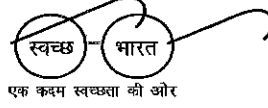


R K Verma
सचिव रेलवे बोर्ड
Secretary, Railway Board



सत्यमेव जयते



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: 20/12/2017

Dear Shri (By Name),

Sub: 63rd Railway Week National Awards, 2018

As you are aware, 63rd Railway Week would 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. Nominations of Officers/Staff are now invited from your Organization for National Award, 2018. 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

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, 2017 may only be considered for the Award to be presented during 2018.

Contd/-

2.4 The upper limit for sending the nominations may be strictly adhered to and priority number against each nominee may clearly be indicated (without bifurcating between Gazetted & Non-Gazetted). In case, no priority number is indicated, stipulated number of nominations treating serial number as priority number would 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.

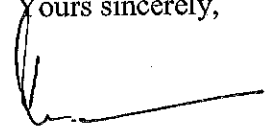
5. Nominations complete in all respects may please be sent in one lot to Room No. 101-C, Rail Bhawan, New Delhi by 24.01.2018 positively. While forwarding nominations, it should be clearly indicated that no D&AR and/or Vigilance case(s) is pending against the concerned employee. No reminder would be issued in case nominations are not received till last date and the award would be processed without awaiting nominations.

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, 2018 and Official selected for Railway Week Awards, 2018 would be notified during last week of March 2018. 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 (By Name),
General Manager,
All India Railways/PUs,