East Central Railway

Office of the
General Manager (P)
Hajipur
Dt. 26.12.2017

No. ECR/IRW/2010/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: 63rd Railway Week Awards, 2018 – Railway Board's level.
Ref: Railway Board's letter No. 2017/O&M/12/4, dated. 20.12.2017

63rd Railway Week National Awards will be celebrated from **10th to 16th April, 2018.** During the central function of Railway Week, cheques/Silver Medals/Merit Certificates are presented to those Officers/Staff who are selected for Railway Week National Award for their exemplary, outstanding and meritorious performance.

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 17.01.2018** Recommendations received after **17.01.2018** will not be considered for the above award.

Encl: Annexure-I, II & III.

This letter may also downloaded with enclosures from ecr.indianrailways.gov.in

26/12/17
(A.K.Jha)
APO/IR&W
for General Manager/P

Copy to: PCOM, PCME, CAO(Cons) /N&S, PFA, PCE, PCCM, PCSTE, PCPO, PCMM, PCMD, PCEE, CSC, CSO & SDGM 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 17.01.2018.
PA to AGM – for kind information of AGM
Secretary to GM – for kind information of GM

26/12/17

APO/MPP.
Please upload it on web-site of ECR.
26/12/17

for General Manager/P

ANNEXURE-I

Guidelines for Sending Nominations For Railway Week MR Award,2018 (For Railways/PUs & Other Units)

I. Category under which Nomination be sent:-

(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;
(f) Outstanding performance in the field of sports, leading to national/international recognition.
(g) Outstanding performance in any other field.

II. **Nominations be made for the work done upto December 2017 only.**

III. **Nominations should be made only in favor of Officers/Staff working in the field, unless an exception in real sense could be made in respect of Officers/ Staff working in Offices.**

IV. Group 'C' and erstwhile Group 'D' categories of Railway staff may normally be nominated. In exceptional cases, officers upto JA Grade/Selection Grade, who have done exemplary work may also be nominated. However, officers above the Selection Grade may not be nominated as scheme does not cover officers above the level of Selection Grade.

V. No recommendation for Group Award be sent as Group Awards are neither considered nor given during the Railway Week Central Function.

VI. Railway Week National Award is a life time award; as such names of those officers/staff who have received the award once in the past should normally not be nominated again except in case where some exemplary commendable performance has been shown by the employee. An undertaking in this regard as per **Annexure-III** is to be invariably obtained from the concerned employee that in the past whether he/she has received /been selected for Railway Week National Award or not. Nomination without undertaking will not be processed.

VII. In the forwarding DO letter/letter from Railway, it should be clearly indicated that no D&AR and/or Vigilance case(s) pending against the concerned employee. Details for each and every nominee be indicated separately. It is also clarified that if there is any change in the Vigilance/D&AR status of the nominee in the intervening period between the date of sending nominations to the Board and the date of award, the same may also be advised to this office. If no report is received in this regard during the intervening

VIII. Three passport size colour photographs (minimum 3.5 x 4.5 cm) should be pasted at the place indicated in the proforma.

IX. No abbreviations should be used and no column be left blank while filling in the proforma.

X. Details of the pay level(as per 7th Pay Commission) of the nominee should be clearly indicated. In addition with regard to Gazetted Officers, their Grade (Gr'B'/Jr. Scale/Sr. Scale/JAG/SG) should invariably be indicated.

XI. Contact Details viz. Mobile number of the concerned employee(nominee) and his next immediate higher official should invariably be indicated so that the employee may be contacted/informed in case his/her name is selected for award or in case any information is required in connection with processing of award.

XII. Brief Citations/write up bringing out the specific outstanding work/performance, for which the Officers/Staff are being nominated be enclosed along with the proforma.

XIII. Duly filled nomination form/profroma along with declaration at **Annexure-III** be sent in triplicate.

XIV. **Maximum number of nominations to be forwarded are as under:-**

S.No.	Railway/PU/Other Units	Maximum Number of Nominations**
1	Zonal Railways	10 each
2.	Production Units	5 each
3.	Other Units/NAIR/RDSO	2 each

** **Priority number as per fixed quota may invariably be mentioned else serial number would be treated as priority number.**

XV. **Last date for Nomination to reach Secretary, Railway Board's Office or O&M unit of Railway Board (R.No. 101-C) is** 24.01.2017. Postal delays would be considered upto 30th January 2018. However, no reminder would be issued and in case of nominations not received upto the last date, the award would be processed without awaiting nominations from concerned Railway/PU/Other Units.

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(TO BE FILLED IN FOUR COPIES) **Annexure-II**

PROFORMA FOR RECOMMENDATION OF RAILWAY WEEK AWARDS 2018

(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-SG/JAG/SS/JS, B, C, D)	:
3	Department	:
4	Name of Railway/Production Unit, etc.	:
5	Office address (with Telephone No. &Mob. No)	:
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 Basic Pay & Pay level/Scale	:
10	Whether D&AR 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. & E mail ID of the nominee	:
14	Whether undertaking enclosed as per Annexure-III with regard to receipt of RWA in the past	:

Date

Signature of official being nominated

CITATION (Half a page maximum in typed)

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/OTHER UNITS AS _____ HAVE RECEIVED RAILWAY WEEK NATIONAL AWARD DURING _____.

OR

I HAVE NEVER RECEIVED 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:
RUID No:
Email ID:

अनुलग्नक-III

घोषणा-पत्र

मैं----------, पुत्र/पुत्री श्री ----------
जो ---------- (पदनाम) के रूप में ---------- (कार्यालय, रेलवे/उत्पादन इकाई का नाम) में कार्यरत हूं, एतद्द्वारा प्रमाणित करता/करती हूं कि मैंने विगत में ---------- (रेलवे/उत्पादन इकाई/बोर्ड कार्यालय/अन्य रेलवे कार्यालय) में ---------- के रूप में कार्य करते समय ---------- के दौरान रेल मंत्री पुरस्कार प्राप्त किया है अथवा मेरा रेल सप्ताह राष्ट्रीय पुरस्कार के लिए कभी भी चयन नहीं हुआ है/मुझे पुरस्कार प्राप्त नहीं हुआ है।

मैं घोषित करता/करती हूं कि उपर्युक्त सूचना मेरी जानकारी के अनुसार सही है और इसमें कुछ भी छिपाया नहीं गया है। मैं यह भी घोषित करता/करती हूं कि भविष्य में, यदि उपर्युक्त सूचना गलत पाई जाती है तो मेरे विरूद्ध यथोचित कार्रवाई की जा सकती है।

दिनांकः

हस्ताक्षर

(कर्मचारी का नाम):
पदनामः
पहचान पत्र सं.:
सेवा पुस्तिका सं.:
आर.यू.आई.डी.सं.:
फोन (मोबाइल) नं.:
ईमेल:

PROFORMA FOR VIGILANCE CLEARANCE

Sl. No.	Name (Sri/Smt)	Designation	PF No.	Place of Posting	Lien	DOB	DOA in Rly	Place of Posting	Purpose of obtaining SPE/Vig. Clearance.