


## Department of Pension & Pensioners' Welfare

The Department of Pension & Pensioners' Welfare proposes to create a platform for retiring employees to showcase significant achievements made during their service period. While the retiring employees can look back with satisfaction and a sense of fulfillment, this would also create a database of useful suggestions and information.

A concept paper on the objective of this exercise, the framework, modalities and procedure is enclosed for comments and feedback. Your comments/suggestions on the same may be sent at the email - [tripti.ghosh@nic.in](mailto:tripti.ghosh@nic.in) or [sujashachaudhary.edu@nic.in](mailto:sujashachaudhary.edu@nic.in) by 30<sup>th</sup> November, 2014.

  
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Director (PP)

NIC - with a request to upload this on our Departmental Website

## **Online System for submission and display of commendable work done by retiring employees**

### **Vision & Mission**

- (i) To provide a platform for the retiring Central Government employees to showcase commendable work done during service. This would provide satisfaction to the retiring employee and also act as a motivator for serving employees. This would also be a wonderful opportunity to garner the resource of retiring employees for voluntary contribution to nation building post retirement.

### **Framework/ Modalities**

#### **Coverage:**

- (i) i. Initially this facility is to be provided only to retiring Central government employees. Employees retiring in the next 6 months may be provided an online facility to submit their outstanding achievements.
- (ii) ii. Submission would be voluntary.

#### **Procedure:**

- (i) i. A write-up, not more than 1000 words, may be submitted alongwith the Form 5 (Pension Application form which is required to be submitted 6 months before retirement) A format which will facilitate the process is enclosed with this note. Since most successful ventures would have contributions of the entire team retiring persons must ensure that names of other members of the team are indicated in the write-ups.

- ii. The input will be checked by the Head of Office and result submitted to the administrative head/ authority designated for this purpose to ensure that the submission is as per format.
- iii. Comments which are religious or political in nature or are against national interest will not be permitted.
- iv. This exercise would be completed at least one month before retirement and the result uploaded on the departmental website.
- v. While an online system will be designed for this purpose it would be possible for employees to submit hardcopies instead of going online.
- vi. The Department of Pensions and Pensioners Welfare will coordinate and collate the data and information.

(iv) **What would count as Commendable work :**

- i) Any work that has contributed to the efficiency, economy and effectiveness in government functioning
- ii) Any innovation which led to improved work culture;
- iii) Manuals/publications related to work created by the retiring employee.

(v) **Disclaimer:** The departmental website while displaying the write-up will clearly indicate that the contents and suggestions are as provided by the retiring employee and the department is not responsible for factual inaccuracies and the veracity of the claims.

(Form to be filled by employees for outstanding work done which is to be uploaded on Departmental website)

FORM

1. Name of the Officer :
2. Designation :
3. Date of Retirement :
4. Office Address :
5. Permanent Address :  
Mobile number :  
Email id :
6. Activity to be highlighted :  
(in less than 1000 words including  
Outcome and suggestions and names of team members)
7. Documents, if any, to be attached :
8. Whether willing to volunteer for social work post retirement:
9. Name of the Head of Office :  
to whom submitted
10. Date of Submission :