

**Guidelines for Sending Nominations For Railway Week National Award,
2018(For Railway Board's Officers/Staff)**

- 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, 2017 only.**

- III. Zonal Railways/PUs have been advised to screen and send limited nominations in favour of field working Officers/Staff only unless an exception in real sense is there in respect of Officers/ Staff working in Office. The quota fixed for Railways for sending the nominations is 10 each for Zonal Railways, 5 each for PUs and 2 each for other units. **Accordingly, really deserving employee meriting recognition at National Level may only be nominated from Board's Office.**

- IV. Board's Staff belonging to Group 'C' and erstwhile Group 'D' categories 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. Three passport size colour photographs (minimum 3.5 x 4.5 cm) should be pasted at the place indicated in the proforma.

- VIII. No abbreviations should be used and no column be left blank while filling in the proforma.

- IX. 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.
- X. 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 the award.
- XI. In case Officers/staff being nominated is not drawing salary from Board's Office or his personnel files are not maintained in Board's Office, before forwarding their nominations, their D&AR/Vigilance report may be obtained from the concerned Railway and the same may also be attached with the nomination form. It should be ensured that the Officers/Staff being nominated is clear from D&AR and Vigilance angle.
- XI. 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.
- XII. Duly filled nominations form/proforma along with the declaration at Annexure-III be sent in triplicate.
- XIII. **Last date for Nomination to reach Secretary, Railway Board's Office/O&M Unit is 24.01.2018.**