

फोन / PHONE : 26588980, 26588707, 26589336, 26589745
26589873, 26589414
फैक्स / FAX : 011-26588662, 011-26589791, 011-26589258

ग्राम / GRAM : SCIENTIFIC
Website : www.icmr.nic.in
E mail : icmrhqs@samad.nic.in



भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI 110029

क्रमांक.E16/48/2022-प्रशासन/E.Office No.139791

दिनांक:12/11/2024

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

महोदय/महोदया,

विभिन्न मंत्रालयों/विभागों से प्राप्त निम्नलिखित अर्द्ध सरकारी पत्र/कार्यालय ज्ञापन, सूचना एवं आवश्यक कार्यवाही के लिए संलग्न है।

Sl.No	Reference No. & Date	Name of Ministry	Subject
1.	Email dated 20.09.2024	Ministry of Personnel, Public Grievances and Pensions, Department of Pension and Pensions' Welfare, New Delhi	Invitation for 17 th Anubhav Webinar-regarding
2.	No. Z-20015/01/2024-HFMO Dated: 09.10.2024	Office of the Hon'ble Minister of Health & Family Welfare	Standardization of format for furnishing information/documents for perusal of the Hon'ble Minister of Health & Family Welfare-reg.
3.	D.O. No.4/11/2023-P&PW(Coord)/E-923 Dated:15.10.2024	Ministry of Personnel, Public Grievances & Pensions, Department of Pension and Pensioners' Welfare, New Delhi	Anubhav Awards Scheme-reg.
4.	O.M. No.J-16/20/2024-Judicial Dated:16.10.2024	Ministry of Law & Justice, Department of Legal Affairs (Judicial Section), Shastri Bhawan,	Fair and transparent allocation of cases by designated Litigation In-charge, concerned amongst Panel Counsel for Union of

		New Delhi	India before Hon'ble High Courts/Tribunals/District and Subordinate Courts and Redressal Commission etc.- regarding
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भवदीय,

Signed by Jagdish Rajesh

Date: 19-11-2024 10:29:35

जगदीश राजेश

सहायक महानिदेशक (प्रशासन)

अनुलग्नक: यथोक्त

प्रतिलिपि:

1. महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
2. परिषद के सभी प्रभाग प्रमुख
3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)/ सहायक महानिदेशक (वित्त)
4. प्रमुख बीएमआई - आईसीएमआर की वेबसाइट पर अपलोड करने के अनुरोध के साथ।

Fwd: Invitation for 17th Anubhav Webinar -regarding

OO

Office of Secretary DHR <secy-dhr@gov.in>

Fri, 20 Sep 2024 2:44:03 PM +0530

To "Richa Khoda" <richa.khoda@gov.in>, "Manisha Saxena" <srddga.hq@icmr.gov.in>

Cc "DG ICMR" <dg@icmr.org.in>

DG. ICMR OFFICE

Diary No. 906625

Date 24/09/24

J2(AK)/J3(RK)
S. S. S. (A)

Sumit

RB

===== Forwarded message =====

From: DEEPAK GUPTA <deepakgupta1@prasarbharati.gov.in>

To: "Sanjay Kumar" <secy.sel@nic.in>, "K. Sanjay Murthy" <secy.dhe@nic.in>, "Secretary MeitY" <secretary@meity.gov.in>, "Ms. Leena Nandan" <secy-moef@nic.in>, "SAURABH KUMAR" <secyeast@mea.gov.in>, "Dammu Ravi" <secyer@mea.gov.in>, "Sanjay Verma" <secywest@mea.gov.in>, "Dr. Ausaf Sayeed" <secycpv@mea.gov.in>, "Shri Ajay Seth" <secy-dea@nic.in>, "T.V. Somanathan" <secyexp@nic.in>, "Sanjay Malhotra" <rsecy@nic.in>, "Secretary DFS" <secy-fs@nic.in>, "Shri Ali R. Rizvi" <secy-dpe@nic.in>, "Secretary MoFPI" <secy.mofpi@nic.in>, "Mr Rajesh Bhushan" <secyhfw@nic.in>, "Office of Secretary DHR" <secy-dhr@gov.in>

Cc: "PRAMOD KUMAR" <pramod.kumar79@gov.in>, "asminderkhari" <asminder.khari@gov.in>, "DEEPANSHU VERMA" <deepanshu.1996@govcontractor.in>

Date: Fri, 20 Sep 2024 14:06:00 +0530

Subject: Invitation for 17th Anubhav Webinar -regarding

===== Forwarded message =====

"Anubhav Awardees Speak" 17th Nationwide Webinar

Adm

Please circulate the
Anubhav Awards Scheme-
2024.Sd/-
30/9

DDA(A)

Respected Madam/Sir,

The 17th Nationwide webinar in the "Anubhav Awardees Speak" series is scheduled to be held on **30.09.2024 (Monday) 3:00 PM to 4:00 PM** under the chairmanship of Secretary (Pension & PW).

I have attended this VC.

2. I am forwarding herewith DOPPW O.M. dated 19.09.2024 regarding Monthly Webinar Series "Anubhav Awardees Speak" for further necessary action.

3. Shri T Jacob, IAS, Secretary, UPSC [Anubhav Awardee, 2024] will be speaker at the event and will be sharing his experience. It is requested that the following WebEx VC link for Webinar may be widely circulated in your Origination/attached/Subordinate offices to ensure active participation.

Dfns 898
1/10/24

4. Kindly find below WebEx VC link for Webinar: Anubhav Awardees Speak:
17th Webinar -

Meeting Link: <https://doppw.webex.com/doppw/j.php?MTID=m6586b7960b09026fe28e29782363f748>

Meeting number: 2517 804 6017

Password: 12345678

Kindly make it convenient to attend the above VC.
File No. 4/1/2022-P&PW (Coord.) E-8384

☺ ☐ ☐ **2 Attachment(s)** • Download as Zip • Add To >



Anubhav Awards Scheme, 2....pdf
9.1 MB •



Invitation -All Min. and dept....pdf
1 MB •



ANUBHAV AWARDS SCHEME, 2024

भारत सरकार /Government of India

कार्मिक, लोक शिकायत और पेंशन मंत्रालय / Ministry of Personnel Public
Grievances and Pensions

पेंशन एवं पेंशनभोगी कल्याण विभाग /Department of Pension and
Pensioners' Welfare

**ANUBHAV Awards scheme for sharing experiences of
retiring/retired Central Government employees**

1. 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 2015 for sharing 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 wealth shall be left behind by the retiring generations of government employees and officers.
2. Thereafter, an Annual Awards Scheme to incentivize and encourage retiring/retired employees to submit their experience write-ups was introduced in 2015. Till date, 54 ANUBHAV awards have been conferred, with 04 awards

conferred on 23.10.2023. In a first, 09 Jury certificates have also been conferred on 23.10.2023. Further, to encourage and inspire the retirees, the Pension Department is conducting Anubhav Awardees Speak-Webinar series every month. Hitherto, 10 webinars have been held in which 19 Awardees have presented their experiences.

3. ANUBHAV Awards scheme, 2024:

3.1 For the year 2024, the scheme aims to recognize the contribution of retiring 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 awards to 5 (five) best write-ups in 2024**. Also, 10 Jury certificates may be presented to other outstanding write-ups to promote wider publicity and participation in ANUBHAV Awards scheme, 2024. Assessment of the award would be structured on premises as stated at para 5.

3.3 The Awards shall be conferred by Hon'ble MOS (PP) at a National Level event.

4. ELIGIBILITY:

The retiring Central government employees/pensioners can submit their Anubhav write ups 8 months prior to retirement and up to 1 year after their retirement. All the Anubhav write-ups published on the Anubhav Portal between the period 1st

July, 2023 and 31st March, 2024 will be considered for the Anubhav Awards/Jury Certificates, 2024.

5. PROCESS OF SHORTLISTING THE ANUBHAV AWARD

- I. **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 retiree/retired government employee 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.
- II. **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.
- III. **Step 3-** Selection process Tier-I: Screening of the published write ups shall be done by the Screening Committee(s) in the Department of Pension & Pensioners' Welfare.
- IV. **Step 4-** Selection process Tier-II: Next round of shortlisting for the 5 (five) Anubhav Awards and 10 Jury Certificates shall be done by an Evaluation Committee (EC), chaired by the Additional Secretary (Pension & PW). The Composition of Evaluation Committee (EC) is as below:

Additional Secretary(P&PW)), 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

- V. **Step 5:** Evaluation committee will finalize name of awardees after obtaining No Objection Certificates (NOCs) from concerned Ministry/ Department/ Organisation and IB.
- VI. **Step 6-** Recommendations of the Evaluation committee, after approval of Secretary (Pension & PW) and necessary clearances, shall be put up to the Hon'ble MOS (PP) for approval.

6. DETAILS OF AWARD

6.1 Each ANUBHAV Awardee will be felicitated with a Medal, a Certificate and a Prize of Rs. 10,000/-(remitted through digital transfer to Awardees account) whereas a Jury Certificate Winner will be presented with a Medal and a Certificate.

6.2 Travelling allowance: TA to the ANUBHAV Awardee/Jury Certificate Winner (as per last entitlement) travelling for Award ceremony to New Delhi and back will be reimbursed by DOPPW as per existing TA/DA Rules.

6.3. Accommodation in New Delhi: Concerned Ministry/ Department/ Organization will arrange accommodation for ANUBHAV awardee/Jury Certificate Winner and accompanying persons (if any).

7 . With respect to the 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.

XXXXX

File 4/1/2022-P&PW (Coord./CPENGRAMS)-E-8384

भारत सरकार /Government of India

कार्मिक, लोक शिकायत और पेंशन मंत्रालय/ Ministry of Personnel Public Grievances
and Pensions

पेंशन और पेंशनभोगी कल्याण विभाग/Department of Pension and Pensioner Welfare

तीसरी मंजिल, 3rd Floor,
लोक नायक भवन, Lok Nayak Bhawan,
खान मार्केट/Khan Market,
नई दिल्ली -110003 /New Delhi-110003
दिनांक/ Dated: 19/09/2024

OFFICE MEMORANDUM

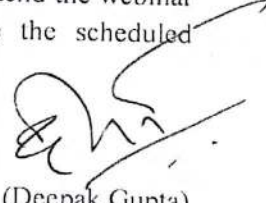
Subject: Nationwide Monthly Webinar Series "Anubhav Awardees Speak" - reg.

This Department has launched a nationwide monthly Webinar Series on "Anubhav Awardees Speak" on 22nd November, 2022 and the next webinar is scheduled to be held on 30th September, 2024.

2. 'Anubhav' portal was launched by Department of Pension & Pensioners' Welfare at the behest of the Hon'ble Prime Minister in 2015. The portal provides an opportunity for retiring Government employee to share their experience of working in the Government and give suggestions for improvement in governance. It is envisaged that over a period of time this will create a wealth of institutional memory with replicable ideas and suggestions. An Annual Award Scheme, to incentivize and encourage more retiring employees to submit their experience was started in 2015.

3. The webinar series "Anubhav Awardees Speak" will feature previous Anubhav Awardees and retired officials to share their experience and to motivate/raise awareness among retiring employees on filling up their own experiences on the Anubhav Portal. During the webinar to be held on **30.09.2024 from 03:00 pm to 04:00 pm** Shri T. Jacob, IAS, Secretary, UPSC [Anubhav Awardee, 2024] will share his insights.

3. It is requested that officials of all Ministries/Departments/Organizations who are about to retire within the next one year may participate in the webinar. Further, the officers dealing with pensions/Anubhav portal may also be deputed to attend the webinar series. The Webinar/ VC link will be circulated two days before the scheduled Nationwide webinar "Anubhav Awardees Speak".


(Deepak Gupta)

Under Secretary to the Government of India

Email: deepakgupta1@prasarbharati.gov.in

Tele: 011-24650584

To: ✓

All Ministries/Departments (as per standard list)/DGs(CAPFs)/Anubhav Nodal Officers.

Invitation for 17th Anubhav Webinar -regarding

Secy. (DHR) Office
FTS No : 387/1984
Date : 20.9.24

DG

DEEPAK GUPTA <deepakgupta1@prasarbharati.gov.in>

Fri, 20 Sep 2024 2:06:10 PM +0530

To "Sanjay Kumar" <secy.sel@nic.in>, "K. Sanjay Murthy" <secy.dhe@nic.in>, "Secretary MeitY" <secretary@meity.gov.in>, "Ms Leena Nandan" <secy-moef@nic.in>, "SAURABH KUMAR" <secyeast@mea.gov.in>, "Dammu Ravi" <secyer@mea.gov.in>, "Sanjay Verma" <secywest@mea.gov.in>, "Dr. Ausaf Sayeed" <secycpv@mea.gov.in>, "Shri Ajay Seth" <secy-dea@nic.in>, "T.V. Somanathan" <secyexp@nic.in>, "Sanjay Malhotra" <rsecy@nic.in>, "Secretary DFS" <secy-fs@nic.in>, "Shri Ali R. Rizvi" <secy-dpe@nic.in>, "Secretary MoFPI" <secy.mofpi@nic.in>, "Mr Rajesh Bhushan" <secyhfw@nic.in>, "Office of Secretary DHR" <secy-dhr@gov.in>

Cc "PRAMOD

KUMAR" <pramod.kumar79@gov.in>, "asminderkhari" <asminder.khari@gov.in>, "DEEPANSHU VERMA" <deepanshu.1996@govcontractor.in>

"Anubhav Awardees Speak" 17th Nationwide Webinar

Respected Madam/Sir,

JS(RK)/K. 224 (Admn.)

The 17th Nationwide webinar in the "Anubhav Awardees Speak" series is scheduled to be held on 30.09.2024 (Monday) 3:00 PM to 4:00 PM under the chairmanship of Secretary (Pension & PW).

2. I am forwarding herewith DOPPW O.M. dated 19.09.2024 regarding Monthly Webinar Series "Anubhav Awardees Speak" for further necessary action.
3. . Shri T Jacob, IAS, Secretary, UPSC [Anubhav Awardee, 2024] will be speaker at the event and will be sharing his experience. It is requested that the following WebEx VC link for Webinar may be widely circulated in your Origination/attached/Subordinate offices to ensure active participation.
4. Kindly find below WebEx VC link for Webinar: Anubhav Awardees Speak: 17th Webinar -

Meeting Link: <https://doppw.webex.com/doppw/j.php?MTID=m6586b7960b09026fe28e29782363f748>

Meeting number: 2517 804 6017

Password: 12345678

Kindly make it convenient to attend the above VC.
File No. 4/1/2022-P&PW (Coord.) E-8384

Standardization of format for furnishing information/documents for perusal of the Hon'ble Minister of Health & Family Welfare - reg

DG. ICMR OFFICE

Diary No. 915808

Date: 10/10/2024

Office of Secretary DHR <secy-dhr@gov.in>

Wed, 09 Oct 2024 4:18:14 PM +0530

Urgent
To "Anu Nagar" <anu.nagar1@gov.in>, "Richa Khoda" <richa.khoda@gov.in>, "Manisha Saxena" <srddga.hq@icmr.gov.in>

Cc "DG ICMR" <dg@icmr.org.in>

Sr. Ad

Adm
15/10/24

Respected Madam,

On the above captioned subject matter, please find attached scanned copy of note dated 9th October, 2024 received from O/o Hon. HFM.

With regards,

O/o Secretary(DHR)

1 Attachment(s) • Download as Zip



Hon.HFM Matter.pdf
294.3 KB •

JS (AM) | Sr. DHR (A)

RB

S. A. C.

ADG (A)

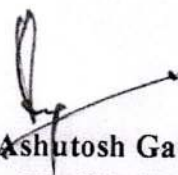
17604
14/10/24397
15/10/24

Office of the Hon'ble Minister of Health & Family Welfare

Subject: Standardization of format for furnishing information/documents for perusal of the Hon'ble Minister of Health & Family Welfare – reg.

In continuation of this office's note of even no. dated 25.07.2024, it is reiterated that while furnishing information/documents for perusal of the Hon'ble HFM, various Programme Divisions may keep the following in mind:

- a. All relevant information and documents should be furnished at three days before the date of meeting.
 - b. All documents may be prepared in **Calibri** font with **20 font size**. Soft copies of these documents may also be shared at ashutosh.garg@nic.in and shrivastava.p@nic.in.
 - c. Documents should be concise and to the point. Key points may be summarised and action items or items where decisions are required may be highlighted.
 - d. Power Point presentations may be kept as simple as possible and should be concise. Efforts may be made to restrict presentations to 10-12 slides.
 - e. Changes, if any, after submission of information/documents, may be communicated well in time. Last minute changes may be avoided.
3. It is requested that the above may be brought to the notice of all concerned.
 4. This issues with the approval of the Hon'ble HFM.



(Ashutosh Garg)

PS to the Hon'ble HFM

Dated the 9th October, 2024

Distribution:

1. Secretary (HFW)
2. Secretary (DHR)
3. DGHS

[Secy-goi] DO Letter from Shri V. Srinivas, Secretary DoPPW & DARPG.

SV

Shri V. Srinivas <secy-arpg@nic.in> •

Wed, 16 Oct 2024 10:07:08 AM +0530

DG. ICMR OFFICE

Diary No. 919265

Date 16/10/2024

To "secretaries GOI" <secy-goi@ismgr.nic.in>, "Anil Bansal" <anil.bansal@nic.in>

Cc "Dhrubajyoti Sengupta" <js-doppw@gov.in>, "PRAMOD KUMAR" <pramod.kumar79@gov.in>, "DEEPAK GUPTA" <deepakgupta1@prasarbharati.gov.in>

Respected Madam/Sir

Please find attached DO Letter dated 15th October, 2024 from Shri V. Srinivas, Secretary DoPPW & DARPG regarding National Anubhav Awards, 2025

सादर / With regards,

सचिव कार्यालय (डीएआरपीजी एवं डीपीपीडब्ल्यू)
 O/o Secretary (DARPG & DPPW)
 प्रशासनिक सुधार एवं लोक शिकायत विभाग तथा
 Department of Administrative Reforms & Public Grievances and
 पेंशन एवं पेंशनभोगी कल्याण विभाग,
 Department of Pension & Pensioners' Welfare
 कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
 Ministry of Personnel, Public Grievances & Pensions
 कक्ष संख्या 512, पांचवीं मंजिल, सरदार पटेल भवन, संसद मार्ग, नई दिल्ली-110001
 Room No.512, 5th Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi-110 001
 दूरभाष : 011-23742133, ईमेल : secy-arpg@nic.in
 Tel : 011-23742133, Email: secy-arpg@nic.in

75
 आज़ादी का
 अमृत महोत्सव

75
 Azadi Ka
 Amrit Mahotsav

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 Azadi Ka
 Amrit Mahotsav

JS (AIN) | Sr. DNG (A)

RA

ADG (A)

N. A. C.

2. No. 14908
 25/10/2024

416
 25/10/24

NO. 958
 28/10/24



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DO Letter to all Secretaries.pdf
2.1 MB • 🔒

वी. श्रीनिवास, आई.ए.एस.
V. Srinivas, IAS
सचिव
Secretary



75
आज़ादी का
अमृत महोत्सव

भारत सरकार
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
पेंशन एवं पेंशनभोगी कल्याण विभाग
लोकनायक भवन, खान मार्केट
नई दिल्ली-110003
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PENSION AND PENSIONERS' WELFARE
LOK NAYAK BHAWAN, KHAN MARKET
NEW DELHI-110003

D.O.No.4/11/2023-P&PW(Coord)/E-923

Dated: 15th October, 2024

Dear Secretary,

In pursuance of the vision outlined by the Hon'ble Prime Minister for documenting the administrative history of India through personal memoirs of Pensioners, the Anubhav Awards Scheme & Portal [URL: <https://pensionersportal.gov.in/Anubhav/>] were launched in March 2015 for retiring/ retired government officials to share their experiences during their service period.

Over the past decade, 98 organizations have registered and 10886 write ups have been published on the Anubhav Portal, and 59 Anubhav Awards were conferred.

The Anubhav Awards Scheme 2025 has been notified by the Department of Pension & Pensioners' Welfare and guidelines have been issued. I write to request you to kindly extend an invitation to all the retirees under your ministry/ department to share experiences under the National Anubhav Award Scheme, 2025. All write-ups published on the portal from 01.04.2024 up to 31.03.2025 shall be eligible for National Anubhav Awards 2025. I am enclosing the detailed guidelines of the scheme for ready reference.

With best regards,

Encl: as above

Yours sincerely,

(V. Srinivas)

To:

Secretaries of all Ministries/Departments



सूचना का
अधिकार



भारत सरकार /Government of India

कार्मिक लोक शिकायत और पेंशन मंत्रालय/ 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 2015 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. Thereafter, an Annual Awards Scheme to incentivize and encourage retiring/retired employees to submit their experiences through write ups was introduced in 2015. Till date, 59 Anubhav Awards and 19 Jury Certificates have been conferred. Further, to encourage and inspire the retirees, DOPPW conducts Anubhav Awardees' Speak - a webinar series every month. Hitherto, 16 webinars have been held in which 19 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 1st April, 2024 and 31st 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.

Secy. (DHR) Office
FTS No : 3910694
Date : 16/10/2024

Sumit
No. 970
4/11/24

Through Post / Email

F. No. J-16/20/2024-Judicial
Government of India
Ministry of Law & Justice
Department of Legal Affairs
(Judicial Section)

Shastri Bhawan, New Delhi
Dated the 16th October, 2024

OFFICE MEMORANDUM

Subject: Fair and transparent allocation of cases by designated Litigation In-charge, concerned amongst Panel Counsel for Union of India before Hon'ble High Courts/ Tribunals/District and Subordinate Courts and Redressal Commission etc. - regarding.

This Department has designated some categories of Law Officers / Panel Counsel as Litigation In-charge for the High Court / Tribunal and District and Subordinate Courts concerned, vide this Department's OM No. J-12017/1/2019-Judicial dated 21.10.2019 (copy enclosed). The main purpose of designating these Litigation In-charges is supervision and fair allocation of cases amongst the Panel Counsel before the High Courts / Tribunals / District and Subordinate Courts concerned under direct intimation to this Department.

2. But, this Department is receiving complaints / reports from not only the Panel Counsels but also from the Ministries / Departments regarding unfair and opaque allocation of cases by the Litigation In-charges of the High Courts / Tribunals and District and Subordinate courts concerned. Such practices are not only detrimental to other panel counsel, but, also jeopardizes the interests of Union of India. Moreover, allocating ordinary / routine matters to senior category of counsels causes unnecessary burden.

3. To address the issue highlighted above, the undersigned is directed to circulate following guidelines to all the designated Litigation In-charges for Hon'ble High Courts/ Tribunals/District and Subordinate Courts and Redressal Commission etc. for strict compliance:

- (i) cases of ordinary / routine nature may be assigned to Panel Counsel (except Addl. SGI / Dy. SGI / Senior Panel Counsel) on turn basis;
- (ii) if the Ministry / Department recommends the name of a particular Panel Counsel in writing, it should have proper justification;
- (iii) important, sensitive, and high stake matters including those involving constitutional vires of the provision being under challenge may be assigned to Addl. SGI / Dy. SGI / Senior Panel Counsel and/or on the specific request in writing of the Ministry / Department concerned;
- (iv) two or more cases in which substantially identical questions of law or facts are involved and where the main difference is in the names, addresses of the parties concerned amount of money involved etc. irrespective of the fact whether all such cases are heard together or not, may be assigned to the same Panel Counsel and not different ones;

DDG(A)

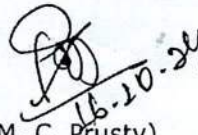
Adm
Pl. circulate

09/11/24

16.10.24

- (v) a Panel Counsel, except Addl. SGI / Dy. SGI / Sr. Panel Counsel, should at a given point have not more than 10% cases out of total pendency of Central Government litigation before the High Court / Tribunal / District & Subordinate Court concerned;
 - (vi) it may be ensured that all the Panel Counsel get their LIMBS ID activated and regularly update the status of the cases assigned to them;
 - (vii) the Departments are to monitor cases through LIMBS portal; and
 - (viii) a monthly report on allocation of cases to Panel Counsel may be furnished through email to this Department on regular basis.
4. These guidelines need to be adhered to with immediate effect.
 5. This is with the approval of Hon'ble Minister of State (I/C) for Law & Justice.

Encls: As above.


(M. C. Prusty)

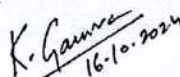
Senior Government Advocate

To,

1. The Additional Solicitors General for India (as per list).
2. The Deputy Solicitors General of India (as per list).
3. The Senior Central Government Standing Counsels (as per list).
4. The Standing Government Counsels (as per list).

Copy (through email) to:

1. All the Ministries / Departments of Government of India (as per standard list).
2. PS to Hon'ble MoS (I/C) L&J.
3. PSO to Law Secretary / All Additional Secretaries and Joint Secretaries and Legal Advisers in the main secretariat of DoLA.
4. Ld. Attorney General for India / Ld. Solicitor General for India.
5. All the four Branch Secretariats of Department of Legal Affairs at Mumbai, Kolkata, Chennai and Bengaluru.
6. In-charge, Litigation (High Court / CAT / Lower Court) Sections.
7. To upload on website of this Department i.e. www.legalaffairs.gov.in under tab 'Judicial Section' in the link 'Circulars pertaining to litigation'.
8. Hindi Section for providing Hindi version of this order.
9. Office / spare copies.


16-10-2024

(Kumar Gaurva)
Section Officer (Judicial)
Tel: 011-23384945
Email: judicial-dla@nic.in