for Submission of Write - Up for Anubhav Awards Scheme 2025

Step – 1

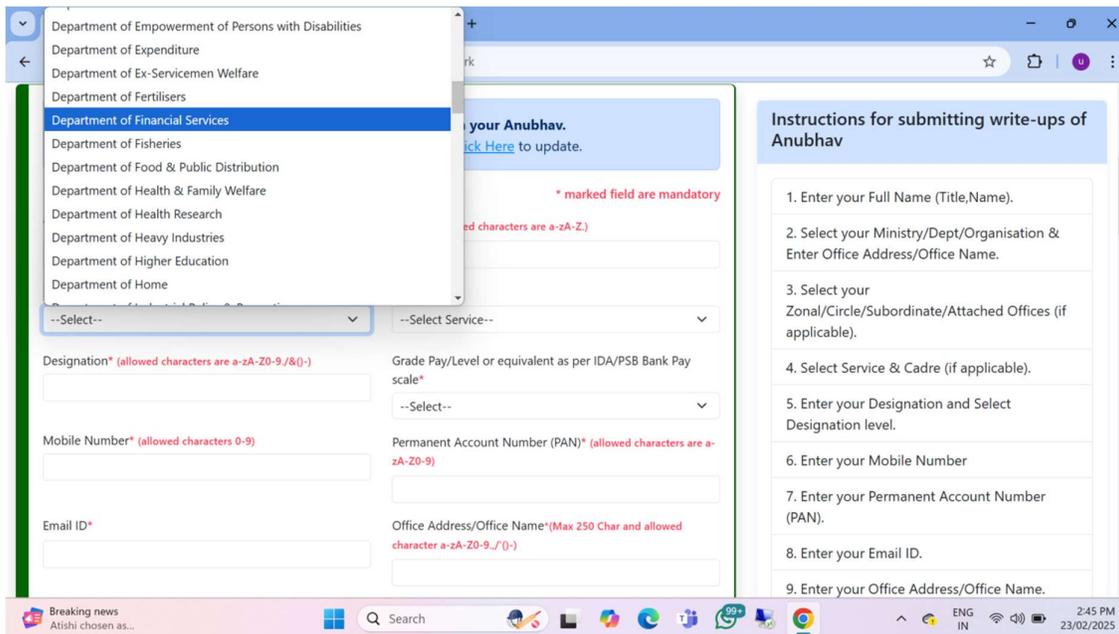
Visit www.pensionersportal.gov.in/anubhav & Click on 'Employee Anubhav' Button.



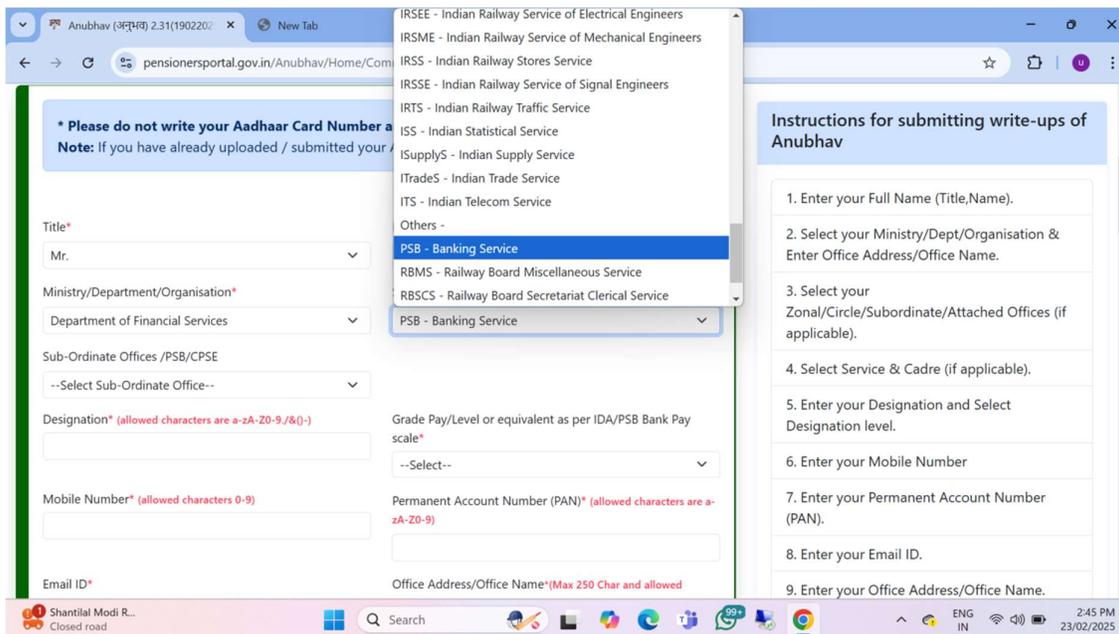
Step 2 - Read Instructions for filing & choose basic details such as Title, Name, Contact Number, Email Address & PAN.

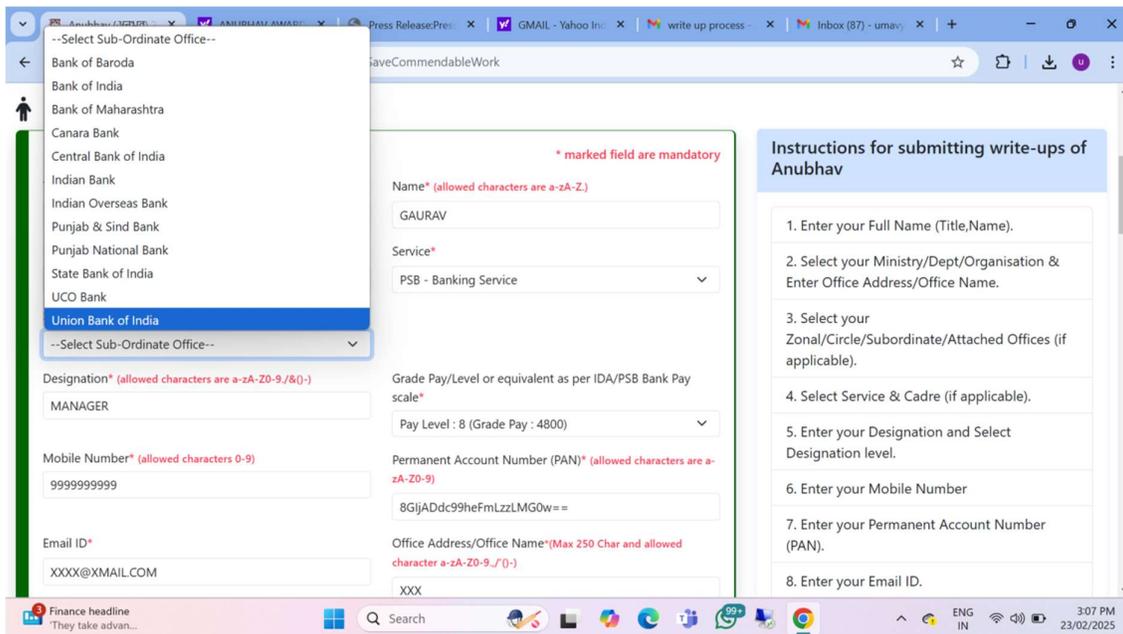


Step 3 - Select 'Department of Financial Services' in Ministry/ Department / Organization Tab.



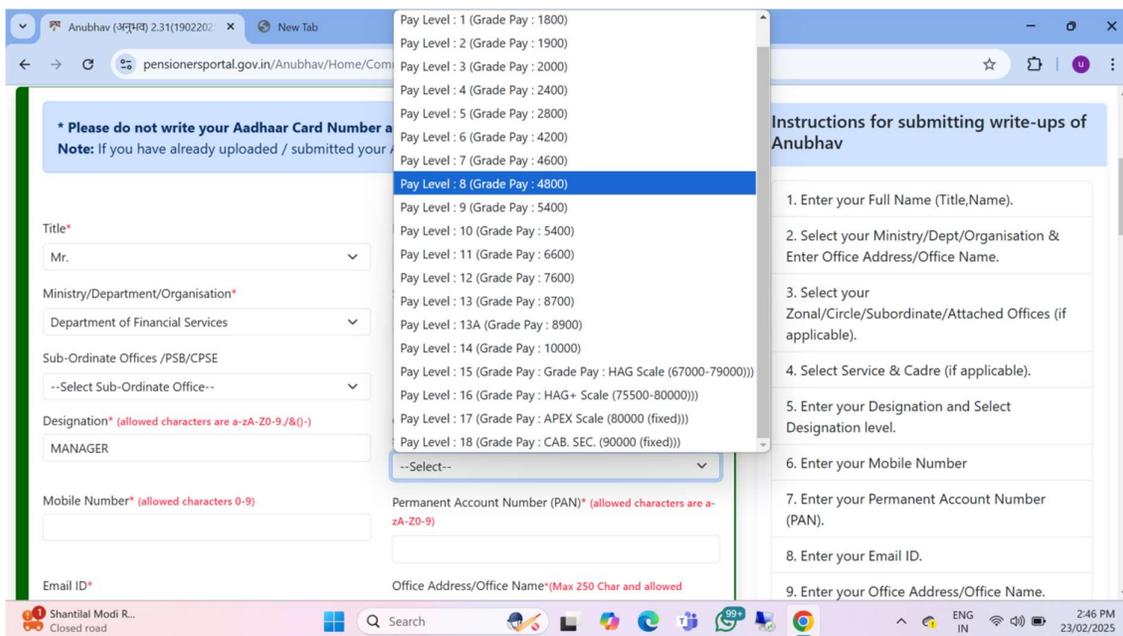
Step 4 - Select 'PSB – Banking Service' in Service Tab & 'Union Bank of India' in Sub-Ordinate Office / PSB / CPSE Tab.





Step 5 – Select your Designation and Grade pay as per Table Below.

Sr. No.	CDA Pay Scale in Central Govt	Pay Scale in Public Sector Banks
1	1-6	Below Rs. 36,000/- Scale I (Award Staff)
2	7-12	Rs. 36,000-36,840 Scale-I to Rs. 89,890 -1,00,350/- Scale-V
3	13-17	Rs. 1,04,240 – 1,16,120/- Scale-VI and above



Step 6 - Read marking system applicable to your pay scale & Write experiences within 5000 words and/or attach pdf file upto 5MB, if writeup is more than 5000 words.

← → ↻ pensionersportal.gov.in

Please refer Para 6 of the [National Anubhav Awards Scheme, 2025](#) for new marking system before filing/uploading your writeup.

Anubhav (Inputs up to 5000 words including outcome and names of team members) * allowed character a-zA-Z0-9,./&(')-+[]

Write Experience here.

Upload Document, if any (only .pdf format and size upto 5 MB)
(please do not upload scanned copy of your PAN,Aadhaar,Voter Id or any other sensitive document.)

Choose File no file selected

Step-7 - & Fill in suggestions within 2000 words, if any

Anubhav (अनुभव) ANUBHAV AWARDS Press Release: Gmail - Yahoo In write up process - Inbox (87) - umav

← → ↻ pensionersportal.gov.in/Anubhav/Home/CommendableWork

Upload Document, if any (only .pdf format and size upto 5 MB)
(please do not upload scanned copy of your PAN,Aadhaar,Voter Id or any other sensitive document.) Choose File No file chosen

Upload Audio file, if any (size upto 3 MB) Choose File No file chosen

Suggestion (if any) (Inputs up to 2000 words, allowed character A-Z,0-9,./&(')-+[])
(If you have any suggestions, please enter them in the Suggestion box provided.)

SUGGESTION IF ANY

Category*

Accounts Admin Work Good Governance Government process re-engineering Information Technology Research Simplification of procedures Learning from Failure Public Dealing Contribution to his/her field work Development of personal traits while in service Disclosure of experience for the knowledge of others Instances of great strength/valor/bravery Constructive feedback or suggestion to improve the line of work Others

Skills

Project Writing English Conversation Regional Language Public Speaking Computer Skill - General Computer Skill - Programming Computer Skill - Web designing Driving Cooking Carpentry Gardening Photography Mathematics Other

Instructions for submitting write-ups of Anubhav

1. Enter your Full Name (Title,Name).
2. Select your Ministry/Dept/Organisation & Enter Office Address/Office Name.
3. Select your Zonal/Circle/Subordinate/Attached Offices (if applicable).
4. Select Service & Cadre (if applicable).
5. Enter your Designation and Select Designation level.
6. Enter your Mobile Number
7. Enter your Permanent Account Number (PAN).
8. Enter your Email ID.
9. Enter your Office Address/Office Name.

33°C Smoke Search ENG IN 3:03 PM 23/02/2025

Step 8 – Click Submit Button after checking ‘I Accept’ & entering the code as it appears.

3. The comments is not against any gender, caste or religion.

4. The comments are not political in nature.

5. Government will not be responsible for any misuse of this information.

6. There is no violation of Official Secret Act, 1923 while mentioning my experience of working with the Government in the Write-up.

7. There is no mention of my name, designation/rank, address, e-mail ID, Telephone Number, Aadhar/PAN Number, etc., or any other personal details in write-up which may lead to the disclosure of my identity. There is also no mention of such details in respect of any other member(s) of my team of officers/officials.

I Accept

Enter the code exactly as it appears* dD5Sn3

Note:

1. If any of the pre-requisite 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.
2. Please ensure that you have filled the form with correct information and have uploaded a recent

12. Enter Anubhav to be highlighted (in 5000 words) * allowed character [A-Z,0-9,/&(!)-+].

13. Upload your document in ".pdf" format of max file size 5 MB, if any.

14. Upload your Audio file of max file size 3 MB, if any.

15. Enter Suggestions (if any) (in 2000 words).

16. Select Category of work.

17. Choose Skills.

18. Select **Yes/No** Whether willing to volunteer for social work.

19. Select **Yes/No** whether you want to receive feedback through e-Mail.

20. kindly read the declarations and Click on **I Accept**.

21. Enter Security Code displayed in image in the form.

‘Anubhav Submitted Successfully’ will be displayed once you click on submit. Write up Submitted Successfully. You will receive confirmation on Email & Contact number.

अनुभव

Anubhav

Azadi Ka Amrit Mahotsav

Home Photo Gallery Help FAQ Contact Us What's New Employee Anubhav Organisation

Anubhav

Anubhav Submitted Successfully

Anubhav Detail
(To be submitted by retiring employees along with Form 5 CCS (Pension) Rules, 1972)

1. Name	: Mr. Gaurav
2. Designation	: Manager

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