

East Central Railway

Office of the
General Manager (P)
Hajipur
Dt. 12.01.2017

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: 62nd Railway Week Awards, 2017 – Railway Board's level.
Ref: Railway Board's letter No. 2014/O&M/12/10, dated. 23.12.2016

62nd Railway Week National Awards will be celebrated from 10th to 16th April, 2017. 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 Dy.CPO/IR&W, ECR/HJP on or before 20.01.2017 Recommendations received after 20.01.2017 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

(A.K.Jha)

APO/IR&W

for General Manager/P

Copy to: COM, CME, CAO(Cons) /N&S, FA&CAO, PCE, CCM, CSTE, CPO, COS, CMD, CEE, 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 Dy.CPO/IR&W before 20.01.2017.

PA to AGM – for kind information of AGM

Secretary to GM – for kind information of GM

for General Manager/P

DS/17
12/1/17

ASD msp
put up board on site
the Ed
today.

14/1/17
Dy CPO/IR&W

29/12
R K Verma
सचिव रेलवे बोर्ड
Secretary, Railway Board



भारत सरकार
रेल मंत्रालय, (एन. बोर्ड)
रेल भवन, नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
RAIL BHAVAN, NEW DELHI-110001

D.O.No.2016/O&M/12/10

Dated: 23/12/2016

33081

सं. 6-1-17
दिनांक 6-1-17
Date

Dear Shri Debal K. Gayen,

Sub: 62nd Railway Week National Awards, 2017

Chos/IRSW
to all concerned
for day to day
12/1/17

As you are aware, 62nd Railway Week would be celebrated from 10th to 16th April, 2017. 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. Nominations of Officers/Staff are now invited from your Organization for National Award, 2017. The guidelines to be followed while screening/forwarding nominations are enclosed at **Annexure-I**.

2.1 **As Railway Week National Award is the highest award, it is desired that nominations may be screened thoroughly at your level and only the really deserving cases be recommended to Board. Further, since the number of awardees has also to be restricted to a limited number, an upper limit for the nominations has also been fixed as under:-**

S.No.	Railway/PU/Other Units	Maximum Number of Nominations to be forwarded to Board's Office
1.	Zonal Railways	10 each
2.	Production Units	5 each
3.	Small Unit other than the above mentioned	2 each

मुकाधि
मुकाधि (प्रस्ताव)
उप मुकाधि IR
वकाधि
मुकाधि IR
विधि अधिकारी

2.2 **While screening and finalizing the nominations, preference should be given to Officers/Staff working in the field; only in really exceptional cases, the Officers/Staff working in offices may be recommended.**

2.3 **Nominations relating to the work done upto 31st December, 2016 may only be considered for the Award to be presented during 2017.**

Contd/-

2.4. The upper limit for sending the nominations may be strictly adhered. In case, additional names are also forwarded, then priority number against each nomination may be indicated clearly. Otherwise the stipulated number of nominations from the top would only be processed.

3. Non-Gazetted Railway employees should normally be recommended. Only in very exceptional cases, officers upto JA Grade/Selection Grade, who have done exemplary work may be recommended. **The names of Officers above the Selection Grade will not be considered under any circumstances.**

4. Annexure-I, II & III of this DO letter are also available on Railnet and IR official website under the link O&M of Secretary's Branches for information.


5. Nominations complete in all respects may please be sent in one lot to Room No. 101-C, Rail Bhawan, New Delhi by **24.01.2017 positively**. While forwarding nominations, it should be clearly indicated that no D&AR and/or Vigilance case(s) is pending against the concerned employee.

6. In view of the Budget session of Parliament being advanced, all processing and finalization of awards would be completed by the last week of February, 2017. As such, the last date for sending the nominations may strictly be adhered to.

7. Please acknowledge the receipt of this letter and also intimate the name, designation, Telephone number, Fax number and Email_ID (Rly/BSNL, office as well as residence) of the coordinating officer of your Railway for the Railway Week awards.

With regards,

Yours sincerely,


(R K Verma)

Encl: 3 (Three)

**Shri Debal K. Gayen,
General Manager,
East Central Railway,
Hajipur.**

**Guidelines for Sending Nominations For Railway Week MR Award,2017
(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 2016 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 period, it will be presumed that the status indicated earlier remains same.

- 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/proforma 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

- 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.**

(TO BE FILLED IN TRIPLICATE)

ANNEXURE-II

**REVISED PROFORMA FOR NOMINATION
OF RAILWAY WEEK NATIONAL AWARDS, 2017**
(No abbreviations should be used)

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

1.	Name (in English & Hindi)	:	
2.	Designation	:	
3.	Gazetted/Non-Gazetted	:	
4.	If Gazetted, specify Grade(SG/JAG/SS/JS/Group'B')	:	
5.	Basic Pay and Pay level/scale	:	
6.	Department/Directorate	:	
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.	Date of 1 st appointment to Railway service.	:	
11.	Date of appointment to gazetted rank(in case of Gazetted Officer)	:	
12.	Particulars of Railway Week National Award or any other award given earlier	:	
13.	Whether undertaking enclosed as per Annexure-III with regard to receipt of Railway Week Award in the past.	:	
14.	Particulars of posts held from time to time since date of appointment	:	
15.	Railway Contact No./Mobile No & Email ID of the nominee.	:	

Date:

Signature of official being nominated

CITATION
Brief write-up of work done

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 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:

RUID No

PHONE (M)-

Email Id

घोषणा-पत्र

मैं _____, पुत्र/पुत्री श्री _____
 जो _____ (पदनाम) के रूप में _____ (कार्यालय,
 रेलवे/उत्पादन इकाई का नाम) में कार्यरत हूँ, एतद्वारा प्रमाणित करता/करती हूँ 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 हूँ कि उपर्युक्त सूचना मेरी जानकारी के अनुसार सही है और
 इसमें कुछ भी छिपाया नहीं गया है। मैं यह भी घोषित करता/करती हूँ कि भविष्य में, यदि
 उपर्युक्त सूचना गलत पाई जाती है तो मेरे विरुद्ध यथोचित कार्रवाई की जा सकती है।

दिनांक:

हस्ताक्षर

(कर्मचारी का नाम):

पदनाम:

पहचान पत्र सं.:

सेवा पुस्तिका सं.:

आर.यू.आई.डी.सं.:

फोन (मोबाइल) नं.:

ईमेल: