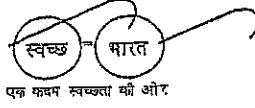


**Ranjanesh Sahai**  
सचिव रेलवे बोर्ड  
Secretary, Railway Board



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

**D.O.No.2017/O&M/12/4**

**Dated:18/01/2018**

**Dear Shri (By Name),**

**Sub: 63<sup>rd</sup> Railway Week National Awards, 2018**

Please refer to the correspondence resting with DO letter of even number dated 20.12.2017 regarding submission of nominations on the above subject.

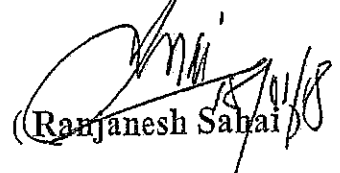
The matter has been reviewed by the competent authority and it has been decided to partially revise the criteria governing shortlisting of nominees for the awards, in addition to the criteria already stated. It has also been decided that the number of awardees for each Zonal Railway/PU/Other Units under the General Managers' Award category is to be capped at 0.1% of the working strength of the Unit subject to a maximum limit of 100 awardees, which ever is less, with a minimum threshold at 50 for smaller Railway/Unit. Therefore, it becomes incumbent to exercise utmost prudence in shortlisting/selecting awardees and ensure that only the most deserving employees are rewarded. The additional features to be kept in mind while selecting the awardees are as under :-

- (i) **Integrity, Conduct and Character:-**Particular weightage may be given to the conduct, behavior, discipline etc of officials nominated.
- (ii) **Efficiency and Diligence in discharging duties :-** Officials who perform extraordinarily in their workplace, go out of the way to perform/complete a work, shoulder responsibilities beyond their assigned duties in public interest, etc. may be given due consideration.
- (iii) **Any Outstanding work:-** Employees displaying exemplary bravery and valor while performing their task in ensuring safe train operations, in taking steps leading to a quantum jump in revenue, steps towards arresting leakages of Railway's revenue etc.

It has further been decided to extend the last date of submission of nominations till 5<sup>th</sup> February 2018. It is also desired that extended timeline may be scrupulously adhered to.

With regards,

Yours sincerely,

  
(Ranjanesh Sahai)

**Shri (By Name)**  
**General Managers,**  
**All India Railways/PUs,**