

Northeast Frontier Railway

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

No. E/NF/1/Con/Award/PCPO Level/2019

Dated : 15.05.2019

To
Sr. DPOs/APDJ, RNY, LMG, TSK
DPO/IC/KIR
SPO/DBWS & APO/NBQS
All SPOs/APOs of HQ
All Principal/Railway Schools.
N. F. Railway.

Sub:- Award at PCPO's Level for the year 2018-19.

Please send your recommendations as per enclosed proforma within the target date shown below for award to Staff of Personnel Department, Railway Schools, Canteen Staff etc. working under you, who have done meritorious and outstanding work during the year 2018-19 so as to consider them for the Awards at PCPO's level, 2019. While making recommendations, the following points may be kept in view for selection of employees for these awards:-

- (a) New Innovations/processes/procedures leading to economy 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 tackle ticket less travel, thefts, etc;
 - (d) Exemplary work done to improve operations, better maintenance and utilization of assets, security and safety;
 - (e) Completion of projects etc. in record time;
 - (f) Outstanding performance in the field of sports leading to international/national recognition, and
 - (g) Those who have received PCPO's Award within last three years should normally not be recommended again for PCPO's Level Award- 2019.
2. Normally, Railway persons belong to Group 'B', Group 'C' and 'D' categories should be considered.
3. While sending recommendations, the following points may kindly be ensured: -
- (a) All recommendations in 2 sets should be in A-4 size paper.
 - (b) Recommendations should be arranged in order of priority.
 - (c) No abbreviations should be used while filling up the proforma.
 - (d) Citation should be as brief as possible and to the point not exceeding half a page of A-4 size paper.
 - (e) No piece meal recommendation should be sent. All recommendations in seriatim should be in a bunch; each set having complete number of recommendations.
 - (f) The persons so recommended do not figure in DAR & Vigilance case(s).
 - (g) Vigilance/SPE/DAR clearance for each recommended employee, obtained from CVO/MLG is to be sent along with your recommendations.

Vigilance clearance may be obtained in the following format prescribed by Vigilance department:-

S. No.	Name & Designation of officer/employees recommended for Awards at PCPO's Level, 2019	Group	Department	P.F No.	DOB

- (h) Recommendations complete in all respect, in sets, may be sent to PS-I to PCPO in a confidential sealed cover latest by 27.05.2019.

Number of maximum recommendations **category wise** as indicated in the table given below at A may be sent for the award. While making recommendations, points mentioned at para 1 (a) to (g) may be kept in view for selection of employees for the award. Staff who have received individual award in last 3 years at GM's level or PCPO's level may not be nominated. **All recommendations should be forwarded to HQ with the approval of Sr. DPOs/DPO(IC)s/SPO(IC)/APO(IC). Recommendations of Railway School Teachers/Staff of Railway Schools should also be forwarded with the approval of Sr. DPOs/DPO(IC)s.**

However, number of final awardees will be shortlisted at HQ according to the total quota fixed against each Category given at item no. B below.

A. Maximum No. of recommendations to be forwarded by each Unit against each category

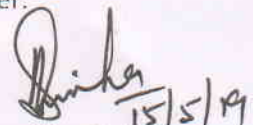
SN	Unit	PS/ Stenos	Gr. C			Gr. D (Office Peons/ Canteen Staff/ Community Hall/ Others)	Cultural	Scouts	Rly. School Teachers /Staff	Gaz. Officers (SS/JS)	Group Award	Total
			Ministerial Staff	S&WI	CLA							
1	HQ	3	5	1	5	6	1	1	4	5	5	
2	KIR	2	3	1	Inclu- ding all Units	4	1	1	3	Inclu- ding all Units	Inclu- ding all Units	
3	APDJ	2	3	1		4	1	1	3			
4	RNY	2	3	1		4	1	1	-			
5	LMG	2	3	1		4	1	1	3			
6	TSK	2	3	1		4	1	1	1			
7	NBQS	1	2	1		2	1	1	-			
8	DBWS	1	2	1		2	1	1	-			
	Total	15	24	8		5	30	8	8			

B. Allotted Quota of Awards :

Quota	8	20	8	5	25	5	5	7	5	5	91
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- (i) 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 treated as **NIL** without making any further correspondence on the issue.
- (j) Recommendations as received will be put up to PCPO for his approval for the final list of awardees. Date of award function at PCPO's level will be intimated later.

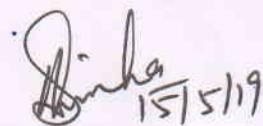
DA: Proforma (As above.)


(Pratibha Sinha)

Executive Assistant to PCPO/NFR
For **General Manager (P)/Maligaon**

Copy to :-

1. PCPO & CPO/Admn- for kind information please.
2. Dy.CPO/Gaz & Chairman/RRC - for recommendation of nominations please.
3. PS-I to PCPO- for collection of nominations and preparations of final list of awardees.


(Pratibha Sinha)

(TO BE FILLED IN DUPLICATE)

PROFORMA FOR RECOMMENDATION OF AWARDS at PCPO's Level FOR THE YEAR 2019
(No abbreviations should be used)

1. Name :
(in English & Hindi)
2. Designation :
(Group A, B, C, D)
3. Department :
4. Name of Railway/Production unit etc. :
5. Office address :
6. Date of Birth :
7. Date of 1st appointment to Railway service :
8. Date of appointment to gazetted rank :
9. Present Pay & Grade :
10. Whether Vigilance clearance obtained :
11. Particulars of other and same award given earlier :
12. Particulars of posts held from time to time since date of appointment :
13. P.F. No. of the employee :
14. Contact No. (Mobile or Landline) :
15. Email Address :

**Affix Passport
size photo,
colour only
(Clear and
Good quality)**

CITATION

(Half a page maximum)

Signature of Controlling In-charge

Designation:

Department :

Contact No. : (Rly) -

DoT) -