

**Guidelines for Sending Nominations For Railway Week MR Award,2018
(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 2017 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

** Priority number as per fixed quota may invariably be mentioned else serial number would be treated as priority number.

- 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.** Postal delays would be considered upto 30th January 2018. However, no reminder would be issued and in case of nominations not received upto the last date, the award would be processed without awaiting nominations from concerned Railway/PU/Other Units.
