भारत सरकार GOVERNMENT OF INDIA

रेल मंत्रालय MINISTRY OF RAILWAYS

(रेलवे बोर्ड) (RAILWAY BOARD)

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No.2020/O&M/12/4 Dated: 18/12/2020

Sub: 66th Railway Week National Awards, 2021

Every year, Railway Week is celebrated from 10th to 16th April. During the Central function, National Award for Outstanding Services is presented to shortlisted Officers/staff for their exemplary, outstanding and meritorious performance. Railway Week National Award for Outstanding service is the prestigious lifetime award.

2. Nominations of Officers/Staff for being considered for grant of Railway Week National Award, 2021 have been called for from Railways/PUs/Other Unit. Accordingly, nominations of Officers/Staff working in Directorates/cell under your control are now invited for the 66th Railway Week National Award, 2021. **Fresh/revised** guidelines for forwarding the nominations are indicated at **Annexure-I.**

2.1 **Railways have been specifically advised to keep the following points in view while forwarding the nominations:-**

a) An internal screening committee comprising PHOD/HOD may be set up at HQ level to shortlist the nominations. Only really deserving cases be shortlisted and recommended to Board;

b) Prior to submission of nomination to Board, priority number against each nominee be allotted by the concerned GM/CAO/DG;

c) Nominations be strictly limited to any one of the category as indicated in para 2.2 below. No official be nominated for multiple category as such nominations would not be processed. If required, separate nomination for the same official for different category may be forwarded within the stipulated quota fixed for forwarding nomination;

d) Maximum number of nominations to be forwarded by ZR/PU/Other unit has been restricted to 10 each from Zonal Railway, 5 each from Production Unit and 2 each from other Unit irrespective of Department, Gazetted/Non-gazetted.

e) Nominations for the award are to be made for the work done upto 31st December and recipient of Railway Week National Award in the past are not to be recommended again unless some strong justification exists for the same.

f) **Shortlisting of nominations would be as per category of nomination** (not as per Department or Gazetted/Non-gazetted) or as from ZR/PU/Other Unit.

g) Only soft copy (one in PDF- not editable) and other in MS-Word (editable format) with font type 'Times New Roman- size 14' is to be sent through email at **secyrb@railnet.gov.in** alongwith CC to **vibhuti.singh@gov.in** .

Contd/-

2.2 Categories under which nomination are to be made are as under:-

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 earning/tackle ticketless travel, theft, increase in loading/saving of Expenditure etc..
IV. Exemplary work done to improve operation, Security and Safety, better maintenance and utilization of assets.
V. Completion of projects in record time.
VI. Outstanding performance in the field of sports leading to National/International recognition.
VII. Outstanding performance in any other field.

3. Keeping the above facts into consideration, nomination of only really deserving official **who have performed extraordinary work meriting recognition at National level be nominated**. Further those who have received the award in the past may not be recommended again unless some exemplary/commendable performance meriting recognition for the second time is shown by them.

3.1 It may also be noted that normally, Non-Gazetted staff working in Board's Office should be recommended. In exceptional cases, Officers upto JA Grade/Selection Grade, who have done exemplary work can also be nominated. The officers above Selection Grade are not eligible for this award.

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

4.1 Nominations complete in all respects and as per Category (**not as per Directorate or Gazetted/non-gazetted)** may be forwarded at **secyrb@railnet.gov.in** alongwith CC to **vibhuti.singh@gov.in** by 29th January, 2021 **positively.**

5. Last date for forwarding the soft copy of nominations viz. 29th January, 2021 be strictly adhered to.

Encl:-3

(B Majumdar)
Joint Secretray/Railway Board

a) DG/HR, DG/RPF, DG/RHS
b) All Additional Members/PEDs.
c) EDs/JSs (Holding Independent Charge).

Copy to

CRB & CEO/RB, MF, M/Infra, M/O&BD, M/TRS, Secretary/RB
ED/CC

Copy for kind information to:

(i) PS/MR & EDPG/MR
(ii) Addl.PS/MR