

EAST CENTRAL RAILWAY

GENERAL MANAGER(P)'s OFFICE
HAJIPUR,
Date: 20.01.2016

No. ECR/IRW/2016/RB/RWA

DRMs/E.C. Railway

DHN, DNR, MGS, SEE & SPJ

CWMs/ECR/PD-MGS, WS/SPJ & CRW/HRT.

Dy.CPO(Con)/MHX/Patna

Sub: 61st Railway Week Awards, 2016 – Railway Board's level.

Ref: Railway Board's letter No. 2016/O&M/12/4, dated.14.01.2016.

61st Railway Week National Awards will be celebrated between 10th to 16th April 2016. Hon'ble Minister of Railways will present Cheques/Merit Certificates/Silver Medals to the officers/staff who have done exemplary, outstanding and meritorious work done upto 31st December, 2015.

2. Please send your recommendations in respect of officers/staff working on your division/unit to enable consideration of their names for grant of Railway Week awards during the Central Function. While making the recommendation, the following points should be kept in view:
 - a. New innovations/processes/procedures leading to economies in expenditure, improvement in Productivity, import substitution, etc.
 - b. Meritorious acts even in disregard to personal safety leading to protection of life and property on Railways;
 - c. Special efforts made to increase earnings and to tackle ticketless travel, thefts, etc.;
 - d. Exemplary work done to improve operations, security and safety, better maintenance and utilization of assets;
 - e. Completion of projects etc in record time; and
 - f. Outstanding performance in the field of sports, leading to national/international recognition.
 - g. Outstanding performance in any other field.
 - 2.1 As Railway Week MR Award is the highest prestigious award, it is requested that only really deserving cases be recommended for Railway Week MR Award.
 3. Non-Gazetted Railway employees should normally be recommended. In exceptional cases, officers upto JA Grade /Selection Grade, who have done exemplary work, may also be recommended. The names of Officers above Selection Grade will not be considered under any circumstances.
 - 3.1 Further, no recommendation for Group Award should be sent as Group Award are neither considered nor given during the Railway Week Central Function.
 - 3.2 The names of those officers/staff who have received the Railway Week MR award in the past should not normally be recommended again except in case where some really exemplary commendable performance has been shown by the employee. An undertaking from the concerned staff that in the past whether he/she has received /been selected for Railway Week MR Award is also to be invariably enclosed as per proforma placed at Annexure-III. Nomination without undertaing will not be processed.
 4. Details of service in the prescribed proforma enclosed at Annexure-II together with a brief citation (half-a-page maximum) bringing out the specific outstanding work/performance, for which the person is being recommended, may be sent in four copies. Besides four big size colour photographs should be pasted at the place indicated in the proforma (Annexure-II). It should be ensured that the persons so recommended do not figure in D&AR and/or Vigilance case(s). It should also be ensured that no abbreviations are used and no column is left blank while filling in the proforma.
 5. Your recommendations in sealed cover may please be sent to concern PHOD with a copy to SPO/IR&W, ECR/HJP on or before 05.02.2016. Recommendations received after 05.02.2016 will not be considered for the above award. Annexure-II & III of this letter are also available on ECR official website.
- Encl: As above along with Annexure- II & III.

(Rupesh Chandra)
APO/IR&W

For General Manager/P

Copy to: Secretary to GM – for kind information of GM.

PS-I to AGM – for kind information of AGM.

COM, CME, CAO(Cons) /N&S, FA&CAO, PCE, CCM, CSTE, CPO, COS, CMD, CEE, CSC, CSO, SDGM, CPRO & DGM(G) for kind information. They are requested to send consolidated recommendations (duly considering names sent by DRMs/CWMs) of their respective departments so as to reach SPO/IR&W on or before 09.02.2016 to enable sending the names with GM's approval to Railway Board before the target date, i.e., 22.02.2016.

APO/MPP/ECR/HJP → For uploading on N.E.T.

For General Manager/P

05/15
Pl. upload
20/1/16

Rupesh
20/1/16

(TO BE FILLED IN FOUR COPIES) **Annex. II**
PROFORMA FOR RECOMMENDATION OF RAILWAY WEEK AWARDS 2016
(No abbreviations should be used)

Affix
Big Passport size
colour photo only

- 1 Name (as to appear in the Merit :
Certificate)
(in English & Hindi)
- 2 Designation & Group (as to appear in :
the Merit Certificate)
(Group A, B, C, D)
- 3 Department :
- 4 Name of Railway/Production Unit, :
etc.
- 5 Office address (with Telephone No.) :
/Mobile Number of immediate next
higher official
- 6 Date of Birth :
- 7 Date of 1st appointment to Railway :
service
- 8 Date of appointment to gazetted rank :
(in case of Gazetted Officer)
- 9 Present Pay, Grade & Grade pay :
- 10 Whether D&A and Vigilance :
clearance obtained
- 11 Particulars of other and same award :
given earlier
- 12 Particulars of posts held from time to :
time since date of appointment
- 13 Railway Contact No./ Mobile No. & :
Email ID of the nominee

Date

Signature of official being nominated

CITATION (Half a page maximum)

ANNEXURE-III

DECLARATION

I _____, SON/DAUGHTER OF
_____, WORKING AS
_____ (DESIGNATION) IN
_____, (NAME OF OFFICE,
RAILWAY/PU) DO HEREBY CERTIFY THAT IN THE PAST WHILE WORKING
IN _____ (RAILWAY/PU/BOARD'S OFFICE OR ANY OTHER
ZONAL RAILWAY/PU AS _____ HAVE RECEIVED RAILWAY
WEEK NATIONAL AWARD DURING _____ OR HAVE NEVER
RECEIVED OR SELECTED FOR RAILWAY WEEK NATIONAL AWARD.

I DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST
OF MY KNOWLEDGE AND NOTHING HAS BEEN CONCEALED THEREOF. I
ALSO DECLARE THAT IN FUTURE, IF THE ABOVE INFORMATION IS
FOUND TO BE FALSE, NECESSARY ACTION AS DEEMED FIT MAY BE
TAKEN AGAINST ME.

DATED:

SIGNATURE

(NAME OF EMPLOYEE)

DESIGNATION:

IDENTITY CARD NO:

SERVICE BOOK NO:

PHONE (M)-

[illegible]