



भारतीय आयुर्विज्ञान अनुसंधान परिषद  
INDIAN COUNCIL OF MEDICAL RESEARCH  
स्वास्थ्य अनुसंधान विभाग ( स्वास्थ्य एवं परिवार कल्याण मंत्रालय )  
DEPARTMENT OF HEALTH RESEARCH ( MINISTRY OF HEALTH & FAMILY WELFARE)

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली-110 029  
V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX-4911, NEW DELHI-110029

No. 16/125/2014-Admn.-

Dated : 27.11.2014

To

**The Directors/Directors-in-Charge**  
of all permanent Institutes/Centres  
of Council

Subject : Concept paper on Scheme for retiring employees to showcase significant achievements made during service period.

Sir/Madam ,

I am directed to send herewith a copy of No. 4/2/2014-P&PW(Coord.) dated 11.11.2014 on the subject mentioned above issued by Ministry of Personnel, Public Grievances and Pensions, Deptt. of Personnel and Pensioners, Welfare, ,New Delhi for information and necessary action

Yours faithfully,

(Bharat Bhushan)  
Administrative Officer  
for Director General

Encl: As above

**Copy to:**

1. PS to DG/Sr.DDG(A)/ Sr. FA
2. All Divisional Heads.
3. Asstt. Director-General (Admn.) I&II.
4. All Sr. Administrative Officers/All Sr. A/Cs Officers
5. All Administrative Officers/All Accounts Officers.
6. IRIS Division – to place on ICMR Website

S No 1

SO (A-ID) 27/11/14

AO (Ad-2)

on file - Pl.  
19/11/2014

No.4/2/2014-P&PW(Coord.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Pension and Pensioners' Welfare  
\*\*\*\*\*

R.No.310, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003.

Dated : 11<sup>th</sup> November, 2014

OFFICE MEMORANDUM

**Sub:** Concept paper on Scheme for retiring employees to showcase significant achievements made during the service period.

The undersigned is directed to state that the Hon'ble Prime Minister has directed Department of Pension & Pensioners' Welfare to create a platform for retiring employees to showcase significant achievements made during their service period. While the retiring employees could look back with satisfaction and a sense of fulfillment, this would create a database of useful suggestions and information.

A concept paper on the objective of this exercise, the framework, modality and procedure has been made available on our departmental website persmin.nic.in for comments. A copy of this concept paper is enclosed. It is requested that comments / suggestions, if any, may be sent to this department latest by 30<sup>th</sup> November, 2014.

This issues with the approval of Secretary, Pension & Pensioners' Welfare.

27/11/14  
26/11/14

Sr. DDG (A), ICMR OFFICE  
DIARY NO..... 529 .....  
DATE: 19/11/2014 .....

*Vandana Sharma*  
( Vandana Sharma )  
Joint Secretary to the Govt. of India  
Tel: 24625540

To

The Secretaries of all Ministries/Department of the Government of India

17 NOV 2014  
287


Sr DDG (A)

P.S to 287

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.

  
(Tripti P. Ghosh)  
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.

(W) **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.

(X) **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.

(Forms 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 :  
(upto 5000 words including outcome  
and suggestions and names of team members)  
In case additional information is required to be uploaded  
the same may be upload as a PDF document
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 :