पूर्व मध्य रेल

कार्यालय
मंडल रेल प्रबंधक(का0)
समस्तीपुर।
दिनांक–As Signed

संख्याः का/322/पुरस्कार/मरेप्र/सम0/2023
सर्व संबंधित,
पूमरे/समस्तीपुर।

विषयः–मंडल स्तरीय 70 वाँ रेल सेवा पुरस्कार–2025 हेतु नामन।

******

01. मंडल स्तरीय 70 वाँ रेल सेवा पुरस्कार–2025 हेतु अनुकरणीय, उत्कृष्ट व प्रशंसनीय कार्य करने वाले रेलकर्मियों का "e-self nomination" HRMS के Award Module के माध्यम से आमंत्रित की जाती है।

02. प्राप्त नामनों की समिति द्वारा जांच के उपरांत रेल सेवा पुरस्कार हेतु चयनित रेलकर्मियों को **मंडल स्तर** पर आयोजित सम्मान समारोह में मंडल रेल प्रबंधक महोदय के कर कमलों से "प्रशस्ति पत्र" प्रदान किया जाएगा।

03. HRMS के Award Module के माध्यम से अधिकारियों/कर्मचारियों द्वारा e-self nomination करने की **अंतिम तिथि दिनांक–12.03.2026 है** तथा नियंत्रक अधिकारियों द्वारा अनुशंसा करते हुये नामन भेजने (HRMS के Award Module द्वारा ही) की **अंतिम तिथि दिनांक–19.03.2026 है**। तत्पश्चात् मॉडयूल नामन हेतु स्वतः inactive हो जायेगा। संबंधित विभाग के द्वारा अनुशंसा किये जाने वाले नियंत्रक अधिकारी का विवरण निम्नवत् है–

S.N.	Department	HRMS ID	Controlling Officer for award purpose
1	Personnel (including Cultural, Scouts & Guides)	CSTFKA	Sr.DPO/SPJ
2	Admin	PUYPUR	Sr.DMM/SPJ
3	Law	CSTFKA	Sr.DPO/SPJ
4	Safety	XIDRJG	Sr.DSO/SPJ
5	Store	PUYPUR	Sr.DMM/SPJ
6	Accounts	WPJEKR	Sr.DFM/SPJ
7	Commercial	MXOUUA	Sr.DCM/SPJ
8	Operating	LKXHKW	Sr.DOM/SPJ
9	Electrical/OP	ZAKDDE	Sr.DEE/OP/SPJ
10	Electrical/TRD	NUCPMY	Sr.DEE/TRD/SPJ
11	Electrical/Gen.	NLZYBE	Sr.DEE/G/SPJ
12	Mechanical (Power/C&W& Sports)	ORXBYC	Sr.DME/C&W/SPJ
13	Mechanical (Diesel)	QTYIDK	Sr.DME/Loco/SPJ
14	S&T	QLJOKN	Sr.DSTE/SPJ
15	Engineering	JHKQFE	Sr.DEN/Cord/SPJ
16	Medical	MWJGKO	CMS/SPJ
17	Security	LSDCXP	DSC/SPJ
18	Rajbhasha	KYSKPM	APO-III

04. सभी संबंधित अधिकारी/कर्मचारी जो "e-self nomination" करना चाहतें हैं, उन्हें निर्देशित किया जाता है कि वे अपना "e-self nomination" केवल उपरोक्त अंकित संबंधित नियंत्रक अधिकारी को HRMS के

माध्यम से भेजे। किन्हीं अन्य अधिकारी/पर्यवेक्षक को भेजी हुई "e-self nomination" विचारणीय नहीं होगी।

05. पुरस्कार हेतु अनुशंसा निम्न श्रेणियों में वर्गीकृत की गई है:–

a) नई पद्धति/प्रक्रियाएं/कार्य प्रणालियों जो व्यय में मितव्ययिता, उत्पादकता में वृद्धि, आयात प्रतिस्थापन आदि को बढावा देता हो।

b) रेलवे के जान–माल की सुरक्षा के लिए अपनी जान की परवाह किए बिना किए गए सराहनीय कार्य।

c) मुनाफा बढ़ाने और बिना टिकट यात्रा, चोरी आदि रोकने में किए गए विशेष प्रयास।

d) परिचालन को सुधारने, सुरक्षा और संरक्षा, संपत्तियों के रखरखाव तथा उपयोग के लिए किए गए अनुकरणीय कार्य।

e) परियोजनाओं आदि का रिकॉर्ड समय में पूरा किया जाना।

f) खेल–कूद के क्षेत्र में बेहतरीन प्रदर्शन, जिससे राष्ट्रीय/अंतर्राष्ट्रीय ख्याति/पहचान मिली हो।

g) किसी अन्य क्षेत्र में असाधारण प्रदर्शन।

06- <u>नामन हेतु सामान्य अनुदेश</u>

(क) एक रेलकर्मी की अनुशंसा उपरोक्त में से एक ही श्रेणी में की जानी चाहिए।

(ख) सामान्यतः अराजपत्रित कोटि के कर्मियों की अनुशंसा को प्राथमिकता दी जाये। अपवादस्वरूप, सेलेक्शन ग्रेड तक के अधिकारियों की अनुशंसा की जा सकती है, जिन्होंने रेल सेवा में उच्चतम श्रेणी का प्रदर्शन किया हो।

(ग) सामूहिक पुरस्कार हेतु अनुशंसा न की जाय, इन पर विचार नहीं किया जायेगा।

(घ) वैसे रेलकर्मी जिन्हें मंडल रेल प्रबंधक (रेल सेवा पुरस्कार) स्तर पर तीन वर्ष के अंदर पुरस्कृत किया गया है, उनकी अनुशंसा की पुनरावृत्ति न की जाये।

(ड.) यह सुनिश्चित किया जाय कि अनुशंसित कर्मचारी/अधिकारी के विरूद्ध कोई अनुशासनिक मामला अथवा सतर्कता/एसपीई संबंधित मामले लंबित न हो।

07. अतः सभी संबंधित नियंत्रक अधिकारी जिनकी विभागवार सूची इस अधिसूचना में अंकित है से आग्रह है कि इस अधिसूचना का कर्मचारियों के बीच अधिक से अधिक प्रचार–प्रसार किया जाए एवं उच्च स्तरीय दक्षता का प्रदर्शन करने वाले रेलकर्मियों का नामन मंरेप्र(कार्मिक) को HRMS के माध्यम से ससमय अग्रसारित की जाएं। संबंधित नियंत्रक अधिकारी जिनकी विभागवार सूची इस अधिसूचना में अंकित है के द्वारा HRMS पर अग्रसारित की गई अनुशंसा ही विचारणीय होगी तथा कोई भी अनुशंसा Hard copy में न भेजी जाएं, ऐसी अनुशंसाएं विचारणीय नहीं होगी।

उपरोक्त सक्षम अधिकारी द्वारा अनुमोदित है।

संलग्नकः–HRMS user manual for Award.

Digitally signed by DILIP KUMAR
Date: 13-02-2026 11:06:26

(दिलीप कुमार)
सहायक कार्मिक अधिकारी–IV
कृते मंडल रेल प्रबंधक (का०)
समस्तीपुर

प्रतिलिपि :

01. निजी सलाहकार,मंरेप्र/समस्तीपुर–मंरेप्र महोदय के सादर सूचनार्थ।
02. गोपनीय सहायक/अमंरेप्र–अमंरेप्र महोदय के सादर सूचनार्थ।
03. सभी शाखाधिकारी/समस्तीपुर।
04. मंडल मंत्री/ईसीआरईयू, अजा–अजजा एसो० एवं ओबीसी एसो०/समस्तीपुर।
05. एमपीपी अनुभाग–इसे वेबसाइट पर अपलोड करें।

CRIS

USER MANUAL

FOR

EMPLOYEES

SYSTEM : HRMS

MODULE : RAILWAY WEEK AWARDS

Version 1.0

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1. GENERAL INFORMATION

1.1 Purpose and Scope

Every year Railway Week Awards are organized by Railway Board and individual Zonal Railways at different levels under different award types namely Ati Vishisht Rail Seva Puraskar (AVRSP), Vishisht Rail Seva Puraskar (VRSP) and Rail Seva Puraskar (RSP).

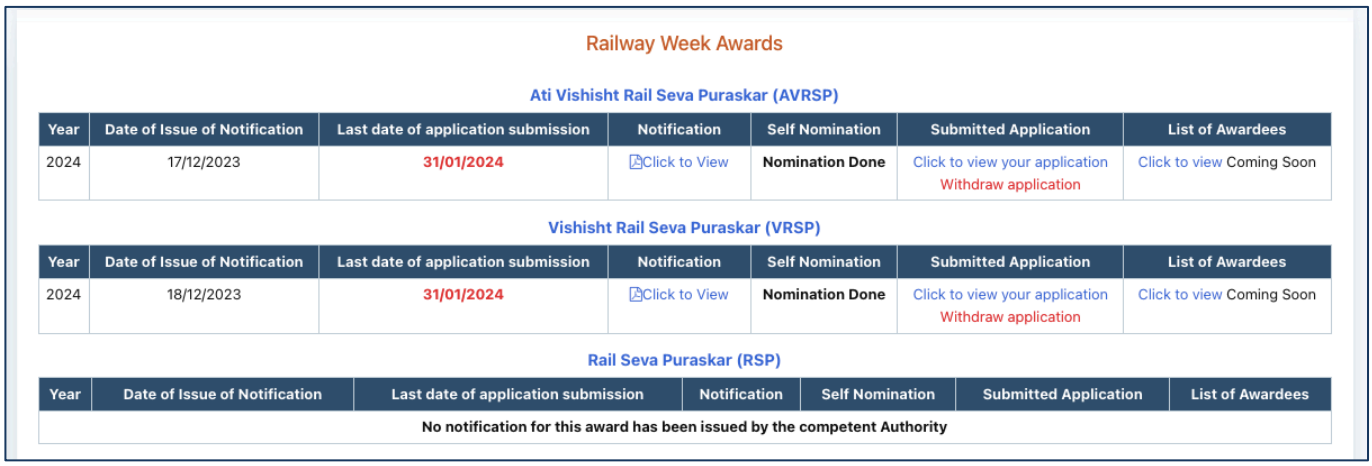
The Award module of HRMS facilitates both employee as well as administration in the process of Railway Week Awards.

Through the Awards module of HRMS, employees can submit their self - nomination applications for the different types of awards for which he is eligible.

Through the Awards module of HRMS, the administration can process for different activities of Railway Week Awards viz issuing of award notifications, recording remarks of controlling officers, forwarding recommendations to Railway Board, constituting Screening Committees, finalization of awardees etc.

2. FOR EMPLOYEES' USE

The Railway Week Awards module can be accessed by clicking on the "**Awards**" link given on the left side menu after logging into HRMS. When the button is clicked upon, the following screen will open up **(Image : 1)** with different functionalities which are explained as follows:



Railway Week Awards

Ati Vishisht Rail Seva Puraskar (AVRSP)

Year	Date of Issue of Notification	Last date of application submission	Notification	Self Nomination	Submitted Application	List of Awardees
2024	17/12/2023	31/01/2024	Click to View	Nomination Done	Click to view your application Withdraw application	Click to view Coming Soon

Vishisht Rail Seva Puraskar (VRSP)

Year	Date of Issue of Notification	Last date of application submission	Notification	Self Nomination	Submitted Application	List of Awardees
2024	18/12/2023	31/01/2024	Click to View	Nomination Done	Click to view your application Withdraw application	Click to view Coming Soon

Rail Seva Puraskar (RSP)

Year	Date of Issue of Notification	Last date of application submission	Notification	Self Nomination	Submitted Application	List of Awardees
No notification for this award has been issued by the competent Authority						

Image : 1

If a particular type of award (AVRSP/VRSP/RSP) has been notified by the competent authority for the logged in user, the details of the awards will be shown to him as shown above, else message will be displayed "No notification for this award has been issued by the Competent Authority".

Once the notification for an award type has been issued certain basic details will be visible in the tab for the same, viz Date of Notification, Last date for submission of application (self nomination) etc.

The page shows different links tabulated under three broad categories of Awards types – **Ati Vishisht Rail Seva Puraskar (AVRSP)**, **Vishisht Rail Seva Puraskar (VRSP)** and **Rail Seva Puraskar (RSP)** all of which are explained as follows:

Year : It will display the calendar year for which all the details for that award type are being shown.

Date of issue of notification : Here that date will be shown on which the notification for that Award type has been issued by the administration.

Last date of application submission : This field will display the last date till which the employee can submit self - nomination for that particular award type. Once the date mentioned here is crossed, no employee will be allowed to submit their self - nomination for that particular award type.

Notification : This field will display the link of the detailed award notification which has been issued and uploaded by the administration. On clicking upon the link, the notification uploaded by the administration will get opened up.

Self Nomination : This field will display the link through which the employee can submit his self - nomination for that particular award type. The link for submission of self nomination will be

Submitted Application : This field will show the link of the self – nomination application submitted by the employee. Clicking on the link, the submitted application will get opened up.

Withdraw Application : This field will enable employee to withdraw his submitted application in case he wants to make changes in his application and resubmit the same. Once the application is withdrawn, the employee will again be allowed to submit the self – nomination for that award type.

List of awardees : This field will display the link of final awardees as and when the same is finalized and uploaded by the administration.

2.1 Submitting Self Nomination

In order for employee to submit the self nomination, the same can be done by clicking on the link given under the field "**Self Nomination**" for a particular award type, clicking on which will open up the form as shown below **(Image : 2)**:

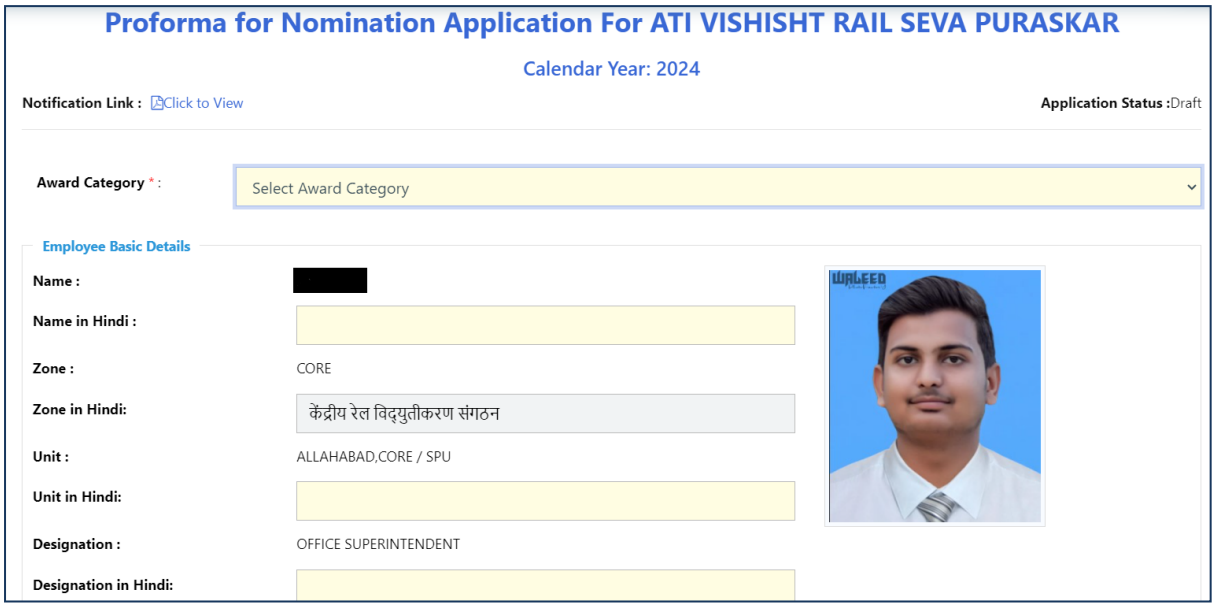


Image : 2

Award Category : This field needs to be filled in case of Award type AVRSP only and is not required to be filled in case of other award types (VRSP and RSP). Here the employee is required to select the category (out of 7 categories) in which he wishes to self - nominate himself. **(Image : 3)**

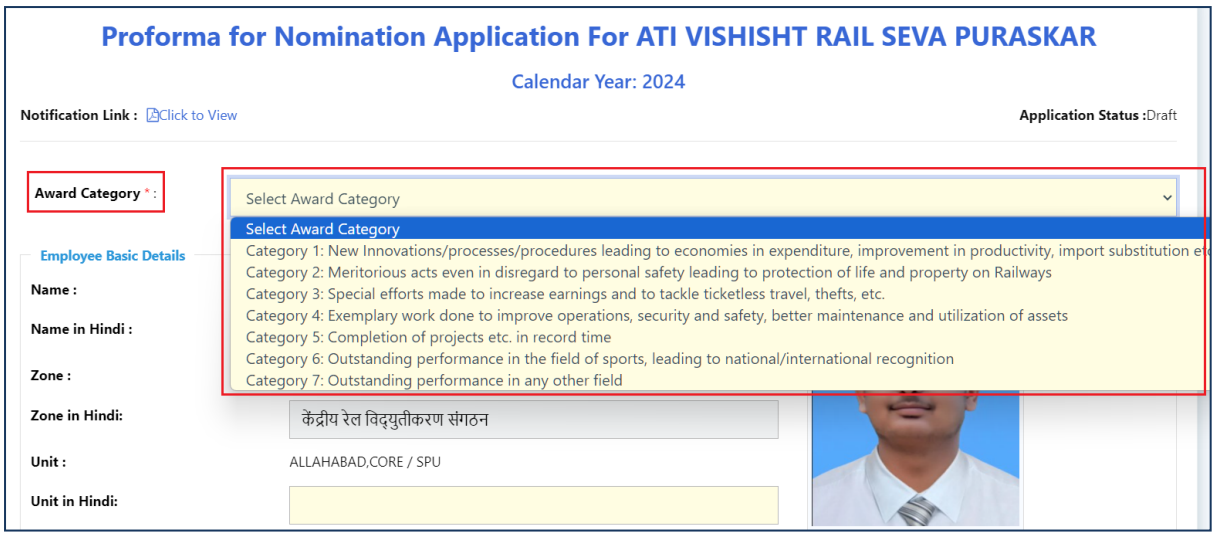


Image : 3

Employee Basic Details : Here most of the details including photograph of the employee are picked up by the system and displayed over here. In case any of the details being displayed is not correct / up to date, the employee needs to get it corrected in his Employee Master. In order to do so, the employee will be required to raise a service request through Employee Self Service tab indicating the changes which are required to be made which, once approved by the concerned establishment dealing Clerk, Verification Authority and Approving authority, will start reflecting over here.

Photo : Photo of the employee is mandatory for submission of self - nomination form. In case the photo of the employee is missing, the same may be uploaded or updated in the employee master by the employee by raising a service request through Employee Self Service (ESS) module.

Designation in Hindi : The employee is required to enter his designation in Hindi.

E-Mail Id : Here the employee is required to enter his email id.

Controlling Officer Details : Every self- nomination form submitted by every employee will be directed to his controlling officer for recording his remarks. Here in this field, the employee is required to enter the HRMS ID / name of his controlling officer to which his self – nomination form will be directed for recording his remarks. **(Image : 4)**

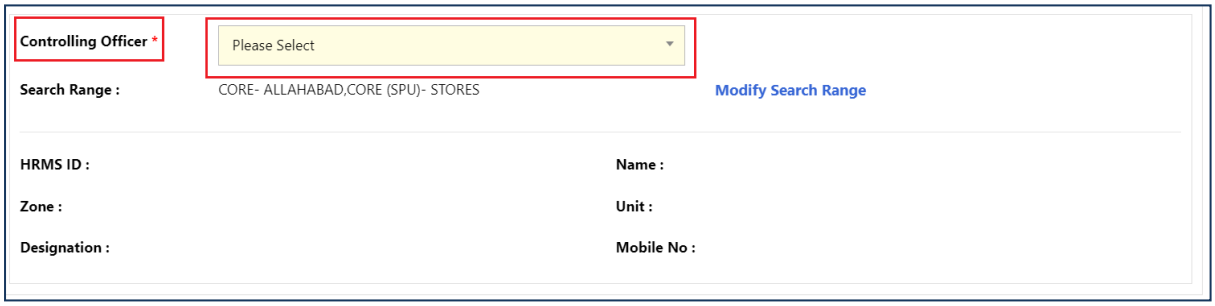


Image : 4

Past Awards : Here in this field, the employee will be required to furnish whether he has received any Railway Week Award in the past or not, and if yes, details for the same needs to be

furnished in this field.Multiple rows regarding the same may be added by clicking on the + button given in the table for it. **(Image : 5)**

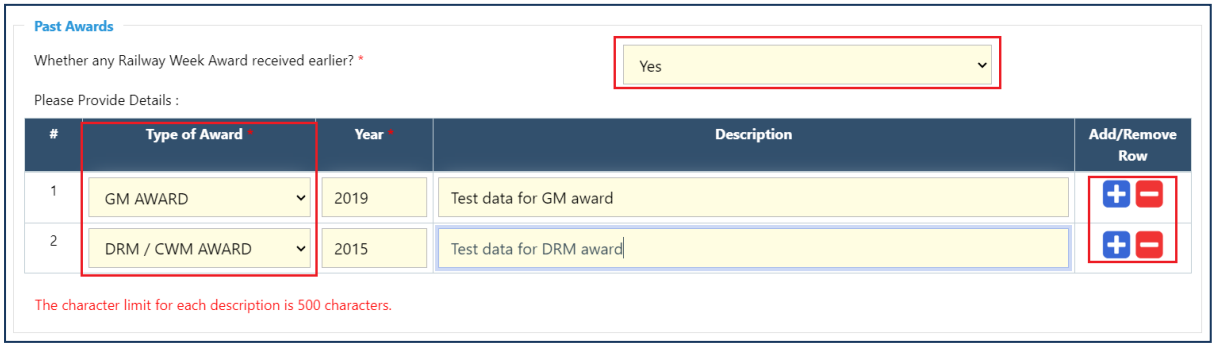


Image : 5

Posts Held : Here the employee is required to give details regarding his current and past posts held. It is mandatory for the employee to give details atleast for his current post.Multiple rows regarding the same may be added by clicking on the + button given in the table for it. **(Image : 6)**

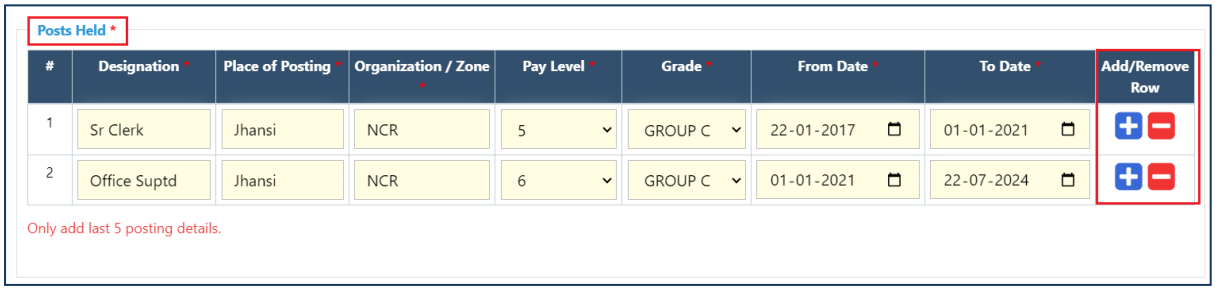


Image : 6

Work Done / Citation : Here the employee is required to furnish the details of his achievements he wishes to highlight in support of his self - nomination. **(Image : 7)**

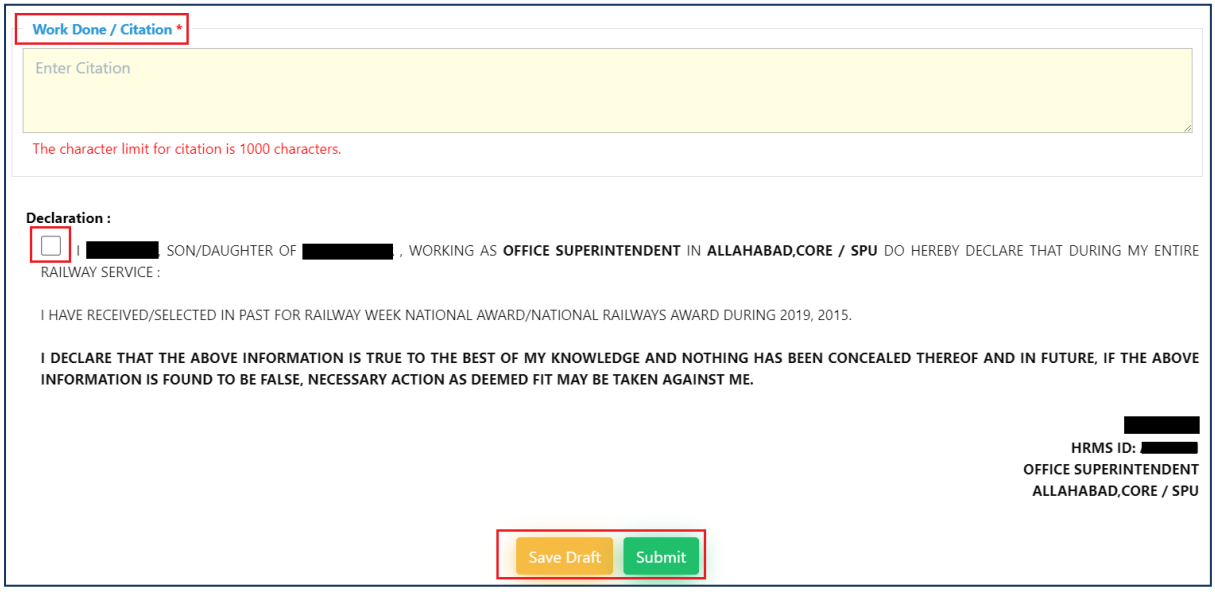


Image : 7

Declaration : Before submission of application form, the employee will be required to check the appropriate declaration being shown by the system and then submit his self – nomination form. **(Image : 7)**

Note : Self nomination for only that award type will be submitted for which the employee has clicked on Self nomination link and filled the form. In case the employee wishes to submit his self – nominations in more than one award type, the employee needs to fill the self nomination form for those award type separately.

For example, in case self – nomination for an employee is open for all 3 award types (AVRSP, VRSP & RSP) and the employee wants to nominate himself in all three award types, the employee needs to click on self nomination link of all three award types separately and fill individual forms for all three award types.

2.2 View Self - Nomination

In case the employee wishes to view the self - nomination submitted by him for a particular award type, the same can be seen by clicking on the link "**Click to view your self - nomination**" **(Image : 8)** which will open the submitted form as shown below **(Image : 9)**:

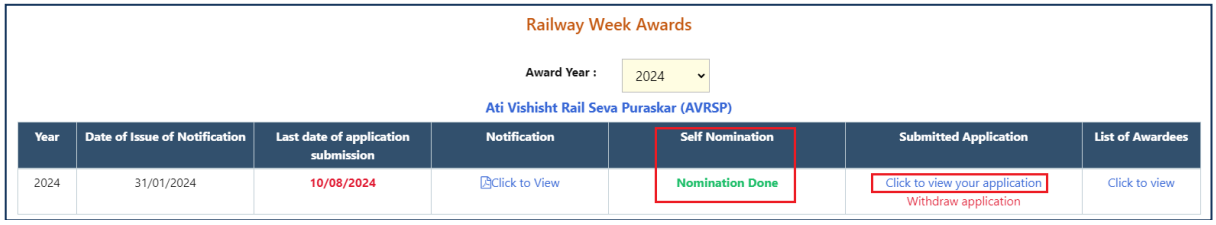


Image : 8

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View Nomination

Award Type : ATI VISHISHT RAIL SEVA PURASKAR

Calendar Year: 2024

Application Status : Submitted

Award Category : Category 7: Outstanding performance in any other field

Employee Basic Details



Name :	[redacted]
Name in Hindi :	
Zone :	RB
Zone in Hindi :	अवर सचिव
Unit :	RAILWAY BOARD / RB
Unit in Hindi :	रेलवे बोर्ड
Designation :	JOINT DIRECTOR
Designation in Hindi :	संयुक्त निदेशक
DOB :	[redacted]

Gazetted / Non-Gazetted :	GAZETTED	**Grade (only for Gazetted) :**	
Basic Pay :	96900	**Pay Level :**	12
Mobile Number :	1234567890	**E-Mail ID :**	[redacted]
Department/ Directorate :	ADMIN/GENERAL		

Controlling Officer / Supervisor

HRMS ID :	[redacted]	**Name :**	[redacted]
Zone :	RB	**Unit :**	RBO
Designation :	ADDITIONAL MEMBER	**Mobile No :**	1234567890

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Whether any Railway Week Award received earlier? No

Posts Held

#	Designation	Place of Posting	Organization / Zone	Pay Level	Grade	From Date	To Date
1	Joint Director	DELHI	RAILWAY BOARD	12	JUNIOR ADMINISTRATION GRADE	01-01-2020	01-02-2024

Work Done / Citation

A very diligent person always put her best efforts in work

Declaration :

I [redacted], SON/DAUGHTER OF [redacted], WORKING AS **JOINT DIRECTOR** IN **RAILWAY BOARD / RB** DO HEREBY DECLARE THAT DURING MY ENTIRE RAILWAY SERVICE :

I HAVE NEVER RECEIVED/SELECTED IN PAST FOR RAILWAY WEEK NATIONAL AWARD/ NATIONAL RAILWAYS AWARD.

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

Employee Name: [redacted]
HRMS ID: [redacted]
Designation: JOINT DIRECTOR

Image : 9

2.3 Withdraw Self - Nomination

Once the self nomination has been done by an employee for a particular award type, he has the option to withdraw the same. The same can be done by clicking on the link "**Withdraw Application**" clicking on which will prompt employee to confirm his input and once confirmed, the application will be withdrawn. **(Image : 10)**

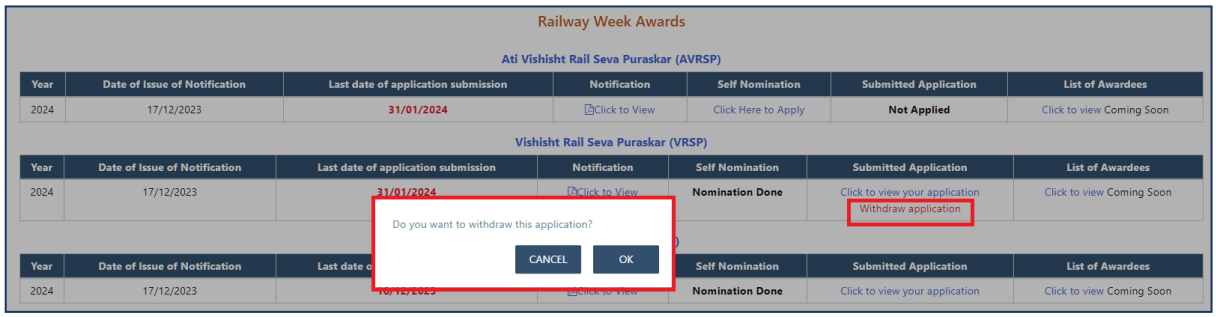


Image : 10

Once the application is withdrawn, the employee can submit his self nomination for that particular award type in case last date for self nomination is not over yet.

Note : In case an employee wishes to make any change in his self nomination application after submission, the employee will be required to withdraw his previously submitted application

and submit fresh self nomination application provided last date for submission of self nomination is not over yet.

2.4 Recording Remarks by Controlling Officers

Provision has been made in the system for recording remarks of controlling officer against the every self nomination application of the employee for every award type.

Once the employee submits his self nomination application and selects his controlling officer in his application form, on submission of his application, the same will be shown to the controlling officer to submit his remarks as shown below **(Image : 11)**

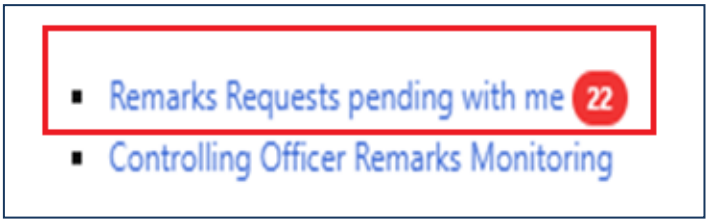


Image : 11

Once the link "**Remarks requests pending with me**" is clicked upon, it will open up the following interface showing the list of all applications which are pending with the controlling officer for recording his remarks as shown below **(Image : 12)**:

Calendar Year : 2024

S. No.	Zone	Primary Unit	Employee Name	HRMS ID	Department	Designation	Pay Level	Award Type	Award Category	Status	Submitted On	Action
1	CLW	CLWP	AJAY KUMAR SHARMA	PZJZIY	STORES	OFFICE SUPERINTENDENT	6	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
2	ECR	ECRZ	ARUN KUMAR JHA	COCWKN	SIGNAL AND TELECOMMUNICATION (S&T)	OFFICE SUPERINTENDENT	6	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
3	ECR	ECRZ	AVISHEK KUMAR	SDCSUE	PERSONNEL	OFFICE ASSISTANT (PERSONNEL/PEON)	1	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
4	SR	SRZ	ARULMATHI.A	NBJOOW	CIVIL ENGINEERING	TRACK MAINTAINER-I	5	ATI VISHISHT RAIL SEVA PURASKAR	Category 2	Pending		Edit
5	BLW	BLWP	DINESH PRASAD	OGDOUT	STORES	SENIOR CLERK CUM TYPIST	5	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
6	NWR	NWRZ	NASEEMUDDIN ANSARI	JIEZJQ	SIGNAL AND TELECOMMUNICATION (S&T)	SENIOR SECTION ENGINEER (SIGNAL)	7	ATI VISHISHT RAIL SEVA PURASKAR	Category 2	Pending		Edit
7	SCR	SCRZ	ABDUL KHADAR	QWERMW	ELECTRICAL	LOCO PILOT GOODS (ELECTRICAL)	6	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
8	RB	RBO	JAYA KUMAR G	MXUBAK	ADMIN/GENERAL	DEPUTY DIRECTOR	11	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
9	SWR	SWRZ	BHRAMARAMBIKA S	BLOTTA	ACCOUNTS	ACCOUNTS ASSISTANT/AA	6	ATI VISHISHT RAIL SEVA PURASKAR	Category 7	Pending		Edit
10	BLW	BLWP	SUNIL PARASHAR	NURBEA	PERSONNEL	OFFICE SUPERINTENDENT	6	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
11	NFR	NFRZ	A BHATTACHARJEE	HOWXQG	CIVIL ENGINEERING	ASSISTANT INSTRUCTOR	4	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit

Image : 12

In order to record the remarks against any application, the controlling officer needs to click upon the Edit button given under the Action column, clicking on which will open up the following interface as shown below **(Image : 13)**:

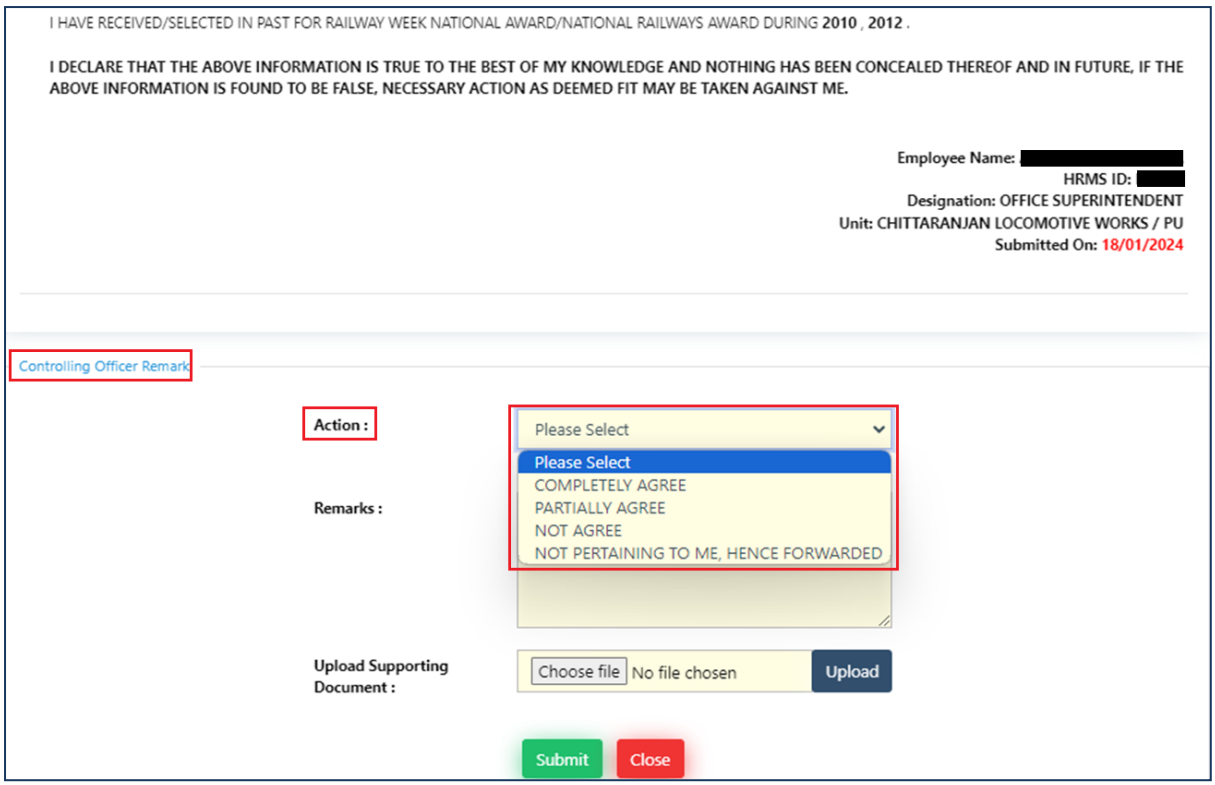


Image : 13

Here the self nomination application submitted by the employee will be shown with the option for controlling officer to record his remarks. Following options will be shown to the controlling officers:

1. **Completely Agree :** In case the controlling officer completely agrees with the citation and works done by the employee as indicated by him in his application form, this option needs to be selected.
2. **Partially Agree :** In case the controlling officer agrees partially with the information furnished by the employee in his self nomination form, this option needs to be selected. But here the controlling officer will be required to furnish his remarks also.
3. **Not Agree :** In case the controlling officer does not agrees with the information furnished by the employee in his self nomination form, this option needs to be selected. Here also the controlling officer will be required to furnish his remarks.
4. **Not pertaining to me, hence forwarded :** In case the controlling officer feels that self nomination application has been sent mistakenly to him and the employee is not working under him or for any reason the remarks against this application are not to be recorded by him but by someone else, he can select this option and forward the application to the actual officer to whom it pertains for recording his remarks.

3. DISCLAIMER

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

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