

No. ECR/IRW/2019/RB/RWA
DRMs/E.C. Railway
DHN, DNR, MGS, SEE & SPJ
CWMs/ECR/PD-MGS, WS/SPJ & CRW/HRT.
SPO(Con/ IC)/MHX/Patna

Sub: 64th Railway Week National Awards, 2019 – Railway Board's level.
Ref: Railway Board's letter No. 2018/O&M/12/4, dated. 20.12.2018

64th Railway Week National Awards will be celebrated from 10th to 16th April, 2019. 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:

- New innovations/processes/procedures leading to economies in expenditure, improvement in Productivity, import substitution, etc.
- Meritorious acts even in disregard to personal safety leading to protection of life and property on Railways;
- Special efforts made to increase earnings/tackle ticketless travel, thefts, increase in loading saving in expenditure etc;
- Exemplary work done to improve operations, security and safety, better maintenance and utilization of assets;
- Completion of projects etc in record time;
- Outstanding performance in the field of sports, leading to national/international recognition.
- Outstanding performance in any other field.
- Nominations be made for the work done upto December 2018 only.

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 undertaking will not be processed.

4. Details of service in the prescribed proforma enclosed at Section-I & 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 DyCPO/IR&W, ECR/HJP on or before 14.01.2019 Recommendations received after 14.01.2019 will not be considered for the above award.

Encl: Annexure-I, II (Section-I), III & Section II.

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

(Shivani Narain)
DyCPO /IR&W

For General Manager/P

Copy to: PCOM, PCME, CAO(Cons) /N&S, PFA, PCE, PCCM, PCSTE, PCPO, PCMM, PCMD, PCEE, PCSC, 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 /IR&W on or before 16.01.2019 to enable sending the names with GM's approval to Railway Board before the target date, i.e., 25.01.2019.

Secretary to GM – for kind information of GM.

PA to AGM – for kind information of AGM.

✓ APO/MPP- upload the ECR WEBSITE.

For General Manager/P

05/IT

Please upload

[Signature]
21.2.18

Guidelines for Sending Nominations For Railway Week MR Award, 2019
(For Railways/PUs & Other Units)

- I. Category under which Nomination to be sent (To be indicated at relevant column of proforma at Annexure-II):-
 - (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/tackle ticketless travel, thefts or increase in loading/saving in expenditure, 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. Brief Citation/write up in respect of category under which nomination(s) is/are being made be indicated in the proforma at relevant column. In case an officer or staff is being nominated for more than one category then separate proforma along with separate citation may be indicated
- III. Nominations be made for the work done upto December 2018 only.
- IV. Nominations should be made only in favour of Officers/Staff working in the field, unless an exception in real sense could be made in respect of Officers/ Staff working in Offices.
- V. 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.
- VI. No recommendation for Group Award be sent as Group Awards are neither considered nor given during the Railway Week Central Function.
- VII. 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.

- VIII. 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 period, it will be presumed that the status indicated earlier remains same.
- IX. A passport size colour photograph (minimum 3.5 x 4.5 cm) should be pasted at the place indicated in the proforma.
- X. No abbreviations should be used and no column be left blank while filling the proforma.
- XI. 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.
- XII. 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.
- XIII. Duly filled nomination form/proforma along with declaration at Annexure-III be sent in triplicate.
- XIV. Maximum number of nominations with priority number 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 25.01.2019.

ANNEXURE--II

(TO BE FILLED IN TRIPLICATE)

**PROFORMA FOR NOMINATION
OF RAILWAY WEEK NATIONAL AWARDS, 2019
(No abbreviations should be used)**

Section-I

(Category/Categories for which Nomination is being made)

Affix Passport size
(min. 3.5 cm x 4.5 cm)
Latest Colour photo
only

Name of Nominee

- A. **Category under which Nomination is being made**
(Refer to Item No. 1 of Annexure-I):-

Name of Category: _____

- B. **Details of work Done/Citation in respect of Category as indicated above:**

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 MR AWARD/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:

PLACE:

SIGNATURE

(NAME OF EMPLOYEE)

DESIGNATION:

IDENTITY CARD NO:

SERVICE BOOK NO:

RUID No

PHONE (M)-

Email Id

Section -II

(Personal Detail)

1.	Name (in English) (In Hindi)	:	
2.	Designation	:	
3.	Gazetted/Non-Gazetted	:	
4.	If Gazetted, specify Grade(SG/JAG/SS/JS/Group 'B')	:	
5.	Basic Pay and Pay level(as per 7 th CPC matrix)	:	
6.	Department/Directorate/Concerned Board Member (All of three needs to be provided)	:	
7.	Name of Railway/ Production Unit, etc.	:	
8.	Office address(with Telephone No)/Mobile Number of immediate next higher official	:	
9.	Date of Birth	:	
10.	Particulars of Railway Week National Award or any other award received earlier	:	
11.	Whether undertaking enclosed as per Annexure-III with regard to receipt of Railway Week National Award in the past.		
12.	Particulars of posts held from time to time since date of appointment	:	
13.	Railway Contact No./Mobile No & Email ID of the nominee.	:	