

Northeast Frontier Railway



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

No.E/NF/1/Con/RWNA-2020/65th

Date : 20-12-2019

To

All PHODs/NFR

All DRMs/KIR, APDJ, RNY, LMG & TSK

CWMs/NBQS & DBWS

Sub:- 65th Railway Week National Awards – 2020.

Ref : Railway Board's letter No.2019/O&M/12/4 dated 13.12.2017 (copy enclosed).

1. In reference to Railway Board's letter dated 13-12-2019, you are requested to send the nominations of Officers and staff for the 65th Railway Week National Award, 2020 to PCPO's Confidential Section, HQ latest by **07-01-2020 positively** as per enclosed guidelines issued by Railway Board.
2. 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.**
3. **Target date to send the nominations to Railway Board is latest by 20-01-2020 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. **Last date for sending the nominations may strictly be adhered to.**
4. As Railway Week National Award is the highest award, Railway Board has requested to send the nominations by thorough screening and only the really deserving cases be recommended to Board. Nominations for consideration of above award is to be made for the **work done upto 31st December, 2019** and recipient of Railway Week National Award in the past may not be recommended again unless some strong justification exists for the same which should be clearly brought out in the citation.
5. 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 as mentioned in Board's letter viz. Priority number from 1 to 10/ 1 to 5/ 1 & 2 as the case may be irrespective of Department and category – Gazetted/Non-Gazetted. In case, no priority number is indicated, stipulated number of nominations treating serial number as priority number would be processed.
An official be nominated against only one category. List of categories under which nomination are to be made is given in para 2.2 of Railway Board's letter enclosed herewith.
6. Nominations should be made only in favour of Officers /Staff working in field, unless an exception in real sense could be made in respect of Officers/Staff working in Offices.

Gr.C and erstwhile Gr.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 the scheme does not cover them.

No recommendations for **Group Award** be sent as Group awards are neither considered nor given during the Railway Week Central Function.

Contd.. 2.

7. While sending recommendations, the following points may kindly be ensured :-
- (a) **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.
 - (b) Size of Photographs should be minimum 3.5 x 4.5 cm.
 - (c) All recommendation should be in A-4 size paper.
 - (d) Recommendations should be arranged in order of priority.
 - (e) It should be ensured that no abbreviations are used while filling in the proforma.
 - (e) **Recommendations for the Divisional/Workshop staff should be routed through concerned PHOD only with the approval of respective DRMs/CWMs.** No direct recommendation from Division or Workshop will be entertained in Personnel Branch except Personnel Branch staff.
 - (f) 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.
 - (h) Recommendations complete in all respect, in 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 07.01.2020 positively.**
 - (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 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 07-01-2020.**
 - (j) Recommendations as received from you, will be put up to GM for approval on **13-01-2020** 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.


20/12/19
(P. Kishore Babu)

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/MLG – for kind information please.
4. CPO/T/NFR
5. CPRO/MLG.

5. Sr. DPOs/DPOs - KIR, RNY, APDJ, LMG & TSK
6. SPO/DBWS & APO/NBQS
7. All 'P' Branch Officers/HQ/MLG

Nominations of Personnel Branch of Divisions and Workshops should be sent by obtaining approval of respective DRMs & CWMs within the target date mentioned above. Nominations should be send in the prescribed proforma enclosed.

8. Dy. CPO/Con./MLG

- for information and circulation please.

DA: As mentioned above.


20/12/19
(P. Kishore Babu)

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

अधिकारी/OFFICER	हस्ताक्षर Sign.
P/CPD	
CPD/A	
E/A/PCPD	



भारत सरकार **Government of India**
रेल मंत्रालय **Ministry of Railways**
(रेलवे बोर्ड) **(Railway Board)**

P/CPD
यु.ए.
16/12/19
DGM SSECY TO GM

No.2019/O&M/12/4

R&D/CONFIDENTIAL

Dated:- 13.12.2019

General Managers,
All Indian Railways/PUs
DG/NAIR & DG/RDSO
CAO/DMW,Patiala & RWP/Bela

Reg. No. 1 Sl. No. 852
Recvd. Date. 18/12 Time.....

Sub: 65th Railway Week National Awards, 2020

Every year, Railway Week is celebrated from 10th to 16th April. 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. Accordingly, nominations of Officers/Staff is being called for grant of 65th Railway Week National Award, 2020. 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 requested that nominations may be screened thoroughly and only the really deserving cases be recommended to Board. While forwarding nominations, category under which nomination is being made be clearly indicated along with priority number against each nomination covering all department and category-Gazetted/Non-Gazetted. An official be nominated against only one category. Further, since the number of awardees is to be restricted to really deserving as per the category under which nomination is being made, **an upper limit for the nominations is also fixed which is as under:-**

S.No.	Railway/PU/Other Units	Maximum Number of Nominations to be sent	Remark
i)	Zonal Railways	10 each	With priority number from 1 to 10 / 1 to 5/ 1 & 2 as the case may be irrespective of Department and category-Gazetted /Non Gazetted
ii)	Production Units	5 each	
iii)	Other Units/NAIR/RDSO	2 each	

2.2 **List of Categories under which nomination are to be made is as under:-**

- 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 earning/tackle ticketless travel, theft, increase in loading/saving Expenditure etc.:
- d) Exemplary work done to improve operation, Security and Safety, better maintenance and utilization of assets:
- e) Completion of projects in record time;
- f) Outstanding performance in the field of sports leading to National/International recognition;
- g) Outstanding performance in any other field;

2.3 Nominations for consideration of above award is to be made for the work done upto 31st December, 2019 and recipient of Railway Week National Award in the past may not be recommended again unless some strong justification exists for the same which should be clearly brought out in the citation.


3. **Annexure-I, II & III** of this letter are also available on Railnet and IR official website under the link O&M of Secretary's Branches for information.

4. Nominations complete in all respects may please be sent in one lot to Room No. 101-C, Rail Bhawan, New Delhi by **20.01.2020 positively**. While forwarding nominations, priority number (accorded by GM/CAO as the case may be) covering all Departments and category be clearly mentioned, in addition, 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.**

5. It may be noted that Central Function of 65th Railway Week would be held some time in April, 2020 and in view of the Budget session of Parliament, 2020, all processing and finalization of awards would be completed by the last week of February, 2020. As such, the last date for sending the nominations viz. **20th January, 2020 be strictly adhered to.**

6. 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.

Encl:-3


(B Majumdar)
Joint Secretray/Railway Board

**Guidelines for Sending Nominations For Railway Week National Award, 2020
(For Railways/PUs & Other Units)**

- I. Category under which Nomination to 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.
- I.I One official be nominated for only one category.
- II. Brief Citation/write up in respect of category under which nomination(s) is being made be indicated in the proforma at relevant columns. **Nominations be made for the work done upto December 2019 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 the scheme does not cover them.
- 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) is/are 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 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. Duly filled nomination form/proforma along with declaration at **Annexure-III** be sent in triplicate.

XIII. **Maximum number of nominations to be forwarded are as under:-**

S.No.	Railway/PU/Other Units	Maximum Number of Nominations to be sent	Remark
i)	Zonal Railways	10 each	With priority number from 1 to 10 / 1 to 5/ 1 & 2 as the case may be irrespective of Department and category- Gazetted /Non Gazetted (Priority Number is to be accorded by concerned GM/CAO as the case may be)
ii)	Production Units	5 each	
iii)	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 O&M unit of Railway Board (Room No. 101-C) is **20.01.2020.**

PROFORMA

(TO BE FILLED IN TRIPLICATE)

NOMINATION OF RAILWAY WEEK NATIONAL AWARDS, 2020
(No abbreviations should be used)

PART-I

Affix Passport Size
(min.3.5cm x 4.5 cm)
Latest color photo
only

Name of Nominee

- A. Name of the Category under which Nomination is being made _____ (Only one Category)
(Refer to Item No.1 of Annexure-I)
- B. Details of work Done/Citation in respect of Category as indicated above

PART-II

(Personal Details)

1.	Name (in English) (in Hindi)	:	
2.	Designation (In Full)	:	
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 the three details may be provided)	:	Deptt:- Dte.- Board Member-
7.	Date of Birth	:	
8.	Office address(with Telephone No)/Mobile Number of immediate next higher official	:	
9.	Name of Railway/ Production Unit, etc.	:	
10.	Railway Contact No./Mobile No & Email ID of the nominee.	:	
11.	Particulars of posts held from time to time since date of appointment	:	
12.	Particulars of Railway Week National Award or any other award given earlier	:	
13.	Whether undertaking enclosed as per Annexure-III with regard to receipt of Railway Week Award in the past.	:	

ANNEXURE-III

DECLARATION

I _____ SON/DAUGHTER OF
_____ WORKING AS
_____ (DESIGNATION) IN
_____ (NAME OF OFFICE, RAILWAY/PU) DO
HEREBY DECLARE THAT DURING MY ENTIRE RAILWAY SERVICE

I. I HAVE RECEIVED/SELECTED FOR RAILWAY WEEK NATIONAL AWARD
DURING _____

OR

II. I HAVE NEVER RECEIVED/SELECTED FOR RAILWAY WEEK NATIONAL
AWARD

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

DATED:

SIGNATURE-

(NAME OF EMPLOYEE)-

DESIGNATION:-

IDENTITY CARD NO:-

SERVICE BOOK NO:-

RUID No.-

PHONE (M)-

EMAIL ID-