

NORTHEAST FRONTIER RAILWAY

Office of the
General Manager(P)
Maligaon, Guwahati-11

No. E/NF/1/Con/RWA-RBL/64th

Date: 04-01-2019

To,
All PHODs
All DRMs/KIR, APDJ, RNY, LMG & TSK
CWMs/NBQS & DBWS

Sub: 64th Railway Week National Awards — 2019.

Ref : Railway Board's DO letter No. 2018/O&M/12/4 dated 20.12.2018 (copy enclosed).

In reference to Railway Board's letter dated 20-12-2018, you are requested to send the nominations of Officers and Staff for the 64th Railway Week National Award to PCPO's Confidential Section, HQ latest by **16-01-2019** positively as per enclosed guidelines issued by Railway Board.

1. Detail guidelines (Annexure-I) and proforma (Annexure-II & III) may be downloaded from the website of N. F. Railway - <http://www.nfr.indianrailways.gov.in/> - webpage of Personnel Department → **Railway Week Award.**
2. Target date to send the nominations to Railway Board is latest by **25-01-2019** positively. While forwarding nominations, it should be clearly indicated that no D&AR and/or Vigilance case(s) is/are 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.
3. In view of the Budget session of Parliament and upcoming General Elections and model code of conduct coming in vogue with the announcement of election schedule, all processing and finalization of awards would be completed by the last week of February, 2019 and Officials selected for Railway Week Awards, 2019 would be notified as per decision by the competent authority or sometimes before the actual event date. As such, **the last date for sending the nominations may strictly be adhered to.**
4. Maximum limit for number of nominations fixed for Zonal Railways to be forwarded to Board's Office is **10 each (for individual award only)**. 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. **No recommendations for Group Award be sent** as Group awards are neither considered nor given during the Railway Week Central Function.
5. Nominations relating to the work done upto **31st December, 2018** may only be considered for the award to be presented during 2019.
6. While screening and finalizing the nominations, preference should be given to Officers/Staff working in the field, unless an exception in real sense could be made in respect of Officers/Staff working in offices. 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.**

Reddy

Contd.. 2

(2)

7. While sending recommendations, the following points may kindly be ensured :-

- (a) Category under which nomination to be sent (To be indicated at relevant column of proforma at **Annexure-II**) may kindly be referred to **Annexure-I** of the above mentioned Railway Board's letter.
- (b) **4 sets** of recommendations containing a copy of each recommendation in ORIGINAL in prescribed proforma given at **Annexure-II** and **Annexure-III** of the above referred Railway Board's letter, duly pasted with passport size colour photographs of the employee. **No photocopy of nominations will be accepted.**
- (c) Size of Photographs should be minimum 3.5 x 4.5 cm.
- (d) All recommendation should be in A-4 size paper.
- (e) Recommendations should be arranged in order of priority.
- (f) It should be ensured that no abbreviations are used while filling in the proforma.
- (g) **Recommendations for the Divisional/Workshop staff should be routed through concerned PHOD only with prior approval of DRMs/CWMs.**
- (h) It should be ensured that the persons so recommended do not figure in DAR & Vigilance case(s). Vigilance/SPE/DAR clearance is to be sent for each recommended employee.
- (i) Recommendations complete in all respect, in 04 (four) sets, may be sent to **PS-I to PCPO** in a confidential sealed cover both Hard copy and Soft copy (in a CD) latest by **16.01.2019 positively.**
- (j) If there is none to recommend, a **NIL report** may please be sent without any delay. If no reply is received by above target date, it will be presumed that the concerned department has none to recommend and will be treated as **NIL** without making any further correspondence on the issue. **NO REMINDERS WILL BE ISSUED after 16-01-2019.**
- (k) Recommendations as received from you, will be put up to GM for approval on 18-01-2019 and then send to Railway Board within target date fixed by Railway Board. Hence, the recommendations may please be sent to this office within target date without delay.

DA: As mentioned above.



(P. Kishore Babu) 4/1/19

Chief Personnel Officer/Admn
For General Manager(P)/NFR/MLG

Copy to:-

1. DGM & Secy. to GM/NFR/MLG - for kind information of GM/NFR
2. Asstt.Secy. to AGM - for kind information of AGM/NFR
3. PCPO/NFR- for kind information.
- 4.CPRO/MLG.
5. Sr. DPO/DPO/IC/ - KIR, RNY, APDJ, LMG & TSK
6. SPO/DBWS & APO/NBQS
- 7.All 'P' Branch Officers/HQ/MLG
8. Dy. CPO/Con./MLG

DA: As mentioned above.


(P. Kishore Babu) 4/1/19

Chief Personnel Officer/Admn
For General Manager(P)/NFR/MLG

22/11/19
p.epo
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.2018/O&M/12/4

PCPO (On leave) Dated: 20/12/2018
EPO/Admn
C/RRC
EAM PCPO
PS-1 TO PCPO

Dear Shri Roy,

Sub: 64th Railway Week National Awards, 2019

As you are aware, 64th Railway Week would be celebrated from 10th to 16th April, 2019. 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, 2019. 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 with **priority number against each nominee irrespective of whether Gazetted or Non-Gazetted and Department where working**. 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 <u>with priority number</u>
1.	Zonal Railways	10 each
2.	Production Units	5 each
3.	Small Unit other than the above mentioned	2 each

2.2 This year the guidelines for calling of nominations have been revised, as now the nominations are to be sent only under specific category, duly mentioning in the proforma, out of the following categories as indicated below:-

Categorie(s) under which nomination is to be sent

- (i) New Innovations/processes/procedures leading to economy in expenditure, improvement in productivity, import substitution etc;
- (ii) Meritorious Acts even in disregard to personal safety leading to protection of life and property on Railways;
- (iii) Special efforts made to increase earnings/tackle ticketless travel, thefts or increase in loading/saving in expenditure;
- (iv) Exemplary work done to improve operations, security and safety, maintenance and utilization of assets;
- (v) Completion of projects, etc in record time;
- (vi) Outstanding performance in the field of sports leading to National/International recognition; and
- (vii) Outstanding performance in any other field.

2.3 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.

2.4 Nominations relating to the work done upto 31st December, 2018 may only be considered for the Award to be presented during 2019.

2.5 **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 and different Departments on Railways). 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, O&M Unit, Rail Bhawan, New Delhi by **25.01.2019 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 and upcoming General Elections and model code of conduct coming into vogue with the announcement of election schedule, all processing and finalization of awards would be completed by the last week of February, 2019 and Official selected for Railway Week Awards, 2019 would be notified as per decision by the competent authority or sometimes before the actual event date. 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,


(Ranjanesh Sahai)

Encl: 3 (Three)

**Shri Sanjive Roy,
General Manager,
Northeast Frontier Railway,
Maligaon,
Guwahati.**

**Guidelines for Sending Nominations For Railway Week MR Award, 2019
(For Railways/PUs & Other Units)**

- I. Category under which Nomination to be sent (To be indicated at relevant column of proforma at Annexure-II):-
 - (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/tackle ticketless travel, thefts or increase in loading/saving in expenditure, 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. Brief Citation/write up in respect of category under which nomination(s) is/are being made be indicated in the proforma at relevant column. In case an officer or staff is being nominated for more than one category then separate proforma along with separate citation may be indicated
- III. Nominations be made for the work done upto December 2018 only.
- IV. Nominations should be made only in favour of Officers/Staff working in the field, unless an exception in real sense could be made in respect of Officers/-Staff working in Offices.
- V. 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.
- VI. No recommendation for Group Award be sent as Group Awards are neither considered nor given during the Railway Week Central Function.
- VII. 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.

- VIII. 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.**
- IX. A passport size colour photograph (minimum 3.5 x 4.5 cm) should be pasted at the place indicated in the proforma.
- * X. No abbreviations should be used and no column be left blank while filling the proforma.
- XI. 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.
- XII. 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.
- XIII. Duly filled nomination form/proforma along with declaration at **Annexure-III** be sent in triplicate.
- XIV. **Maximum number of nominations with priority number 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 **25.01.2019.**

(TO BE FILLED IN TRIPLICATE)

**PROFORMA FOR NOMINATION
OF RAILWAY WEEK NATIONAL AWARDS, 2019
(No abbreviations should be used)**

Section-I

(Category/Categories for which Nomination is being made)

**Affix Passport size
(min. 3.5 cm x 4.5 cm)
Latest Colour photo
only**

Name of Nominee

**A. Category under which Nomination is being made
(Refer to Item No. 1 of Annexure-I):-**

Name of Category: _____

**B. Details of work Done/Citation in respect of Category as indicated
above:**

Section -II

(Personal Detail)

1.	Name (in English) (In Hindi)	:	
2.	Designation	:	
3.	Gazetted/Non-Gazetted	:	
4.	If Gazetted, specify Grade(SG/JAG/SS/JS/Group'B')	:	
5.	Basic Pay and Pay level(as per 7 th CPC matrix)	:	
6.	Department/Directorate/Concerned Board Member (All of three needs to be provided)	:	
7.	Name of Railway/ Production Unit, etc.	:	
8.	Office address(with Telephone No)/Mobile Number of immediate next higher official	:	
9.	Date of Birth	:	
10.	Particulars of Railway Week National Award or any other award received earlier	:	
11.	Whether undertaking enclosed as per Annexure-III with regard to receipt of Railway Week National Award in the past.	:	
12.	Particulars of posts held from time to time since date of appointment	:	
13.	Railway Contact No./Mobile No & Email ID of the nominee.	:	

DECLARATION

I _____, SON/DAUGHTER OF _____, WORKING AS _____ (DESIGNATION) IN _____ (NAME OF OFFICE, RAILWAY/PU) DO
* HEREBY CERTIFY THAT IN THE PAST WHILE WORKING IN _____ (RAILWAY/PU/BOARD'S OFFICE OR ANY OTHER ZONAL RAILWAY/PU AS _____ HAVE RECEIVED MR AWARD/RAILWAY WEEK NATIONAL AWARD DURING _____ OR HAVE NEVER RECEIVED OR SELECTED FOR RAILWAY WEEK NATIONAL AWARD.

I DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND NOTHING HAS BEEN CONCEALED THEREOF. I ALSO DECLARE THAT IN FUTURE, IF THE ABOVE INFORMATION IS FOUND TO BE FALSE, NECESSARY ACTION AS DEEMED FIT MAY BE TAKEN AGAINST ME.

DATED:

PLACE:

SIGNATURE

(NAME OF EMPLOYEE)

DESIGNATION:

IDENTITY CARD NO:

SERVICE BOOK NO:

RUID No

PHONE (M)-

Email Id