ANNEXURE-I

Guidelines for Sending Nominations For Railway Week National Award, 2021

(For Railways/PUs & Other Units)

1. Category under which Nomination is to be sent:-

   I. New Innovations/processes/procedures leading to Economies 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 and to Tackle ticketless travel, Thefts, etc.
   IV. Exemplary work done to improve Operations, Security and Safety, Better 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.
   VII. Outstanding performance in any other field.

2. One official be nominated for only one category. For more than one category separate nomination may be made.

3. 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 2020 only.**

4. **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.**

5. 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.**

6. No recommendation for Group Award be sent as Group Awards are neither considered nor given during the Railway Week Central Function.

7. 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/selected for Railway Week National Award or not. **Nomination without undertaking will not be processed.**

8. In the forwarding DO letter/letter from Railway, it should be clearly indicated that no D&AR and/or Vigilance case(s) is 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.

Contd/-

9. One Colour Passport size photograph (minimum 35 mm (Wide) x 45 mm (Height) upto 1MB) should be uploaded (for soft copy) and pasted at the place indicated in the proforma for PDF copy.

10. No abbreviations should be used and no column be left blank while filling in the proforma.

11. 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 or NFSAG) should invariably be indicated.

12. **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.

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

Railway/PU/Other Units	**Maximum Number of Nominations to be sent**	**Remark**
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 accorded by concerned GM/DG/CAO as the case may be)
Production Units	5 each	
Other Units/NAIR/RDSO	2 each	

14. **Nomination to be forwarded is to be category wise as mentioned at serial number 1 (one) above and not as per Department or Gazetted/Non-Gazetted wise.**

15. **Last date for forwarding nominations in soft copy to Secretary/RB at secyrb@railnet.gov.in is 29th January, 2021.**

****