

भारतीय लेखापरीक्षा और लेखा विभाग
प्रधान निदेशक लेखापरीक्षा का कार्यालय
पूर्व रेलवे, कोलकाता
14, स्ट्रैंड रोड, न्यू कोयलाघाट बिल्डिंग (5वीं मंजिल)
कोलकाता - 700001



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
EASTERN RAILWAY, KOLKATA
14, STRAND ROAD, NEW KOHLAGHAT BUILDING
(5th FLOOR), KOLKATA-700001

No: Admn/15-52/Anubhab/2015/

Date: 23-10-2025

Circular No: -47

Subject: Invitation of Entries for Anubhav Award Scheme – 2026.

Please refer to Headquarters' Circular No. 36-Staff Entt.-II/2025 issued under letter no. 103/Staff-Entt.-II/70-2025 dated 13 October 2025 and File no. 4/01/2025-P&PW (CPEN) dated 29-09-2025 and 4/7/2023-P&PW (CPEN)/E-4281 dated 10-02-2025 issued by Government of India, Ministry of Personnel Public Grievances and Pensions, Department of Pension and Pensioners' Welfare, regarding 'Anubhav Award Scheme – 2026'. The Anubhav Portal, launched in March 2015, provides a platform for retiring Government officials to record their experiences during their service. To encourage participation, an annual award scheme was introduced in 2015.

In terms of guidelines for Anubhab Award Scheme 2026, Central Government employees who are going to retire in next 8 months or who have retired within 3 years are 'eligible employees' for the submission of Anubhav write ups. All the Anubhav write-ups published on Anubhav Portal between the period 1st April 2025, and 31st March 2026 will be considered for the Anubhav Awards/Jury Certificate, 2026 under National Anubhav Awards Scheme, 2026. Officials are encouraged to share their valuable experiences and insights, which can serve as guidance and inspiration for future generations of civil servants. Your stories matter and can contribute meaningfully to the collective wisdom of the Government.

Submission Guidelines:

- Entries must be submitted online via the Anubhav portal (Detailed guidelines are attached herewith).
- Last date for submission: 31 March 2026

No: Admn/15-52/Anubhab/2015/ 7532
To,

M. Chakrabarty
Sr. Audit Officer (Administration)
Date: 23-10-2025
28

(i) All the Sr. Audit Officers, Sr. Divisional Audit Officers, O/o the PDA, ER, Kolkata with the request to bring the circular to the notice of officials posted in their respective Units/Division/Sections.

(ii) The Sr. Audit Officer (Administration), O/o the PDA, RPU & Metro Railway, Kolkata.

(iii) The Sr. Audit Officer (IT & EDP), O/o the PDA, ER, Kolkata with the request to upload the circular on the official website.

(iv) The PS to Principal Director of Audit, Eastern Railway, Kolkata.

(v) The Steno to Director (Administration)/ Dy. Director (Construction), O/o the PDA, ER, Kolkata.

M. Chakrabarty
Sr. Audit Officer (Administration)

Phone: 91-33-22481815

Fax: 91-33-22426667

E-mail: pdarlier@cag.gov.in

ADP/IT
km
29/10/25

Shi MLC, AS ph.
(Gy)
29/10/25

Anubhav: Showcasing outstanding work done during service: Instruction for use of software application.

Retiring employees 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 log and process the inputs so furnished. Individuals can view the published documents under "Anubhav" and give feedback.

Instruction for employees submitting write-up under "Anubhav"

- Select the icon 'employee'
- 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 form (select options only), please get in touch with the concern officer in your department to get the details updated.
- b. Please ensure that you have filled the form with correct information and have a recent photograph, as the information submitted will be checked for correctness and quality. Incorrect data will be rejected.