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INDIAN COUNCIL OF
MEDICAL RESEARCH

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.E16/70/2022

दिनांक:10/05/2023

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. | OM No.44(1)/PF-S/2023-24(CAPEX) Dated: 18.04.2023 | Ministry of Finance, Department of Expenditure, Public Finance-States Division, New Delhi | Guidelines on the Scheme for Special Assistance to States for Capital Investment 2023-24. |
| 2. | No.12021/070/2022-ABDM(Coord) Dated: 25.04.2023 | Government of India, National Health Authority, Connaught Place, New Delhi | Corrigendum of Digital Health Incentive Scheme (DHIS) under Ayushman Bharat Digital Mission (ABDM) regarding |
| 3. | DO. No. 14/1/2022-P&PW (Coord)/E-7767 Dated: 27.04.2023 | Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners' Welfare, New Delhi | Anubhav Awards-reg. |

भवदीय,

जगदीश राजेश

सहायक महानिदेशक (प्रशासन)

अनुलग्नक:यथोक्त

प्रतिलिपि:

1. महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
2. परिषद के सभी प्रभाग प्रमुख
3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)
4. डॉ.एल.के शर्मा, वैज्ञानिक ई: वैबसाइट पर अपलोड करने के लिए ईमेल आईडी (sharma.lk@icmr.gov.in) पर मेल कर दिया गया है।



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INDIAN COUNCIL OF MEDICAL RESEARCH

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

No.E16/70/2022

Dated:10/05/2023

To

The Directors/Directors-in-charge of
All Institutes/Centers of ICMR

Sir/Madam,

Please find enclosed the following DO letter/OM which have been received from different ministries for information and necessary action:

| SL No | Reference No. & Date | Name of Ministry | Subject |
|-------|--|--|--|
| 1. | OM No.44(1)/PF-S/2023-24(CAPEX) Dated: 18.04.2023 | Ministry of Finance, Department of Expenditure, Public Finance-States Division, New Delhi | Guidelines on the Scheme for Special Assistance to States for Capital Investment 2023-24. |
| 2. | No.12021/070/2022-ABDM(Coord) Dated: 25.04.2023 | Government of India, National Health Authority, Connaught Place, New Delhi | Corrigendum of Digital Health Incentive Scheme (DHIS) under Ayushman Bharat Digital Mission (ABDM) regarding |
| 3. | DO. No. 14/1/2022-P&PW (Coord)/E-7767 Dated: 27.04.2023 | Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners' Welfare, New Delhi | Anubhav Awards-reg. |

Yours faithfully

(Jagdish Rajesh)

Assistant Director General (Admin.)

Encl: As above

Copy to:

1. PS to DG/Sr. DDG(A)/Sr. FA
2. All Divisional Heads
3. DDG(A)/ ADG(A)
4. Dr. L.K. Sharma, Scientist "E"-soft copy of the same has been mailed at your email ID (Sharma.lk@icmr.gov.in) for website upload

F. No. 44(1)/PF-S/2023-24 (CAPEX)
Government of India
Ministry of Finance
Department of Expenditure
Public Finance-States Division

North Block, New Delhi,
Dated the 18th April, 2023.

Office Memorandum


Subject: Guidelines on the Scheme for Special Assistance to States for Capital Investment 2023-24.

Reference is invited to this Department OM of even No. dated 07.02.2023. The Union Government have issued the scheme guidelines on the Scheme for Special Assistance to States for Capital Investment 2023-24 vide letter No. 44(1)/PF-S/2023-24 (CAPEX) dated 03.02.2023 to the States. The scheme guidelines, inter-alia, include, mandatory conditions to be fulfilled by the States in order to avail benefits under any Part of the Scheme. One of the mandatory conditions stipulated in Para (4) of the scheme guidelines is as below:

Full compliance with the official name of all Centrally Sponsored Schemes (CSSs) [correct translation to local language is permissible] and any guidelines/instructions issued by the Government of India regarding branding of CSSs, in all Schemes of all Ministries.

2. In this regard, the undersigned is directed to request the Ministries/Departments of Union Government to confirm status of compliance by the State Governments of the branding/official name of Centrally Sponsored Schemes (CSSs) latest by 24.04.2023. Further, any violation of guidelines to preserve the All India Character of CSSs issued vide Department of Expenditure's (DoE's) letter No. 66(1)/PF.II/2015 dated 31.08.2017 shall also be reported.

This issues with the approval of Competent Authority.


18/04/2023
(Deependra Kumar)
Director (PF-S)
Ph: 2309 4904

To
All Secretaries of the Government of India

D. No. 130 Adm
25/2/2023

Mr. Sumit
Chauhan
25

Plm
Please circulate;

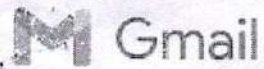
Sw
27/4



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Handwritten text, possibly a date or a number, located below the signature.

Handwritten text, possibly a name or a title, located in the lower right area of the page.



ADMN-II ADMN <admn2355@gmail.com>

Fwd: Fwd: Corrigendum of Digital Health Incentive Scheme (DHIS) under Ayushman Bharat Digital Mission (ABDM) regarding

1 message

R Lakshminarayanan <lakshminarayanan.r@icmr.gov.in>

Wed, May 3, 2023 at 12:11 PM

To: admn2355 <admn2355@gmail.com>

Cc: SAFAL CHETRI CHETRI <chetri.s@icmr.gov.in>, Biswabandan Senapati <b.senapati@nic.in>

----- Forwarded Message -----

From: Biswabandan Senapati <b.senapati@nic.in>

To: R Lakshminarayanan <lakshminarayanan.r@icmr.gov.in>, Kavitha Rajsekar <kavitha.rajsekar@nic.in>, Sujata Sinha <Sujata.sinha@nic.in>

Sent: Wed, 03 May 2023 11:20:38 +0530 (IST)

Subject: Fwd: Corrigendum of Digital Health Incentive Scheme (DHIS) under Ayushman Bharat Digital Mission (ABDM) regarding

Sir/Madam,

For information and necessary action if any.

Regards,

B. Senapati
DS
DHR

From: "Anu Nagar" <anu.nagar1@gov.in>

To: "Biswabandan Senapati" <b.senapati@nic.in>

Sent: Tuesday, May 2, 2023 10:43:01 PM

Subject: Fwd: Corrigendum of Digital Health Incentive Scheme (DHIS) under Ayushman Bharat Digital Mission (ABDM) regarding

Sent from my iPhone

Begin forwarded message:

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

Date: 1 May 2023 at 11:06:41 IST

To: Anu Nagar <anu.nagar1@gov.in>

Subject: Fwd: Corrigendum of Digital Health Incentive Scheme (DHIS) under Ayushman Bharat Digital Mission (ABDM) regarding

BQ_BEGIN

*D.No. 136 Admn
4/5/2023**Mr. Sumit
Vankar
31/5/23*

From: "Office of Secretary DHR" <secy-dhr@gov.in>
To: "DG ICMR" <dg@icmr.org.in>
Sent: Thursday, April 27, 2023 5:14:28 PM
Subject: Fwd: Corrigendum of Digital Health Incentive Scheme (DHIS) under Ayushman Bharat Digital Mission (ABDM) regarding

From: "Dr. Akshay Jain" <jd.coord1@nha.gov.in>
To: "Manoj Ahuja" <Secy-agri@nic.in>, "Dr(Mr) Himanshu Pathak" <dg.icar@nic.in>, "Jatindranath Swain" <secy-fisheries@nic.in>, "Shri Rajesh Kumar Singh IAS" <secyahd@nic.in>, chairman@dae.gov.in, "RAJESH KOTECCHA" <secy-ayush@nic.in>, "Arun Baroka" <sec.cpc@nic.in>, "Ms S. Aparna" <secy-pharma@nic.in>, "Rajiv Bansal" <secy.moca@nic.in>, "Secretary Coal" <secy.moc@nic.in>, "Secy DPIIT" <secy-ipp@nic.in>, "Commerce Secretary Office" <csooffice@nic.in>, "K Rajaraman" <secy-dot@nic.in>, "Secretary Posts" <secretary-posts@indiapost.gov.in>, "ROHIT KUMAR SINGH" <secy-ca@nic.in>, "Shri Sanjeev Chopra" <secy-food@nic.in>, "Gyanesh Kumar" <secy-coop@gov.in>, "Secretary MCA" <secy.mca@nic.in>, "Govind Mohan" <secy-culture@nic.in>, "Secretary DP" <sdpns@nic.in>, "Shri Vijoy Kumar Singh IAS" <secyesw@nic.in>, "Shri Giridhar Aramane" <defsecy@nic.in>, "Mr Lok Ranjan" <secydoner@nic.in>, "Sanjay Kumar" <secy.sel@nic.in>, "K. Sanjay Murthy" <secy.dhe@nic.in>, "Secretary MeitY" <secretary@meity.gov.in>, "SAURABH KUMAR" <secyeast@mea.gov.in>, "Dammu Ravi" <secyer@mea.gov.in>, "Dr. Ausaf Sayeed" <secycpv@mea.gov.in>, "Shri Ajay Seth" <secy-dea@nic.in>, "T.V. Somanathan" <secyexp@nic.in>, "Secretary DFS" <secy-fs@nic.in>, SMHOTRA@GOV.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>, "Shri Kamran Rizvi" <shioff@nic.in>, "Registrar General and census commissioner" <rgi.rgi@nic.in>, "Dr. Dharmendra Singh Gangwar" <secybm@nic.in>, "SECRETARY,OL" <secy-ol@nic.in>, "Apurva Chandra" <secy.inb@nic.in>, "Mr Tuhin Kanta Pandey" <secydivest@nic.in>, "Ms. Vini Mahajan" <secydws@nic.in>, "Secy PNG" <sec.png@nic.in>, "Director General CSIR" <dg@csir.res.in>, "Sujata Chaturvedi" <secy-sports@nic.in>
Cc: "Dr. Basant Garg" <addlceo@nha.gov.in>, "Kiran Gopal" <ed.it@nha.gov.in>, "Vikram Pagaria" <jd.coord@nha.gov.in>
Sent: Thursday, April 27, 2023 4:37:13 PM
Subject: Corrigendum of Digital Health Incentive Scheme (DHIS) under Ayushman Bharat Digital Mission (ABDM) regarding

Respected Sir,

I am directed to forward you the letter S-12021/070/ 2022 dated 25th April 2023 from Sh. S. Gopalakrishnan, CEO, National Health Authority pertaining to the corrigendum of Digital Health Incentive Scheme (DHIS) under Ayushman Bharat Digital Mission (ABDM).

Thank you

With warm Regards,
Dr.Akshay Jain | Joint Director (Coordination)
Ayushman Bharat Digital Mission (ABDM) | National Health Authority (NHA)
Jeevan Bharti Building, 4th Floor, Tower-I, Connaught Place, New Delhi, Delhi 110001
visit us : <https://abdm.gov.in/> | <https://pmjay.gov.in/>

[<https://amritmahotsav.nic.in/>] [<https://www.g20.org/>]

BQ_END

BQ_BEGIN

BQ_END

BQ_BEGIN

FTS-3117590

Sr. DDG (A) ICMR OFFICE

Diary No.: 66549

Date : 21/5



**national
health
authority**



सत्यमेव जयते

भारत सरकार
Government of India
राष्ट्रीय स्वास्थ्य प्राधिकरण
National Health Authority

**S. GOPALAKRISHNAN
CHIEF EXECUTIVE OFFICER**

S-12021/070/2022-ABDM(Coord)

JS(AN)/JS(GN)/Sr.DDG

25th April 2023

Dear Sir/Ma'am/Colleague,

RB

Kindly refer to the D.O. Letter No. S-12021/070/2022 ABDM (Coord) dated 10th January 2023 on the subject Digital Health Incentive Scheme (DHIS).

2. The National Health Authority (NHA) is implementing the Ayushman Bharat Digital Mission (ABDM) to create a digital health ecosystem for the country. ABDM intends to support different healthcare facilities like clinics, hospitals, and laboratories in adopting the ABDM ecosystem to make available benefits of digital health for all citizens of India. Over the past few months, digital health transactions linked to Ayushman Bharat Health Account (ABHAs) have witnessed tremendous growth across the country with the number of such transactions growing to approximately 7 Crores.

3. Vide the above-mentioned communication dated 10th January 2023, it was informed that NHA launched the "Digital Health Incentive Scheme (DHIS)" w.e.f January 1, 2023 for digitization of patient health records. It is kindly informed that the aforesaid DHIS scheme has been amended recently taking into account the feedback received from different stakeholders. The scheme provides financial incentives to all hospitals/laboratories registered on the Health Facility Registry (HFR) for generating ABHA linked records. Notably, the quick registration service, "Scan and Share" has also been included in this scheme.

4. We request your support to spread this message across different stakeholders of the healthcare ecosystem including hospitals, laboratories, diagnostic centers, and health-tech companies. Your support will help in encouraging these entities to avail the benefit of the scheme and thereby give the required momentum to the much-needed digital health revolution in the country. It is also kindly requested to give us any guidance/advice in relation to implementation of the scheme.

5. Kindly find attached herewith the corrigendum document containing the details of the revised scheme. More details of DHIS are also available at <https://abdm.gov.in/dhis>. We, at NHA, regularly conduct public webinars on DHIS and guide hospitals/laboratories and health tech companies to avail the benefit of the scheme. The same may also be referred.

Adm
Kav
02/5DDG
Kav
1/5

Mr. Saini

Kav
4/5/23D.No. 137/Kav
4/5/2023

Sr. DDO (A) ICN
Dist. No.
Date :

- 2 -

6. For any clarification/assistance/suggestions related to DHIS, Dr Akshay Jain, Joint Director (Coordination) may be contacted at 011-23468720 or abdm.incentive@nha.gov.in or jd.coord1@nha.gov.in.

With regards

Yours Sincerely,



(S. Gopalakrishnan)

Encl.: As stated above in Para 5

To,
The Secretaries to the Government of India (as per list)

Corrigendum to Digital Health Incentive Scheme (DHIS) for ABDM adoption

To give further boost to digital health transactions in the country, Digital Health Incentive Scheme was launched by NHA with effect from January 1, 2023. As per the clause 4 (ix) of the scheme, NHA is continuously monitoring and evaluating the effectiveness of the scheme. As per the feedback received from different stakeholders and to achieve the intended object of the scheme, it has been decided to amend some of the clauses as mentioned in the scheme and the subsequent Operational Guidelines for a limited period of time.

1. Eligibility criteria

- i. All Health Facilities registered on Health Facility Registry (HFR) will be eligible for incentive scheme irrespective of number of beds.
- ii. Virtual facilities created in the Health Facility Registry will continue to not be eligible for incentives under this scheme. DSCs providing teleconsultation/ Health Locker services will continue to be eligible.
- iii. Maximum 1 transaction per day and 5 transactions per month per ABHA address would be eligible for incentive for a Health Facility or DSC providing health locker/Teleconsultation.

2. Financial Incentives

- i. All Health Facilities doing more than 100 transactions per month will be able to claim incentives under the scheme for every additional transaction above this level.
- ii. All DSCs will be able to claim incentives against transactions done by Health Facilities using their digital solutions, provided the facility is doing more than 100 transactions in a month and the DSC satisfies the eligibility criteria as per the original scheme of 10 facilities linking any record(s) in a month.
- iii. For Health Facilities doing 100 transactions or less per month, no incentives would be provided to the Digital Solution Companies or the Health Facilities.
- iv. The incentive rates for calculation of benefits are mentioned below

| S.No. | No. of transactions per month | Incentives for Health Facility | Incentive for DSC |
|-------|--|--|---|
| 1 | 101 and above | Rs 20 per additional transaction above 100 | Rs 5 per additional transaction above 100 |
| 2 | Less than or equal to 100 | 0 | 0 |
| 3 | For other Transactions (including by Health lockers, Teleconsultation platforms) provided the transactions are more than 500 per month | 0 | Rs 5 per additional transaction above 500 |

- v. DSC's which are providing services of Health Lockers and/or Teleconsultation services, would become eligible for DHIS provided the transactions are more than 500 per month as minimum criteria of 10 facilities does not apply to them.
- vi. Scan & Share has emerged as a very useful and important use case of ABDM services in last few months. It has not only significantly reduced wait time for Patient registration in various hospitals but has also helped in making the benefits of ABDM reach every citizen by creation of their Ayushman Bharat Health Account (ABHA). Hence, in order to promote increased utilization of Scan & Share services across all Health Facilities of the country, the definition of 'Transaction' under the Digital Health Incentive Scheme has been amended to cover Scan & Share transactions as

well. Both the Health facilities and DSCs will be able to claim incentives for 'Scan & Share' transactions.

- **Illustration 1:** A hospital/clinic/lab does 500 transactions in a month. It is eligible for an incentive of Rs. 8000 ($500-100=400$ transactions $\times 20$). The DSC is eligible for an incentive of Rs. 2000 ($500-100=400 \times 5$)
- **Illustration 2:** A hospital/clinic/lab does 60 transactions in a month. The base level is 100 transactions. Both the Facility and DSC will not get any incentive in this case.
- **Illustration 3:** In a hospital 450 tokens are generated using ABDM Scan and Share feature, in a month. The Facility will get an incentive of Rs. 7000 ($450-100=350 \times 20$). The corresponding DSC will get an incentive of Rs 1750 ($450-100=350 \times 5$).

3. Important points regarding incentivization policy

- i. Revised conditions of eligibility for Digital Health Incentive Scheme (DHIS) as mentioned in this corrigendum will be applicable for calculation of incentives for all transactions done from 1st April 2023 onwards.
- ii. These incentives will remain in place for a period of 4 months from the date of applicability of this corrigendum or till funds for the Scheme are available, unless discontinued earlier.
- iii. Additional incentive of 20% available for certain DSC's who have NABH/QCI certification as per the original scheme (Section 2, page 3) shall no longer be applicable.
- iv. Maximum 1 transaction per day and 5 transactions per month per ABHA address would be eligible for incentive for a particular Health Facility.
- v. To manage the administrative workload, incentive would be disbursed to a DSC/health facility only if the eligible incentive exceeds Rs 2500 on a cumulative basis.
- vi. "**Transaction**" or Transactions means creation of any ABHA/ABHA address linked health record by a healthcare facility or a Health Locker, including, teleconsultations, lab reports, etc. in HIE-CM. In addition to this, token generation at a Health Facility using the ABDM Scan and Share feature will also be considered as 'Transaction' for calculation of incentives under DHIS.
- vii. For a Hospital/Clinic each Transaction should be done on a system integrated with ABDM ecosystem till M3 stage (i.e. after it starts playing the role of Health Information User or HIU in ABDM). For a Diagnostic Facility/Lab, a transaction done on a system integrated with ABDM ecosystem till M2 stage (i.e. after it starts playing the role of Health Information Provider or HIP in ABDM) will also be considered for calculation of incentives under this scheme for the lab and DSC.
- viii. ABDM architecture requires that health records should be grouped together in the form of care context. This means that all records in one care context should be shared as a single transaction. To ensure the same, a maximum of 1 transaction per day and 5 transactions per month per ABHA address would be eligible for incentive for a particular health facility.
- ix. Both Public and Private sector facilities may utilize the incentives to reward or incentivize staff member involved in ABHA creation/linking process in a manner deemed fit by the facility administration.
- x. In line with clause 4(ix) of the Scheme, NHA will continuously monitor and evaluate the effectiveness of the scheme and make suitable changes about its continuation/modification/budget or otherwise, as and when required.
- xi. Other provisions/conditions as mentioned in the scheme and the Operational Guidelines to the extent not modified by this corrigendum remain unchanged.

ADMN-II ADMN <admn2355@gmail.com>

Fwd: Fwd: [Secy-goi] Anubhav Awards

1 message

R Lakshminarayanan <lakshminarayanan.r@icmr.gov.in>

Thu, May 4, 2023 at 11:34 AM

To: admn2355 <admn2355@gmail.com>

Cc: SAFAL CHETRI CHETRI <chetri.s@icmr.gov.in>, Deepmala deepmala <deepmala.83@nic.in>

----- Forwarded Message -----

From: Deepmala deepmala <deepmala.83@nic.in>

To: B.V. Babu Scientist - E ICMR <babubv@icmr.org.in>, R Lakshminarayanan <lakshminarayanan.r@icmr.gov.in>, Vinod Kumar <vinod.kumar27@gov.in>, Biswabandan Senapati <b.senapati@nic.in>

Cc: Mohan LaL <Mohan.lal15@nic.in>

Sent: Thu, 04 May 2023 09:28:18 +0530 (IST)

Subject: Fwd: [Secy-goi] Anubhav Awards

Sir,

I am directed to forward the trailing mail for necessary action and information please.

With regards,

OA, DHR.

From: "Mohan LaL" <mohan.lal15@nic.in>

To: "Deepmala deepmala" <deepmala.83@nic.in>

Sent: Wednesday, May 3, 2023 4:03:49 PM

Subject: Fwd: [Secy-goi] Anubhav Awards

From: "DG ICMR" <secy-dg@icmr.gov.in>

To: "Mohan LaL" <mohan.lal15@nic.in>

Sent: Wednesday, May 3, 2023 3:09:42 PM

Subject: [Secy-goi] Anubhav Awards

From: "Shri V. Srinivas" <secy-argp@nic.in>

To: "secretaries GOI" <secy-goi@ismgr.nic.in>

Cc: "V. Srinivas" <vsrinivas@nic.in>, "Anil Bansal" <anil.bansal@nic.in>, "Sanjiv Narain Mathur" <as-doppw@gov.in>, "Rajendra Kumar Dutta" <dutta.rk@nic.in>

Sent: Thursday, April 27, 2023 12:11:10 PM

Subject: [Secy-goi] Anubhav Awards

Respected Sir,

Please find attached herewith a DO letter from Shri V. Srinivas, Secretary, DARPG and DoPPW, GoI on the subject mentioned above.

With regards,

O/o Secretary (DARPG & DPPW)

Deptt. of Administrative Reforms & Public Grievances and

*Mr. Sumit**Sumit*
4/5

5/4/23, 12:33 PM

Gmail - Fwd: Fwd: [Secy-goi] Anubhav Awards

Deptt. of Pension & Pensioners' Welfare
Ministry of Personnel, Public Grievances & Pensions
Room No.512, 5th Floor, Sardar Patel Bhawan
Sansad Marg, New Delhi-110 001
Tel : 011-23742133 , Email: [mailto:secy-argp@nic.in | secy-argp@nic.in]

[<https://www.g20.org/>]

Secy-goi mailing list -- secy-goi@ismgr.nic.in
To unsubscribe send an email to secy-goi-leave@ismgr.nic.in



Anubhav Portal All Secretaries.pdf
1684K

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



75
आज़ादी का
अमृत महोत्सव

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

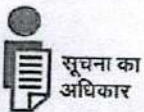
D.O.No. 14/1/2022-P&PW(Coord)/E-7767

Dated 27 April, 2023

Dear Secretary,

The Anubhav portal [URL: <https://pensionersportal.gov.in/Anubhav/>] was launched in March 2015 for retiring government officials to leave a record of their experiences while in Govt. service. It is envisaged that this culture of leaving notes by retirees will enable documentation of administrative history of India. Till date, 93 organizations have registered and 9227 write ups have been published on Anubhav Portal. 4690 write-ups have been uploaded by Pensioners which need to be verified by Departments to be published on the Anubhav Portal.

2. An Annual Award Scheme to incentivize and encourage retiring employees to submit their experience write-ups was introduced in 2015. Till date, 50 ANUBHAV awards have been conferred with 15 awards being conferred on 18.10.2022. The Pension Department is conducting Anubhav awardee speak webinar series every month. Hitherto, 5 webinars have been held in which 10 Awardees have presented their experiences.
3. The 2023 Anubhav Awards Scheme is to be initiated from 1 April, 2023. For implementing the Award Scheme, Anubhav write ups need to be uploaded in the portal. As per the Anubhav portal, 4690 Anubhav write ups are pending under "Yet to Publish" category in Anubhav Portal (List is at Annexure as on 26.04.2023).
4. I would request you to kindly issue instructions to concerned Officials for early decision in publication of Anubhav write-ups in Anubhav portal. Further, 23,993 officials retiring in 2023 may be encouraged to register and upload their experiences on Anubhav portal. An action taken report in this regard may kindly be forwarded to Shri R.K. Dutta, Under Secretary, Department of Pension & Pensioners' Welfare on his email id: dutta.rk@nic.in by 12.05.2023.



..Cntd.

5. The DoPPW has convened an outreach meeting on 25.04.2023 with nodal officers of Ministries/Departments on the Anubhav Awards Scheme through VC. The next meeting with nodal officer would be held on 15.05.2023.

Encl: (i) ANUBHAV Award Scheme, 2023

(ii) Pendency of Anubhav write ups as per Anubhav portal as on 24.04.2023.

(iii) Model ANUBHAV write-ups of:

(a) Shri Manjit Kumar

(b) Shri Vijaykumaran Nair S.

With best regards,

Yours sincerely,



(V. Srinivas)

To
All Secretaries of Gol
(as per list attached)

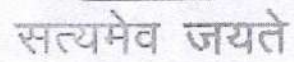
Organisation-Wise

Total: 16299

| Sr.No. | Organisation | Write-ups yet to be Published | Write-ups Published | Write-ups Rejected | Total |
|--------|--|----------------------------------|------------------------|-----------------------|-------|
| 1 | Ministry of Civil Aviation | 5 | 1 | 1 | 7 |
| 2 | Ministry of Environment & Forests | 0 | 2 | 5 | 7 |
| 3 | Ministry of Panchayati Raj | 0 | 0 | 1 | 1 |
| 4 | Ministry of Information & Broadcasting | 11 | 9 | 3 | 23 |
| 5 | Ministry of Labour & Employment | 11 | 50 | 1 | 62 |
| 6 | NITI Aayog | 0 | 1 | 4 | 5 |
| 7 | Ministry of Railways | 3992 | 257 | 158 | 4407 |
| 8 | Department of Space | 2 | 62 | 10 | 74 |
| 9 | Ministry of Shipping | 4 | 2 | 1 | 7 |
| 10 | Ministry of Textiles | 2 | 1 | 4 | 7 |
| 11 | Ministry of Housing and Urban Affairs | 1 | 47 | 11 | 59 |
| 12 | Ministry of Micro, Small and Medium Enterprises | 5 | 3 | 1 | 9 |
| 13 | Ministry of Skill Development and Entrepreneurship | 1 | 0 | 1 | 2 |
| 14 | Department of Animal Husbandry & Dairying | 5 | 2 | 1 | 8 |
| 15 | Central Reserve Police Force | 4 | 2346 | 238 | 2588 |
| 16 | Border Security Force | 9 | 619 | 490 | 1118 |
| 17 | Central Industrial Security Force | 43 | 2256 | 1060 | 3359 |
| 18 | Indo Tibetan Border Police | 44 | 72 | 67 | 183 |
| 19 | Sashastra Seema Bal | 3 | 236 | 25 | 264 |
| 20 | Department of Posts | 301 | 500 | 149 | 950 |
| 21 | Department of Food & Public Distribution | 0 | 7 | 1 | 8 |
| 22 | Department of Defence | 5 | 32 | 8 | 45 |
| 23 | Department of Defence Production | 0 | 5 | 69 | 74 |
| 24 | Department of Defence Research & Development | 3 | 1852 | 4 | 1859 |
| 25 | Ordnance Factory Board | 0 | 0 | 1 | 1 |
| 26 | Department of Expenditure | 0 | 3 | 1 | 4 |
| 27 | Department of Financial Services | 1 | 2 | 4 | 7 |
| 28 | Department of Health & Family Welfare | 1 | 7 | 7 | 15 |
| 29 | Department of Heavy Industries | 0 | 11 | 7 | 18 |
| 30 | Department of Home | 4 | 17 | 11 | 32 |
| 31 | Department of Official Language | 1 | 0 | 1 | 2 |
| 32 | Department of School Education and Literacy | 0 | 1 | 4 | 5 |
| 33 | Department of Higher Education | 0 | 3 | 9 | 12 |
| 34 | DG All India Radio | 1 | 0 | 1 | 2 |
| 35 | Department of Personnel & Training | 1 | 75 | 14 | 90 |

| Sr.No. | Organisation | Write-ups yet to be Published | Write-ups Published | Write-ups Rejected | Total |
|--------|--|----------------------------------|------------------------|-----------------------|-------|
| 36 | Department of Rural Development | 0 | 4 | 1 | 5 |
| 37 | Department of Social Justice and Empowerment | 0 | 9 | 4 | 13 |
| 38 | Department of Atomic Energy | 2 | 0 | 0 | 2 |
| 39 | Ministry of Corporate Affairs | 1 | 2 | 0 | 3 |
| 40 | Department of Publication | 1 | 1 | 0 | 2 |
| 41 | Department of Pharmaceuticals | 0 | 3 | 0 | 3 |
| 42 | President's Secratariat | 1 | 0 | 0 | 1 |
| 43 | Department of Scientific & Industrial Research | 3 | 0 | 0 | 3 |
| 44 | Department of Legal Affairs | 1 | 3 | 0 | 4 |
| 45 | Ministry of Water Resources, River Development and Ganga Rejuvenation | 4 | 1 | 0 | 5 |
| 46 | Ministry of Drinking Water Supply and Sanitation | 1 | 1 | 0 | 2 |
| 47 | Defence Finance | 4 | 0 | 0 | 4 |
| 48 | Ministry of Electronics & Information Technology | 9 | 1 | 0 | 10 |
| 49 | Ministry of Food Processing Industries | 5 | 1 | 0 | 6 |
| 50 | Films Division | 1 | 0 | 0 | 1 |
| 51 | Ministry of Statistics & Programme Implementation | 8 | 0 | 0 | 8 |
| 52 | Prime Minister's Office | 1 | 0 | 0 | 1 |
| 53 | Ministry of Petroleum & Natural Gas | 2 | 1 | 0 | 3 |
| 54 | Central Electricity Authority | 5 | 0 | 0 | 5 |
| 55 | Department of Consumer Affairs | 4 | 2 | 0 | 6 |
| 56 | Department of Agriculture & Cooperation | 2 | 15 | 0 | 17 |
| 57 | Ministry of Mines | 8 | 0 | 0 | 8 |
| 58 | Central Board of Direct Taxes (CBDT) | 13 | 1 | 0 | 14 |
| 59 | Ministry of Development of North Eastern Region | 2 | 0 | 0 | 2 |
| 60 | Ministry of Culture | 6 | 0 | 0 | 6 |
| 61 | Department of Revenue | 28 | 1 | 0 | 29 |
| 62 | Department of Empowerment of Persons with Disabilities | 1 | 0 | 0 | 1 |
| 63 | Ministry of Road Transport & Highways | 4 | 0 | 0 | 4 |
| 64 | Legislative Department | 3 | 1 | 0 | 4 |
| 65 | Department of Telecommunications | 3 | 2 | 0 | 5 |
| 66 | Department of Commerce | 6 | 2 | 0 | 8 |
| 67 | Indian Armed Forces | 4 | 0 | 0 | 4 |
| 68 | Controller & Auditor General | 11 | 0 | 0 | 11 |
| 69 | Ministry of Steel | 0 | 5 | 0 | 5 |
| 70 | Ministry of Parliamentary Affairs | 1 | 2 | 0 | 3 |

| Sr.No. | Organisation | Write-ups yet to be Published | Write-ups Published | Write-ups Rejected | Total |
|--------|---|----------------------------------|------------------------|-----------------------|-------|
| 71 | Department of Agricultural Research & Education | 5 | 1 | 0 | 6 |
| 72 | Department of Administrative Reforms & PG | 5 | 7 | 0 | 12 |
| 73 | Department of Health Research | 1 | 1 | 0 | 2 |
| 74 | Ministry of Coal | 0 | 1 | 0 | 1 |
| 75 | Department of Industrial Policy & Promotion | 8 | 0 | 0 | 8 |
| 76 | Ministry of Women & Child Development | 2 | 4 | 0 | 6 |
| 77 | Department of Economic Affairs | 1 | 0 | 0 | 1 |
| 78 | Department of Fertilisers | 1 | 0 | 0 | 1 |
| 79 | Department of Science & Technology | 2 | 1 | 0 | 3 |
| 80 | Ministry of Tribal Affairs | 0 | 4 | 0 | 4 |
| 81 | Ministry of AYUSH | 3 | 1 | 0 | 4 |
| 82 | Ministry of Earth Sciences | 3 | 2 | 0 | 5 |
| 83 | Assam Rifles | 0 | 655 | 0 | 655 |
| 84 | Department of Ex-Servicemen Welfare | 1 | 1 | 0 | 2 |
| 85 | Cabinet Secretariat | 1 | 1 | 0 | 2 |
| 86 | Central Police Organisation | 29 | 0 | 0 | 29 |
| 87 | Department of Pension & Pensioners' Welfare | 1 | 8 | 0 | 9 |
| 88 | Department of Chemicals & Petrochemicals | 0 | 2 | 0 | 2 |
| 89 | DG, Doordarshan | 1 | 0 | 0 | 1 |
| 90 | Ministry of External Affairs | 9 | 1 | 0 | 10 |
| 91 | CBI | 2 | 0 | 0 | 2 |
| 92 | Department of Youth Affairs | 3 | 0 | 0 | 3 |
| 93 | Ministry of Power | 7 | 2 | 0 | 9 |



Government of India
Ministry of Personnel Public Grievance and Pensions
Department of Pension & Pensioners' Welfare
01.04.2023

**ANUBHAV Awards scheme for sharing experiences of retiring
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 government employees while working with the Government. It is a scheme for retiring employees to showcase significant achievements made during their 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 employees to submit their experience write-ups was introduced in 2015. Till date, 50 ANUBHAV awards have been conferred, with 15 awards being conferred on 18.10.2022. Further, to encourage and inspire the retirees, the Pension Department is conducting Anubhav Awardees Speak-Webinar series every month. Hitherto, 4 webinars have been held in which 8 Awardees have presented their experiences.

3. ANUBHAV Awards scheme, 2023:

- 3.1 For the year 2023, the scheme aims to recognize the contribution of retiring Government employees in the following categories:
 - (a) Accounts,
 - (b) Admin work,
 - (c) Good Governance,
 - (d) Government process re-engineering,
 - (e) Information Technology,
 - (f) Research,
 - (g) Simplification of procedures,
 - (h) Learning from Failures,

- (i) Public Dealing,
- (j) Contribution to his/her field work,
- (k) Development of personal traits while in service,
- (l) Disclosure of experience for the knowledge of others,
- (m) Instances of great strength/valor/bravery,
- (n) Constructive feedback or suggestion to improve the line of work, he/she was part of,
- (o) Sharing of learning experience from other colleagues during the service,
- (p) Sharing of experience where public safety was ensured,
- (q) Sharing of learning of initiatives taken where Govt. expenditure was saved or revenue augmented,
- (r) Initiatives taken to devise a corruption free system,
- (s) Innovative schemes/ideas and how it was implanted,
- (t) Any other category decided by the Committee.

3.2 It has been proposed to confer awards to 15 best write-ups in 2023. Assessment of the award would be structured on premises as stated at para 6.

3.3 The Awards shall be conferred by Hon'ble MOS (PP) at the national level event in October, 2023

4. ELIGIBILITY:

The retiring Central government employees/pensioners can submit their Anubhav 8 months prior to retirement and up to 1 year after their retirement. All the nominations published on the Anubhav Portal up to 30th June, 2023 will be considered for the Anubhav Awards, 2023.

5. CRITERIA FOR EVALUATION :

The awards will be evaluated based on objective assessment of the outstanding work done by the retirees. In this process, emphasis will be given to the "Out of box thinking" or "Innovative measures" in the processes/schemes/projects covering their:

- (a) Introduction and Implementation

- (b) Objective improvement
- (c) Sustainability
- (d) Replication

6. PROCESSING OF APPLICATION

- (a) **Step 1-** The officials having Government email ID viz. nic.in or gov.in shall access the portal. The retiring employees will have to create his or her account on the ANUBHAV portal which is having URL: <https://pensionersportal.gov.in/Anubhav/> . Thereafter, basic details along with the write-ups not more than 5,000 words and appropriate attachments, wherever required will be submitted by the Retirees. At this stage, the write ups will be shown under the category of "Write-ups yet to be published" on the Anubhav Portal.
- (b) **Step 2-** The write ups submitted by the employee will be assessed and approved by concerned Heads of Office, followed by Heads of the Department. After approval, the write-ups will be shown under the category of "Write-ups published" on the Anubhav Portal.
- (c) **Step 3-** Thereafter, shortlisting of the published write ups will be done by the Screening committee in the Department of Pension & Pensioners' Welfare.
- (d) **Step 4-** Further shortlisting will be done by the Evaluation Committee headed by AS/JS (Pension).
- (e) **Step 5-** Recommendations of the Evaluation committee will be considered by the Secretary (Pension) and it may ask the applicants to make a presentation and/or make such enquiry as deemed fit.
- (f) **Step 6-** DOPPW shall obtain the necessary clearances.
- (g) **Step 7-** Approval of Hon'ble MOS (PP) will be taken for the Awards.

7. DETAILS OF AWARD

7.1 ANUBHAV Awards scheme, 2023 shall consist of:

- (a) Medal
- (b) Certificate

(c) Cash prize of Rs. 10,000/-

7.2 With respect to the Awards Scheme, the decision of the Department of Pension & Pensioners' Welfare, Ministry of Personnel, Public Grievances and Pensions, Government of India, would be final.

MR. VIJAYAKUMARAN NAIR S , GCS ,SELECTION SCALE P G TEACHER

| | | | |
|-----------------|----------------------|--------------------|-----------------------------------|
| Department Name | Department of Space | PAN Aadhar No. | ABGPN2751A |
| Office Address | VSSC CENTRAL SCHOOL, | Mobile No. EmailID | 9495008515 vijaynair866@gmail.com |

+ Anubhav Details

aTTACHED

View Attachment

(/anubhav/Home/ViewAttachmentComendableWork/3100000035000000390000003400000033000000)

+ Suggestions

Category Accounts, Administration, Good Governance, Research

Head of Office recommends

Type of Activity Routine Type of Suggestion

Head of Department recommends

Type of Activity Routine Type of Suggestion

II CONTACT US II

Deputy Secretary
Department of Pension & Pensioners' Welfare,
Janpath Bhawan, B-Wing, 8th Floor,
New Delhi 110001
Phone - (011)23350063 Email - sanjay[dot]wadhawan27[at]nic[dot]in

Under Secretary(Coordination)
Department of Pension & Pensioners' Welfare,
Janpath Bhawan, B-Wing, 8th Floor,
New Delhi 110001
Phone - (011)23350064 Email - dutta[dot]rk[at]nic[dot]in
For any assistance please write to us at helpdesk-anubhav[at]nic[dot]in

Disclaimer:

The departmental website while displaying the write-ups will clearly indicate that the contents and suggestions are as provided by the retiring employees and the department is not responsible for factual inaccuracies and the veracity of the claims.

Designed, Developed and hosted by National Informatics Centre (NIC) (<http://www.nic.in>)

ANUBHAV

VIJAYA KUMARAN NAIR S.

SL. SC. PGT, SC NO: 17945

VSSC CENTRAL SCHOOL

DEPARTMENT OF SPACE

VSSC TRIVANDRUM.

SUPPERANNUATION ON 31.05.2019

1. ONE OR MORE EXEMPLARY WORK DONE:

Teaching may be a profession for some, but for some it is a way of life, a service to humanity, a selfless act of imparting benign knowledge and above all a responsibility for a lifetime that does not languish with retirement. I, proudly belong to the latter group of passionate life changers. 35 years of my teaching career has been spent in this honourable and enlivening profession as a Post Graduate Teacher of Biology, of which 4 years of service was served at the Sainik School, Kazhakuttom and remaining years at VSSC Central School. I joined this pristine temple of knowledge on 27 June 1988, and since then my life had been emotionally, socially and economically uplifting.

i. Apart from dedicating my untiring energy and knowledge as a teacher, I have made genuine and noteworthy contributions towards NCC troop of VSSC Central School. I have the singular distinction of having bagged gold medals and trophies three times consecutively in the National Level training (duration: 8 months) for NCC officers conducted at Indian Air Force Administrative College, Coimbatore; along with military training. I received the prestigious opportunity to serve as Founder Associate NCC Officer, Air Wing NCC at VSSC Central School for an extended period of 22 years from 1988 to July 2010. All NCC activities from the time of its inception are carried out after normal school hours i.e., 4:15 pm to 6:15 pm. All the NCC activities were carried out relentlessly and effectively inspite of the nominal honorarium awarded for the extensive activities conducted by me.

During my eventful tenure I have also secured an outstanding position in the Pre-Commission course from 23/6/1986 to 20/9/1986 at Officer Training School, at Kamptee, Maharashtra for which I received a much prestigious appreciation letter from former director general NCC, Brigadier N. H. Narayan VSM.

Further, I served as Junior Division Army Associate NCC officer at Sainik School, Kazhakootam.

After joining VSSC Central School, I received appreciation letter from former Lieutenant General Banerjee and former D G NCC Brigadier H. S. Jhag for securing three gold medals consecutively for the three training courses attended.

It is with great pride that I would like to remember that our school NCC contingent under my watchful guidance and relentless training regime was adjudged as the best all round troop in Annual Training Camp and Combined Annual Training Camp conducted in the years 1989, 1990, 1992, 1993, 1997, 1999, 2003, 2006, 2008 and 2009. Our school contingents were selected as the best All Round Troop and All Round Cadets during various Annual Training Camps conducted across Kerala. Also, I received numerous opportunities to represent our school along with our NCC Cadets for more than 40 NCC Camps organised by Kerala and Lakshadweep Directorate. My heart brims with honour and pride as I recall the large number of Cadets under my training who received the prospect to participate in various rare and prestigious Firing Competitions, Trekking and even the honourable Republic Day Parades at Delhi.

I had the privilege to serve as the Associate NCC Officer since the inception of NCC at the VSSC Central School in 1988. Many of our Alumni continued their legacy as NCC Cadets and moved on to become Commissioned Officers in Military.

Numerous letters of recommendation had been written to our department from my Commanding Officer and Principals of our school for the purpose of identifying my unprecedented achievements and contributions towards the school and its NCC wing. These letters elucidate the laurels of accolades that I had gathered during my service. My Commanding Officer, further requested for permissible and deserving incentives/rewards for my services, which inturn were denied stating that there has not been any precedence of awarding such incentives, little did it matter then nor did it come to the light that there 'has not been any precedence' for I was the only NCC Associate Officer to achieve three consecutive Gold Medals in the entire country at that point of time.

I would like to mention the joy and pride that fills my heart when I watch the trees that I've planted all around the school bloom and bear fruits. These were planted by

my NCC cadets and me as part of our social work. These gooseberry trees, jackfruit trees, mango trees and jamun trees abundantly provide fruits and flowers all year round.

- ii. I was blessed enough to attend 5 in-service training courses for PGT Biology, each of 21 days duration, conducted by Kendriya Vidyalaya Sanghathan (KVS). I have received outstanding grades in all the courses. I have also attended workshops on behavioural science, seminars on Science education and teachers' workshops in Biology. Here as well I have the singular distinction of attending the highest number of in-service courses in All India level.
- iii. I received a letter of appreciation from Smt. Smriti Zibiri Irani, Minister Human Resource Department, Govt. of India for the stellar performance of my students in AISSCE (class XII) exam conducted by CBSE.
- iv. The main work allotted to me is teaching Biology for classes VI-XII and occasionally handling General Studies for classes VI-XII.
- v. Since the date of joining this school, I've been entrusted with the charge of Biology lab, wherein I was responsible for procuring lab items through purchase section, maintenance of stock register, arranging and conducting practical classes, smooth conduct of internal and external practical examination.

All the exemplary work that I have stated above have certificates for substantiation.

Most of the years I was in charge of planning, conducting, and preparing results of various cultural competitions during Senior Secondary Co-Curricular Activities and Space Week Celebrations of the school.

As the Biology Club In-charge throughout my tenure, I guided the students to prepare school exhibits, models and charts for competitions and science exhibitions, and also conducted science quiz during club periods.

Throughout my teaching career I have produced cent percent result in my subject for AISSE/AISSCE (Classes X and XII), that is continuously for the past 20 years. I've regularly conducted remedial classes for the low achievers to ensure individual guidance and improvement.

I assist Principal, Vice-Principal in organizing and conducting school functions, assembly programmes and other activities.

2. ONE OR TWO MOST MEMORABLE INCIDENTS, LESSON LEARNT FROM THEM

Being a teacher, and interacting with young and lively minds on a daily basis, memories and sweet moments are a quintessential part of my life. Each year, each student and each class is a lesson for me to improve and grow as a human being and as a teacher. Of the plethora of remarkable memories that I have had during my tenure as a teacher a few could be enlisted as the most life changing and ever memorable ones.

- i. The first incident that comes to my mind while thinking about memorable experiences as a teacher is the one that I had while escorting my students of Sainik School, Kazhakootom. I was at the prime of my age, inexperienced in life and teaching but the lesson I learned then is eternal and ever useful. I was 25 years old at time when I had to escort a set of well-trained athletes from Sainik School, Kazhakootom for an inter-Sainik school athletic competition held at Korukunda Sainik School, Andhra Pradesh, by train. The cadets got down at Madurai station for refreshment, and had to leave their reserved seats empty, though under my presence. These seats were unwarrantedly occupied by some daily wage workers of a nearby factory, I requested them that those were the reserved and rightful seats of my Sainik School cadets and told them to vacate it immediately. They not only refused to listen but even tried to manhandle me and threatened to beat me up. Immediately, my students reached the scene and encircled me to protect me from those bullies. They formed a formidable barrier of strong young men who could even put down such a big thug gang, some of the students even pulled the chain and brought the TT to solve the issue. The thugs were lawfully pulled out of the train and my children were safely seated on their reserved seats. While I returned, I saw my children crying and some even came and hugged me and told me that I had to face all this trouble and tension for the sake of protecting them. They thought that I had risked my life for their wellbeing and happiness, in turn they were more than willing to risk their life for me. This experience taught me the relentless and deep love that children can give you in return for your love. The most beautiful aspect of this is that this affection does not fade with time, many of the above mentioned students are now adorning high positions in military, still the love that they have towards me remain unchanged. This lesson, even though years apart, still reminds me of the

importance of affection and nurturing that a teacher should necessarily give his/her students, without which teaching remains a mere and barren act of imparting knowledge and facts.

- ii. During my beginner years as a teacher I was a tough and strict master. As time progressed, I realised that the present generation needs lot of love and affection, I learnt that punishments should be replaced with positive reinforcement and therapeutic corrections. Gradually, I started establishing cordial relationship with my students and I enjoyed the intimacy and innocent love that the students had for me.

During the days near to my retirement, I was selected as Vice Principal in 2018 and received a posting at Sriharikota, SHAR Central School. Since the post was of level 10 and my present post being at 12, I decided to decline the promotion. It was during that period that some of my students in class 11 came to know about my promotion and posting to SHAR, Sriharikota. They were under the impression that I was going to leave them and the school, and that I would not be with them as they were about to finish their school in one more year. They came immediately, with their tender eyes full of tears and humble hearts full of sorrow to requested and beg me not to leave them. A few of them embraced me with tearful eyes and told me to stay at least one more year with them until they finish XIIth. That moment I realised that this compassion and intimacy is the true fruit of my hardwork and service, in their tears of love I saw my Gold medal as a teacher, in their fear of parting with me I saw my true reward. There is no profession nobler than teacher. I understood that no school can raise above the level of teachers.

1. ANY UNFORESEEN WORK DURING THE SERVICE OR WORK PERFORMED WITH EXCEPTION IN DIFFICULT SITUATIONS/CONSTRAINTS.

One among the many unforeseen works and challenges that have come up during my service was when I was made the in-charge of All India Medical Entrance Exam conducted in our school, that too in short notice. But, my Principal was my scaffold of support and gave me the much needed guidance for the smooth conduct of the

exam. Even though I had a lot of apprehensions and anxiety about the same, nothing untoward happened.

Second challenging yet enlightening experience was while co-ordination the cultural activities during the Silver Jubilee Celebrations of our school, wherein more than 100 schools participated in more than 100 cultural items. I was entrusted with the conduct and co-ordination of activities such as arranging judges, preparing time schedule for cultural items, etc... I had to single-handedly prepare several important files and forms which included remuneration forms, lists of various cultural items and their time schedules, list of participants and schools, list of judges etc... these being original singular copies were solely under my watchful eyes. Once while I had to leave the school for inviting a judge for Tabla competition, I had to leave these files with a colleague. As soon as I returned it was to find that the files were missing, I searched far and wide and still couldn't find it. I enquired about it to the person whom I had entrusted with the files and all he could say was that he didn't know. I was panic struck and had started to perspire, for I was disheartened at the callousness of this colleague as well as the repercussion of the loss. But, thankfully my age old habit of taking duplicate copies of important documents came as a blessing. I had all the duplicated copies of originals and was saved from major backlashes, penalty and insults. This incident taught me the major and most essential rule of trusting someone- unless someone is found to be true, genuine and constantly honest in his/her day to day endeavours, that person should not be trusted with anything.

4. MAJOR DIFFICULTIES AND CHALLENGES FACED DURING WORK

A teacher is like a candle which consumes itself to light the way for his/her students. Thus, difficulties become a form of divine self-sacrifice wholeheartedly done for the benefit of future generations. Challenges make the effort all the more rewarding.

The students of VSSC Central School are heterogeneous. Low achievers, special students, differently abled, hyper active and high achievers can be found sharing a happy space in all the division of various classes. Teaching them a singular idea or subject can be a very arduous task. But every time such difficulties arise I convince

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myself that a students should always be at the shoulder level of the teacher, whatever a teacher cannot perceive should be perceived by the students. To be able to come down to the level of the student is the utmost responsibility of a teacher, be it a slow learner or fast one. With this understanding I have found the challenges slowly disappearing. Other challenges which I have often faced during my teaching career include escorting students for various educational tours and NCC camps, especially when basic amenities and security facilities are scarce. These generally happen when enough time is not made available for booking and arranging food, accommodation etc.... During such circumstances we have to take complete responsibility and care of these children and ensure their health, wellbeing and safety, like a parent, or even more than a parent.

5. REASONS FOR JOINING GOVERNMENT AND CONCERNED SERVICE

My humble beginning and underprivileged childhood made me focus on pursuing a permanent and stable source of income for the stability of my family. I was born and raised in a place called Colachel in KanyaKumari District and studied in a Malayalam medium village school till XIth std. I completed my pre-university and degree in Scott Christian College, Nagercoil and post-graduation from Kerala University department. Having lost my father at a very young age, and with my mother being the only support system I was destined to support my family and help my mother meet the monetary needs of my household. I was yearning for a Govt. job after my Post-Graduation for which I applied for several jobs and consistently wrote PSC exams. My destiny, as I would like to believe, decided that I should be a teacher, for I got my first selection as a master at Sainik School, Kazhakootom. Even while working there I prepared for PSC tests and was lucky enough to be selected into various Govt. sector enterprises like Rubberboard as Junior Field Officer, Scientific Assistant in Forensic Lab, Police Department and PGT post in VSSC Central School. My teaching experience and NCC training in Sainik School helped me perform excellently during the interview for the vacant post in VSSC Central School. There was only one vacant post and I was selected for the same. I left all other options and joined VSSC as this is a renowned and prestigious organisation, and not a moment in my entire service did I regret that decision.

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6. CHANGES IN FAMILY OR JOB IN THE LAST 10 YEARS THAT HAVE HAD AN IMPACT.

Being a part of the VSSC family has protected and nurtured me from all financial and societal burdens. I could take care and support my old and ailing mother, I could build a home, educate and raise my only son without any obstacles. VSSC Central School also proved to be a second home for my son wherein he completed his entire school education. Every necessary material gain that I've gained in my life is a result of my service in this honourable organisation.

I secured my job at VSSC after my marriage, my wife is housewife and thus the entire expenditure of my family is borne only through my remuneration from this profession. The job has further transformed me into a better husband, father, teacher and human being. My students who work and make their life in every nook and corner of the world still maintain a cordial relation with me. Teaching is the only profession that teaches all the other professions, it is not only a profession but a mission too.

7. THE ADVANTAGES AND BENEFITS OF BEING IN THE SERVICE

- i. The service being the only source of income, supports my entire family and helped us grow together to meet the needs of growing economy and societal pressures.
- ii. I can proudly state that none of the students who have passed through our school has ever had to face downfalls in his/her life. We have more than 500 professional medical practitioners, thousands of engineers, teachers, and entrepreneurs all over the world and continue to make our school proud. And, being a part of such an honourable institution has made my life more meaningful and of great service to our future generations.
- iii. As relationships are sweeter than honey, greater than money and taller than any tower so is the bond between a teacher and his student. I was capable of consistently maintaining a warm and intimate relationship with my wards,

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colleagues and employees of this pristine school. Be it a visit to a hospital, a village office, a transport office, school or any college for any personal needs, my students who are working there would find me and greet me with the same love and affection that they had while at school. They make sure that my purpose is served without delay or without any sort of burden to me. The privilege I get in such instances overwhelm me with lots of deep emotions and pride. I think about the influence that I, as a teacher and as a human being, have on these children that make them remember me with so much of respect and reverence, and I thank God for making me a teacher.

- iv. My service in VSSC Central School had definitely made me a better and a more responsible human being.
- v. Schooling prepares a man for life by teaching values and by manifesting the perfection which is already inherent in him. A teacher creates doctors, engineers, soldiers, artists, lawyers and what not. A doctor's mistake may lead to the burial of a person six feet below the ground, a lawyer's mistake could lead to the hanging of a person six feet above the ground, but a teacher's mistake reflects on all the generations that follows him.

8. WILLINGNESS TO DO VOLUNTARY WORK, IF YES. WHAT AND HOW?

Yes, I would like to embark on cleaning activities, teaching health and hygiene for employees, planning trees and any other social work that can avail my dedicated service.

QUESTIONS FOR GIVING SUGGESTIONS

1. Determination and dedication are the key to success, hard-work and truth shall make one free from miseries.
2. Memorable incidents are life lessons that teach an individual to overcome a difficult situations, these lesson then become experience that further help us survive smoothly in this difficult times.
3. Arduous times at work can be resolved through team spirit and by maintaining humble relationship with our co-workers. Togetherness and unity can be of utmost blessing at a time of crisis or dilemma, and this blessing was never been denied at VSSC Central School.

4. A few suggestions from my modest experience can be provided to the Govt. for ensuring better teaching and learning milieu at central schools:

- a. Timely and adequate recruitment of qualified and responsible teachers who are committed to humanity and to the society.
- b. Teachers' in-service courses should be made mandatory atleast four times during the tenure of a teacher. This could be conducted along with KV teachers and should be made compulsory for promotions and upgradations. Such courses during the service ensure that the teachers are kept abreast of the changes and updates of their subjects and teaching-learning process. These in-service courses prove to be an uplifting experience for the teachers for they could meet and greet numerous other teachers from various corners of the country. These teachers could exchange best practices and this could prove to be an enriching activity, which could be used for the betterment of the students.
- c. Identify and acknowledge dedicating teachers and give deserving rewards.
- d. Employ experts and form a committee of inspectors to ascertain the quality of teaching-learning process practised in the school, these inspections should ideally be arranged every two years.
- e. Punishment measures have to be taken against unsubstantial and unwarranted comments made by employees against the institution.
- f. I would like to advice newly appointed teachers to remember that they are forever students, learning should not stop at the onset of teaching. A good teacher should always be aware of the day-to-day developments around him/her. He/she must be able to answer any question from any field with confidence and authority, only then will the students consider them as true sources of knowledge and wisdom. These teachers should never forget to prepare well and do their homework before going to teach, a mistake made in class while teaching can never be corrected, further it spreads from one generation to another.

A good teacher should strive to make his/her classes as humorous and light-hearted as possible, lesson and knowledge should get absorbed into a child's mind with ease and interest, not with tension and coercion. Teacher should always remember that the amount of teaching does not matter, but the amount of learning is that which truly matters.

Love, is the ultimate tool for a teacher, genuine compassion and care to these students, as if they are their own children, makes a teacher a successful knowledge provider, role-model and most importantly an inspiration.

Give respect to authorities and to parents of wards. Always give constructive feedback to the parents, especially in the case of a slow or problem child. Together a parent and a teacher can make anything possible, they can study and understand his/her areas of interest and support him in the right direction without burdening.

Punctuality is key to a profession like teaching, were students are closely observing you and unconsciously imitating you as role-models. Be it reporting to school or to class a teacher should be punctual, and this punctuality will slowly become the character of the students as well. Not just punctuality, good morals, discipline and proper conduct should necessarily become the lifestyle of a teacher.

Every teacher should realise that 'duty without love is deplorable, duty with love is desirable and love with duty is divine'.

ACKNOWLEDGEMENT

Retirement is not the end of a prolific career but the beginning of a more eventful and socially responsible life, superannuation, for me is not a full stop but a comma. It is my due obligation to express my earnest gratitude and reverence to this magnanimous organisation and all the great men who successfully and diligently manage its affairs.

I would like to distinctly extend my acknowledgment to our Director Shri. S. Somanath Sir for his immense contribution and concern for the upliftment of every aspect of the school. I've always found it mesmerising as to how Sri. Somnath Sir could find time in his busy schedule for various needs of school. VSSC, thus proves to be an organisation that respects the requirements and obligations of its school, which in turn elucidates its social responsibility.

Further, it is my utmost honour to recognise the role of our Chief Controller ~~Shri~~ Dr. Biju Jacob Sir in the affairs of our school. His untiring efforts for the benefit and wellbeing of our students, and their psychological and academic development, has always been an inspiration for me.

During my extended tenure, I've never witnessed or come across another Controller who had visited the school as frequently as ~~Sri~~^{Smt.} Dr. Biju Jacob Sir. Be it counselling the students, or motivating them, or interacting with their parents and teachers, sir has always shown keen and sincere interest, which has evidently shown results in the overall progress of our school and its students.

My gratitude is due to Senior Head PGA Shri. Anil Kumar Sir, Senior IFA ~~Sri~~^{Smt.} Beena P. madam, IFA Shri. Vijaya Kumar V. Sir, Head PGA Shri. Suresh K. Sir, Senior Administrative Officer Shri. Raveendran R. Sir, School Administrative Officer Shri. Roy Samuel Sir, other Administrative Officers, Administrative Assistants, Scientists, TOMD-head and staff, and all the other departments and employees of VSSC with whom I have warm acquaintance during the entire tenure of my service.

Last but certainly not the least in line of importance, I would like to extend my thankfulness to the Principal of VSSC Central School, ~~Sri~~^{Smt.} Pushpa R. Menon madam for her ever positive and nurturing personality towards the school, students and to her staff. Also, to the Vice Principal ~~Sri~~^{Smt.} Beena Prabha madam, to my colleagues, office staff and janitorial staff for their tireless efforts in taking our school to heights of glory.

The true recipients of my genuine gratitude are my students, who have trusted and loved me unconditionally in return for all the knowledge and trust that I had given them. Without them and their inquisitive minds my life would have remained an unfruitful endeavour in pursuit of money and materials. They have made me realise my integral role in the society and in framing new generations of responsible and successful citizens.

I would like to thank Almighty and my parents for leading me in the right path and for making my life and my 'anubhav' worthwhile.

Jai Hind.

Vijaya
20/3/2019

VIJAYA KUMARAN NAR S

SL. SC. PGT, SCNO 17945-

VSSC CENTRAL SCHOOL

|| MR. MANJIT KUMAR , CSS ,DIRECTOR ||

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|-----------------|-----------------------------------|--------------------|-------------------------------------|
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+ Anubhav Details

Anubhav details enclosed.

View Attachment (/anubhav/Home/ViewAttachmentComendableWork/33000000320000003400000035000000)

+ Suggestions

Category

Administration, Good
Governance, Information
Technology, Simplification of
procedures

Head of Office recommends

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|------------------|-------------|--------------------|----------|
| Type of Activity | Outstanding | Type of Suggestion | Workable |
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Head of Department recommends

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| Type of Activity | Outstanding | Type of Suggestion | Workable |
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I Joined the Central Government service as Assistance of CSS Cadre in Union Public Service Commission on 20th January 1979. At present, I am holding the post of Director in Department of Heavy Industry and will retire on 31st May 2016 after completing 35 years and 4 months service. During my service, I held various important postings both in Union Public Service Commission and as well as in Department of Heavy Industry.

A. I served in Union Public Service Commission from 20th Jan. 1979 to 11th July 2010. I was appointed as Section Officer in October 1985 on qualifying Limited Departmental Competitive (SO Grade) Exam 1984. I was promoted as ad hoc Under Secretary w.e.f 1996 and on regular basis from Select List of 2003. I handled the work of General -III Section, R(C&P) Section, EIA(II) Section, R&S Section, Appointment Branch, R-I Section, AIS Section, Nodal Legal Section of UPSC.

I handled the following important work/projects in UPSC:-

(I) **Preparation of Manual of Standard Letters/proforma in Recruitment Branch.**

During my tenure in R(C&P) Section, I initiated a project in 1981-82 to compile the letters and proforma used in Recruitment Branch for communication/documentation under the direct guidance of Sh. B.S.Kapur, then my Under secretary. At that time, different Sections (RA to RH, Adviser Cell, Data Bank etc) were using different format of letters/proforma and there was no uniformity. In order to bring uniformity in the letters/proforma for communicating with Ministries/Departments/Candidates/Experts/Interview Boards, it was considered to standardize all the documents in the Recruitment Branch.

I visited all the Sections in the Recruitment Branch and collected copies of each and every letter/proforma used in the Recruitment Branch. Thereafter, I tabulated the letters/proforma used at different stages in the recruitment process in the chronological order.

All the letters/proforma used at various stages of recruitment process by different Sections were scrutinized and standard letters/proforma were devised containing the vital information required therein.

A draft Manual of standard letters/proforma was then typed out.

A Committee at the level of Under Secretaries was constituted to go through the draft Manual. After incorporating the suggestions made by the Committee, the draft Manual submitted to Chairman, UPSC for approval. Thereafter, copies of the Manual were cyclostyled with printed cover page and circulated in the Commission.

This Manual helped in streamlining the recruitment process.

(II) **Introduction of Four Series of Booklets in UPSC Competitive Examination – Devising procedure for distribution and collection of Test Booklets.**

Since inception of objective type papers in competitive examinations conducted by UPSC from the year 1978 onwards, the test booklets were distributed in the Examination Halls and collected back at the end of each session. The candidates were required to mark the answers in a separate answer sheet which were collected, packed securely and sent to UPSC by the Centre Supervisor. During the tenure of Sh. S.K.Lal, Secretary, U.P.S.C. from 8.6.1988 to 5.7.1990, it was decided to print the test booklets in four series viz., A, B, C & D with jumbled questions with a view to minimize the chances of copying by the candidates. The test booklets were to be packed in the set of ten numbers each in the serial number order of test booklets with alternate series viz., ABCDABCDAB in one packet and CDABCDABCD in the second packet and so on.

The first examination selected for dummy experiment was combined Medical Services Exam 1989. I being Section Officer In-charge of EIA(II) Section at that time, was made in-charge of the entire project.

First of all, I drafted a Seating Plan of candidates in each room/hall in such a way that no two candidates sitting horizontally, vertically or diagonally had the same series of test booklets. It was observed that a row (vertical) should contain either 6 candidates or 10 candidates or 14 or 18 candidates. The seating plan to be pasted outside examination halls was not to indicate test booklet series whereas the seating plan with the Invigilator and Supervisor was to indicate the test booklet series to be given to the candidates. Detailed instructions were framed for the Supervisor, Invigilator and the Candidates. The time for opening the test booklet packets was also increased to half an hour prior to commencement of examination from 10 minutes. The candidates were required to write the roll number on the test booklets and the series of the test booklets on the answer sheet and sign the Attendance List indicating series of Test Booklet. The Invigilators were required to scrutinize the answer sheet of candidates with regard to indication of correct test booklet series and also blacken the test booklet series on the answer sheet before putting signature on the answer sheet.

Separate D.O. letters were issued to all the Supervisors intimating the changes in distribution process and adoption of the new instructions as well as the sensitivity to handle and distribute the test booklets with accuracy so that the candidates do not suffer due to wrong indication of test booklets.

The Inspecting Officers deputed to visit outstation and at Delhi were suitably briefed about the change in procedure.

On day of examination, Secretary, UPSC and other Senior Officers personally visited UPSC examination halls as well as centres in the schools in Delhi to foresee the conduct of examination and the process of distribution and collection followed. A control room was set up to handle queries from Supervisors/Inspecting Officers. I myself visited conduct of examination in UPSC halls and also replied to various queries in the Control Room. The Examination was conducted smoothly. No complaints were received from outstations regarding any confusion. It was observed that the instructions were quite clear and the process was accurately followed by the Supervisors. It was a all round success and appreciated by everybody in UPSC.

The CMS Examination 1989 was conducted as dummy examination with Four different Series of Test Booklets but no jumbled questions. Subsequently, the process was followed with jumbled Questions in different Test booklets in NDA Exam (II), 1989 conducted by EIA(III) Section.

The new procedure was adopted for Civil Services Preliminary Examination 1990 with 22 subjects Test Booklets in Four different Series. I was deputed to Patna prior to Examination where I stayed for one week and gave onsite awareness of new procedure for distribution and collection of Testbooklets.

The other team members of EIA(II) Section who assisted in the conduct of CMS Exam 1989 were Smt. Indira Iyer, Assistant, Shri D.S. Srinivasan, UDC, Smt. Kamlesh Sondhi, UDC, Smt. Kanta Bawa, LDC. Shri J.S. Sawhney, Under Secretary and Shri Jit Ram, Under Secretary supervised the project.

(III) **Setting up of a Nodal Legal Section in UPSC**

While I was working as Under Secretary in AIS Section, it was decided that the UPSC should have dedicated Nodal Counsels/Senior Counsels/Panel Counsels in various CAT/High Courts as well as in Supreme Court to handle the court cases pertaining to UPSC. It was desirable as the Government counsels at times handled the court cases inefficiently or reported the matters to the Commission late leading to reconvening of interview boards/consideration of ineligible candidates by DPCs/Selection Committees etc. I as Under Secretary in AIS Branch, chalked out a detailed scheme for appointment of Nodal Counsels in all the Central Administrative Tribunals, High Courts and the Supreme Court and also for appointment of senior counsels/additional CGSCs in these courts as Panel Counsels. For handling this work, it was conceived

that a Nodal Legal Section shall be set up in the Commission. The proposal was approved by the Commission and a Nodal Legal Section was created on 10.3.2006 by an Administrative Order. Its implementation was entrusted to me in addition to my own work.

The Nodal Legal Section was set up with one Section Officer and six Assistants/UDCs/LDCs drawn from the surplus staff in Examination Branch.

The particulars of Senior Central Government Standing Counsel/ASGs were obtained from the Department of Legal Affairs for each CAT/High Court. Detailed letters containing terms & condition of appointment of Nodal Counsel/Panel Counsels were drafted and sent to the Senior CGSC, ASGs and other CGSCs on the panel of D/o Legal Affairs with the request to convey their acceptance for appointment as a Nodal Counsel/Panel Counsel for UPSC. On receipt of acceptance from various counsels, a Committee comprising of Deputy Secretary (AIS) and three Under Secretaries (including myself) as members short listed the names for considering appointment as Nodal Counsel/Panel Counsels. After interaction telephonically with the short listed counsels, one advocate in each court was recommended for appointment as Nodal Counsel and 2-3 Panel Counsels for approval of the Chairman, UPSC. Thereafter, appointment orders were issued appointing Nodal Counsels/Panel Counsels in the courts for the UPSC which were also communicated to the Registrar of respective High Court, Department of Legal Affairs as well as circulated within the office. The respective Sections in UPSC were requested to communicate with these counsels as and when any court case was required to be handled in the respective courts.

It was also felt that some private counsels should also be engaged in various courts as well as for Supreme Court to effectively handle the sensitive court matters as well as for seeking legal opinion. Accordingly, with the permission of Department of Legal Affairs, some private counsels were appointed on the Panel of the Commission. The fee to be paid to the private counsels was also fixed with the approval of the Commission.

The above scheme streamlined the process of handling court cases pertaining to UPSC in various courts as well as improved the speed and quality of handling of court matters of UPSC.

B. Department of Heavy Industry

I joined Department of Heavy Industry on 12th July 2010 on my promotion as Deputy Secretary. I was promoted as Director on 10th March 2014. During my tenure in DHI, I handled the work related to O&M, Public Grievances, Information Technology Cell, NDSAP Cell, RTI, SC/ST Cell, Hindi Section and administrative work of various CPSEs. I was a Government Nominee Director on the Boards of HPF, BBJ, BPCL, R&C, B&R, HMT(W),

HMT(CW), HMT(B), HMT(MT), LGMC. The important work handled during my tenure in Heavy Industry is as under:-

- (i) Prepared Citizens/Clients Charter of DHI
- (ii) Implemented CPGRAMS in DHI
- (iii) Prepared Record Retention Schedule of DHI
- (iv) Prepared the document "Final Level of Disposal and Channel of Submission in DHI"
- (v) Worked as Ministry Representative (MR) for ISO Certification Project for AEI, PE-XI, TSW(B) and awarded ISO 9001:2008 Certificate in June, 2015.
- (vi) e-Office Digitations of records.
- (vii) Implemented VRS in HPF
- (viii) Published Data Sets on Data.gov.in Portal
- (ix) Redesigning of GIGW compliant website of DHI
- (x) Nodal Officer for e-procure (CPPP) Portal and for implementation of IPv6
- (xi) Implemented e-Office in DHI - It was a major project handled in DHI. Various workshops held. Necessary flow charts, folders, users, master users, Administrators created. A series of OMs/circulars issued for implementing e-Office. Personally visited various Sections/Officers to flag and resolve their problems by e-Office Team. KMS, e-Leave, PIMS, e-file, e-Diarization, e-Notice Board, email diarisation implemented in DHI. Various meeting attended in DARPG for e-office implementation monitoring.

I will always cherish my memories of serving in the Central Government and in turn serving the nation with whatever capability the God had given to me.