



भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड) (RAILWAY BOARD)

Circular

**Sub: Railway Week Awards 2024 -- Vishisht Rail Seva Puraskar-2024 and Rail Seva Puraskar-2024**

Every year during Railway Week, awards are given to shortlisted employees working in Board's Office.

2. The entire award eco-system conferred by Ministry of Railways (Railway Board) was revised and two new categories of Awards i.e. Vishisht Rail Seva Puraskar (VRSP) and Rail Seva Puraskar (RSP) were introduced at Railway Board's level. The brief guidelines of the VRSP and RSP Award are as under:-

- I. These Awards are for Railway Board's officials for their exemplary, outstanding and meritorious work.
- II. From the year 2024, Self nomination may be submitted online by the Officials in Board's Office fulfilling the criteria, duly approved by concerned authority i.e. ED & above Level Officers, through the dedicated HRMS Award Module for these Awards.
- III. Self- Nominations received for these Awards (VRSP & RSP) would be scrutinised and shortlisted by a two members Standing Screening Committee. The members of Standing Screening Committee would be Secretary/RB and AM/Planning.
- IV. The committee would submit its recommendations and shortlisted awardees list by giving Priority Number (three times of quota fixed for VRSP and RSP) for these awards to CRB & CEO.
- V. The final list of awardees of VRSP and RSP at Board's Office would be notified with the approval of CRB & CEO.
- VI. Chairman & CEO, Railway Board would present the merit certificate to the selected officials of VRSP and RSP during Railway Week Function in Board's Office.

3. The criteria for sending self-nominations by Board's Officials for the year 2024 would be as under:-

- i. Employee must be on Board's Payroll;
- ii. Employee should have completed 5 years of continuous service in Railways on the date of notification; and
- iii. The official must not have received any award (AVRSP/VRSP/RSP/MR/CRB/ GM) during last 10 years. The same may be updated in the given column in this regard. Any false statement is deemed to invite disciplinary action against the official.

3.1 The officials fulfilling the above criteria would be further judged based on their citation and last 5 year APARs and other Parameters as deemed fit.



4. In line with the above, the self-nominations from the eligible officials upto Sr. Scale level for above awards (VRSP & RSP) is called through HRMS Award Module. The last date for filling self nominations through portal is 14.09.2024.

**No.2024/O&M/12/2**  
**Dated:-14.08.2024**



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**DG/HR, DG/RPF, DG/RHS, DG/Safety**  
**All AMs/PEDs/EDs (including Independent charge)**

**Copy to:-**

**CRB & CEO, MF, M/Infra, M/O&BD & M/TRS**

**Secretary/Railway Board**

**EDPG/MR, JDPG/MoSR(S), Sectt. of MoSR(R)**