GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

File No. PC-VII/2024/HRMS/7 **New Delhi, Dated :31/07/2024**

To,

All General Managers,
Indian Railways
(As per standard mailing list)

Sub : Launch of Award Module of HRMS for submission of nomination and processing of Ati Vishisht Rail Seva Puraskar (AVRSP), Vishisht Rail Seva Puraska (VRSP), Rail Seva Puraskar (RSP) - reg.

In order to ensure transparency and to provide opportunity for all the Railway employees to get nominated for AVRSP/VRSP/RSP, it has been decided that from the year 2024 onwards all processes relating to AVRSP/VRSP/RSP will be through the award module of HRMS which is being operationalised with effect from **01.08.2024**. The salient features of the Award Module are enclosed as ***Annexure-I***. It may be observed that in a deviation to the existing practice, all desiring employees can submit their self nomination to AVRSP/VRSP/RSP awards through HRMS portal.

2. The following modalities are required to be followed by the concerned units dealing with respective awards as under :

i. The notifications for AVRSP at Ministry of Railways level and VRSP/RSP at Railway Board's Office shall be uploaded by Secretary Directorate of Railway Board and the notifications for VRSP/RSP at Railway Level shall be uploaded by the concerned dedicated Admins of respective Railways.

ii. Timelines for AVRSP/VRSP/RSP will start from the date of uploading of respective notification in the portal and in accordance with the timeline specified in the notification or specified by Secretary Dte Railway Board through any separate orders.

iii. Processing of AVRSP in Board's office will be handled by Secretary Directorate under JS/Railway Board.

iv. For processing nomination of AVRSP at Railway HQ level, the same will be entrusted with the concerned Officer nominated by the General Manager of the respective Railway.

v. For RSP at Divisional Level, Sr. DPO/ DPO or any other Officer nominated by DRM will be entrusted with the task of processing.

vi. The list of VRSP awardees shall be notified after 3 days of notification of AVRSP awardees.

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vii. The list of RSP awardees shall be notified after 3 days of notification of VRSP awardees.

viii. For providing assistance to the employees to submit self nomination through HRMS portal, the HRMS Helpdesks of the respective Railways will provide the necessary assistance.

ix. In Board's office, the assistance will be provided by Secretary Directorate under JS/Railway Board.

x. The overall incharge of the entire processing of AVRSP and VRSP/RSP at Board's level will be under the control of Secretary Directorate under Joint Secretary, Railway Board. Clarifications and RTI on AVRSP/VRSP/RSP will be handled by respective field units concerning their employees and Secretary Dte. Railway Board concerning employees of Railway Board.

xi. The technical assistance will be provided by HRMS team of CRIS.

3. Detailed guidelines for users and admins for AVRSP, VRSP and RSP are enclosed as ***Annexure – II, III, IV & V*** respectively. Clarifications if any regarding the modalities of processing of AVRSP shall be provided by O & M unit under Secretary Dte of Railway Board.

4. All field units are requested to give due publicity of this instructions and provide necessary assistance through concerned HRMS helpdesk to ensure that the desired employees are able to submit the nomination for respective awards through HRMS Award Module in a seamless manner.

5. This issues in consultation with Secretary Directorate, Railway Board and approval of Competent Authority.

Encl. As above

(Jaya Kumar G)
Dy. Director/PC-VII & HRMS
Railway Board
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Email ID – jaya.kumarg@gov.in

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30. The Director (Movement) Railways/Calcutta.

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5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
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7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.
8. The Secretary General, Indian Railway Promotee Officers Federation
9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association. Room No. 402, Rail Bhawan.

10. The Secretary, RBSS Group 'B' Officers Association.
11. The Secretary, Railway Board Ministerial Staff Association.
12. The Secretary, Non-Ministerial Staff Association (Railway Board).

For Principal Executive Director (IR), Railway Board

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All branches and officials of Railway Board.

Annexure 'I'

(i) The Module facilitates both employees as well as administration in the process of Rail Week Awards.

(ii) Through the Award Module of HRMS, employees can submit their self nomination application for different type of awards for which he is eligible.

(iii) The system provides for fetching of the employee's details in a system driven manner from the employee Master data of HRMS.

(iv) The Module provides for uploading of notification for different awards for the respective dedicated Admins.

(v) The Module provides for formation of Screening Committee online

(vi) The processing of nominations by the respective Committee can be done online

(vii) The system also has features for sending recommendations for AVRSP by Zonal Railways to Railway Board in accordance with the specified quota for each Railway.

*****

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ANNEXURE-II

USER MANUAL

ON

Ati Vishisht Rail Seva Puraskar

(AVRSP)

SYSTEM : HRMS

MODULE : RAILWAY WEEK AWARDS

Version 1.0

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Table of Contents

Sl. No.		Topic	Page No.
1.		**General Information**	**3**
	1.1	Purpose & Scope	3
2.		**For Office Use**	**4**
	2.1	Authorised Personnel	4
	2.2	Uploading Award Notification	6
	2.3	Modify Notification (Extension of Timelines)	8
	2.4	Screening Committees	10
	2.5	View Self Nominations	13
	2.6	Submission of Recommendations for AVRSP – by Zonal Railways	15
	2.7	View recommendations submitted by Zonal Railways	17
	2.8	Priority Entry for AVRSP	18
	2.9	View Finalised Priority Entry	19
	2.10	Selection of Awardees for AVRSP	20
3.		**Disclaimer**	**24**

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1. GENERAL INFORMATION

1.1 Purpose and Scope

Every year Railway Week Awards are organized by Railway Board and individual Zonal Railways at different levels under different award types namely Ati Vishisht Rail Seva Puraskar (AVRSP), Vishisht Rail Seva Puraskar (VRSP) and Rail Seva Puraskar (RSP).

The Award module of HRMS facilitates both employee as well as administration in the process of Railway Week Awards.

Through the Awards module of HRMS, employees can submit their self - nomination applications for the different types of awards for which he is eligible.

Through the Awards module of HRMS, the administration can process for different activities of Railway Week Awards viz issuing of award notifications, recording remarks of controlling officers, forwarding recommendations to Railway Board, constituting Screening Committees, finalization of awardees etc.

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2. FOR OFFICE USE

The Railway Week Awards module can be accessed by clicking on the "**Awards**" link given on the left side menu. When the button is clicked upon, the home page for Awards module will open up with a host of links having different functionalities which are explained as follows

2.1 Granting Permission Access : Authorised Personnel

Various links given under the Award module for different functionalities can be accessed by the users who have been granted access for them. Granting access to authorized personnel for various activities is the first step which needs to be completed.

Granting access is a 2 step process. User with Approving Authority (AA) role clicks on the link **"Authorised Personnel" (Image : 1).**

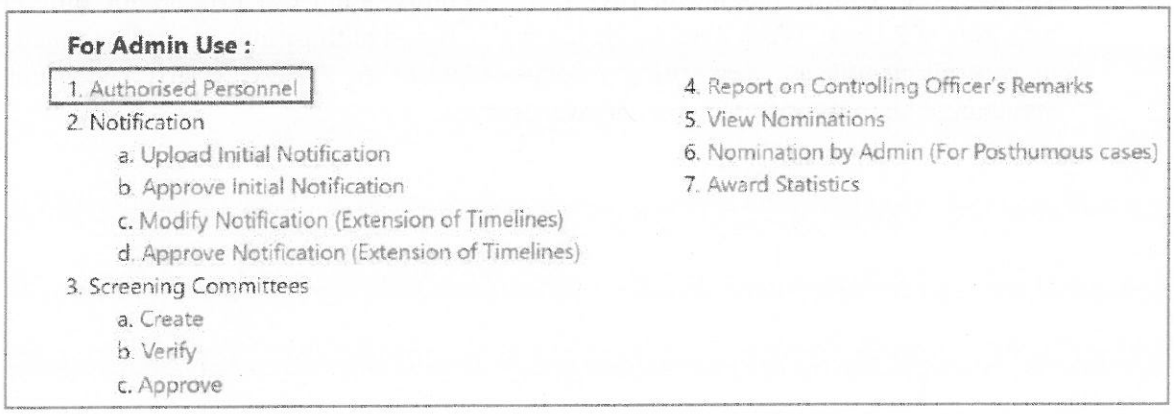


Image : 1

Clicking on the link "Auhtorised Personnel" will open the interface as shown below **(Image 2).** The interface will require user to enter the HRMS id of the employees who have to be granted access for a particular activity related to a particular award type which are explained as follows

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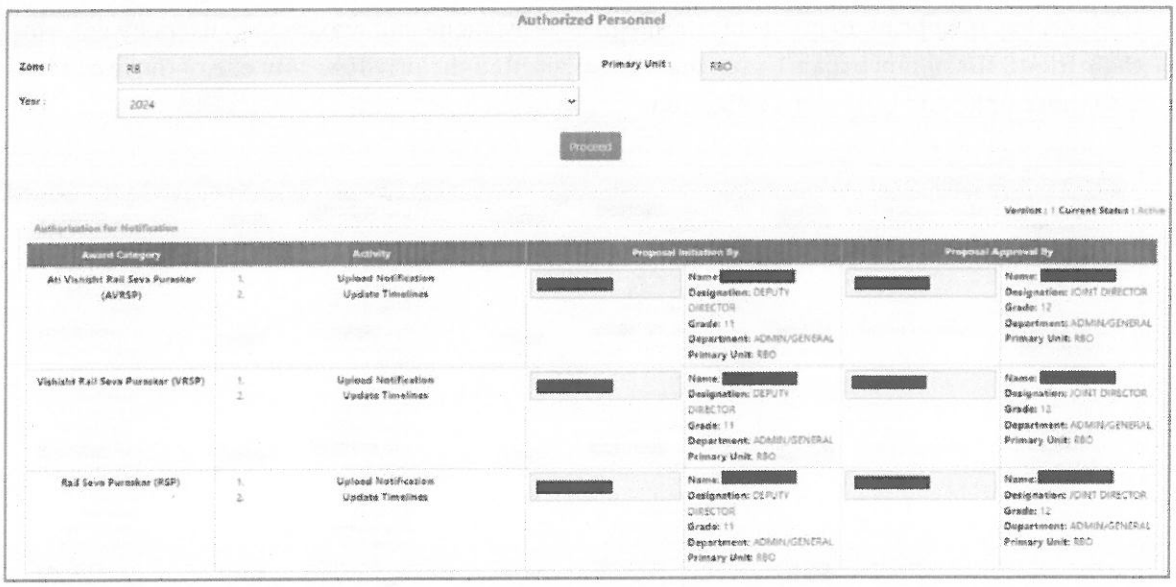


Image : 2

Authorisation for Notification (Image : 2) : Under this head, HRMS ids of the employees entered will be granted access to upload the notification as well as issue corrigendum and modify timelines for the award types for which they are authorised.

The process of Uploading Notification or Issuing Corrigendum will again be 2 step process. The employee whose HRMS ID is entered under the column "**Proposal Initiated By**" will initiate the proposal after entering basic details and uploading the notification and the employee whose HRMS ID is entered in the column "**Proposal Approved By**" will approve the proposal submitted to him.

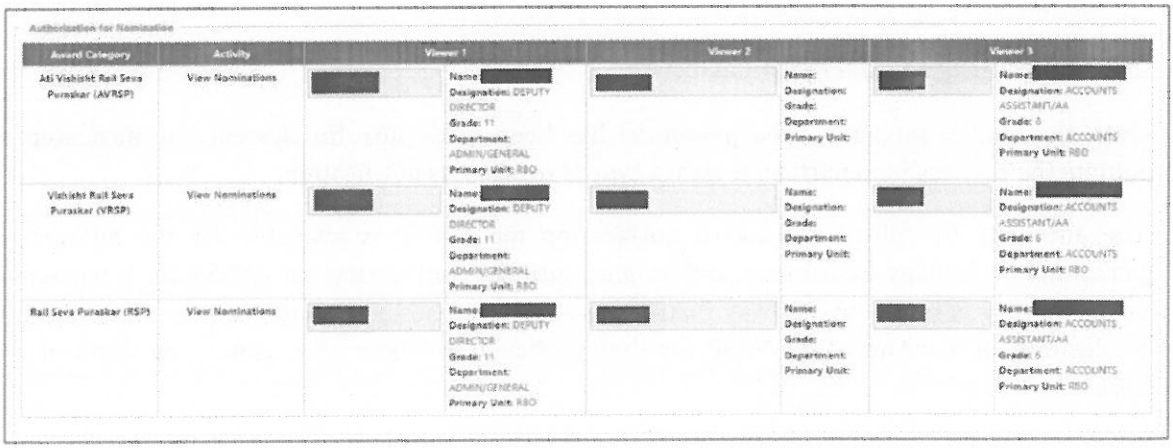


Image : 3

Authorisation for Nominations (Image : 3) : Under this head, HRMS ids of the employees entered will be granted access to view and download self - nominations submitted by various employees for all award types under the jurisdiction of that competent authority.

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Here AA has the option to grant this privilege to at least one and maximum 3 users by entering their HRMS IDs. If more than 1 users have been granted the privilege, any one of those can log into those links and view the nominations.

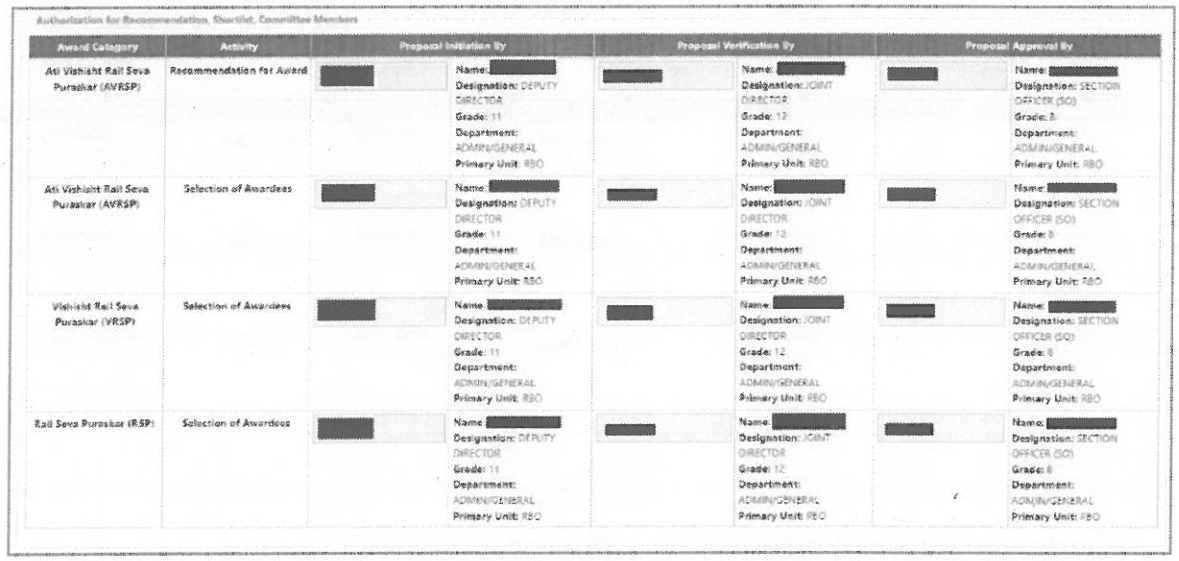


Image : 4

Authorisation for Recommendations (Image : 4) : The process of submission of recommendations for AVRSP by Zonal Railways and submission of final list of awardees by Railway Board is a 3 step process. The proposal for the same needs to be initiated by one authority, verified by one authority and approved by one authority. The HRMS IDs of respective authorities needs to entered here.

2.2 Uploading Award Notification

Once the entries for authorized personnel has been made into the system, the next step to initiate the process for a particular award type is to issue its notification.

The authority to upload the award notification for AVRSP is available for the authorized personnel of Railway Board only. Unless and until the notification for AVRSP for a particular calendar year is issued by Railway Board, the process of submission of self - nominations and finalization of awardees for AVRSP for that particular calendar year cannot be done in the system.

Issuing of Award notification is also a 2 step process. The personnel authorized to issue notification clicks on the link "**Upload initial notification" (Image : 5)**.

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For Admin Use :

1. Authorised Personnel
2. Notification
   a. Upload Initial Notification
   b. Approve Initial Notification
   c. Modify Notification (Extension of Timelines)
   d. Approve Notification (Extension of Timelines)
3. Screening Committees
   a. Create
   b. Verify
   c. Approve
4. Report on Controlling Officer's Remarks
5. View Nominations
6. Nomination by Admin (For Posthumous cases)
7. Award Statistics

Image : 5

Once the link "Upload Initial Notification" is clicked upon, the following interface **(Image :6)** will open up wherein certain basic details regarding the notification needs to be filled in.



Image :6

At the time of uploading the award notification, the authorized personnel will be required to enter basic details for the same as explained below:

Calendar Year : Here the year for which the Award notification is being issued needs to be selected.

Award Type : Here the Award type (AVRSP/VRSP/RSP) for which the Award notification is being issued needs to be selected.

Description : Here a brief description regarding the award for which notification is being issued needs to be filled in.

Upload Notification Document : Here the pdf document of notification which the administration wants to be made visible to all the users needs to be uploaded.

Last Date for submission of nomination : Here last date for submission of self nomination by employees needs to be filled in by the administration. Once this date is crossed, no employee will be allowed to submit their self nomination for that particular award type.

Last Date for shortlisting of candidates and forwarding to Railway Board by Zonal / PU Committees : Every Zonal Railway is required to finalise and forward the list of employees

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recommended for AVRSP to Railway Board. Last date for forwarding the same needs to be entered here.

Last Date for shortlisting by Railway Board Committee : Once the recommendations for AVRSP are received from Zonal Railways, they are put up to respective screening committees for individual award type for finalization of awardees. Last date for finalization by screening committee is to be entered over here.

Date for notification of awardees : The date on which the final list of awardees will be finalized and notified needs to be entered here.

Once the basic details regarding the award notification are filled in and the proposal is submitted for approval by the initiating authority, the same needs to be approved by approving authority.

In order to approve the notification, the approving authority needs to click on the link "**Approve Initial Notification**" **(Image : 7)**.

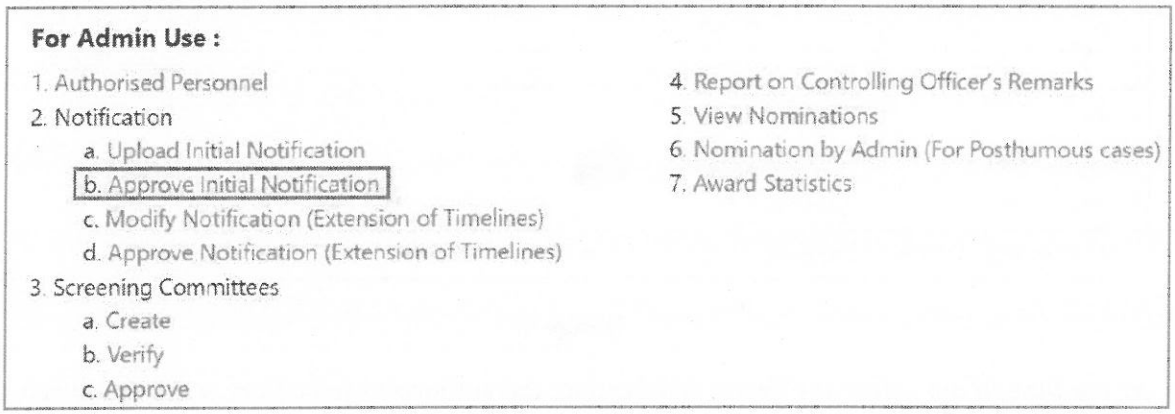


Image : 7

Once the notification is approved by the approving authority, the form for self – nomination for that award type will be made open for all eligible employees till the last date for self – nomination.

2.3 Modify Notification (Extension of Timelines)

In case any date for an already approved award notification needs to be updated or any other pdf document needs to be uploaded, corrigendum to that award notification needs to be issued.

In order to do so, the user needs to click on the link **"Modify Notification (Extension of Timelines)" (Image : 8)**

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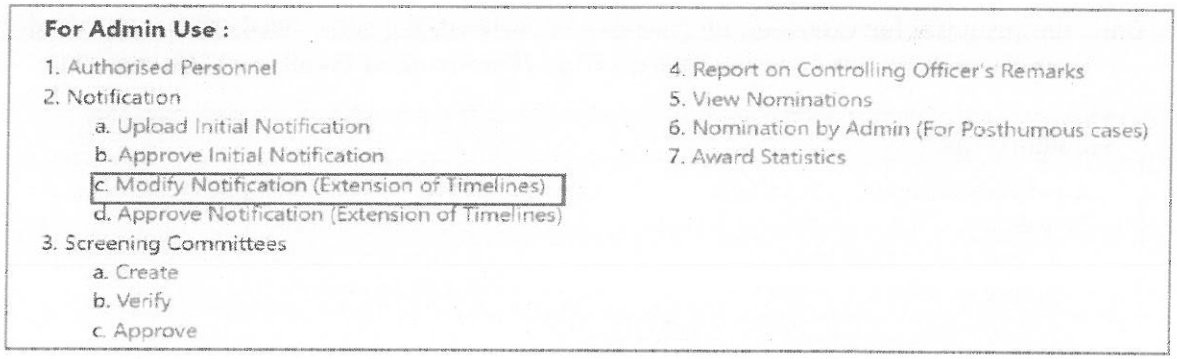


Image : 8

Once the link is clicked upon, the following interface will open up requiring user to select the notification against which corrigendum needs to be issued. In such case the link "Issue Corrigendum" in the Action column needs to be clicked upon **(Image :9)**.

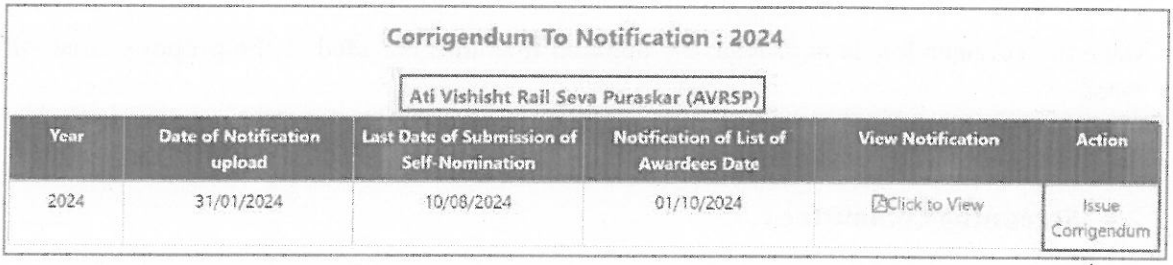


Image : 9

Once the link **"Issue Corrigendum"** is clicked upon, the following interface will open up which will ask user to select and enter the details which needs to be updated. The system will display the existing details for all the field. Any field which needs to be updated, the checkbox given against it needs to be selected which will make the field for new value editable. User can then enter the new value and submit the same for approval **(Image : 10)**.

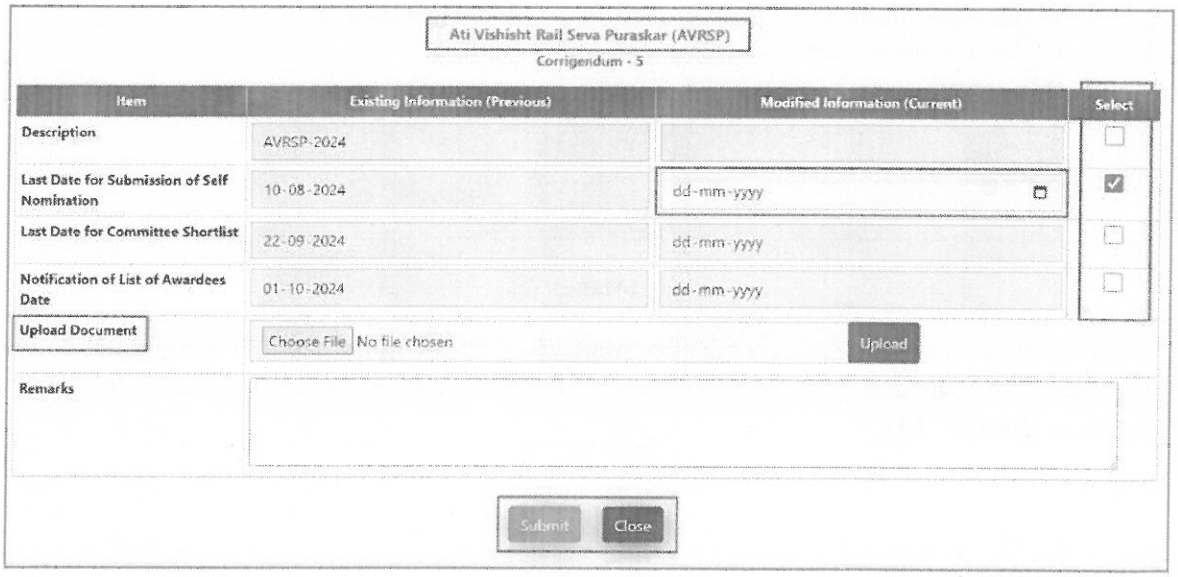


Image : 10

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Once the proposal for extension of timelines is initiated, the same needs to be approved by accessing through the link **"Approve Notification (Extension of Timelines)" (Image : 11).**

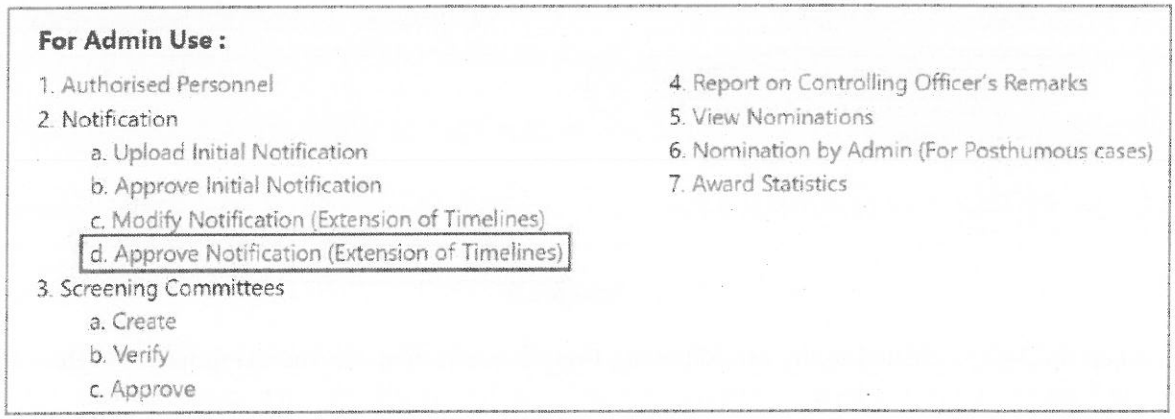


Image : 11

Once the corrigendum is approved, the updated timelines included in the proposal come into force.

2.4 Screening Committees

In order to scrutinize and finalise the list of awardees, in case administration wants to create committees, same can be done. In order to do so, the link **"Create Screening Committees"** needs to be clicked upon **(Image : 12).**

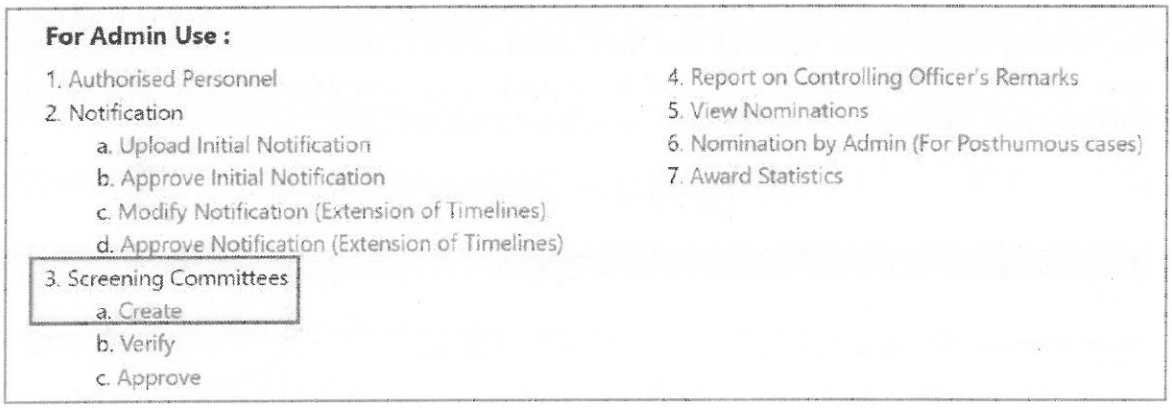


Image : 12

Once the link for creation of screening committee is clicked upon, the following interface will open up asking the user to select the award type and the type of committee that is required to be made **(Image : 13).**

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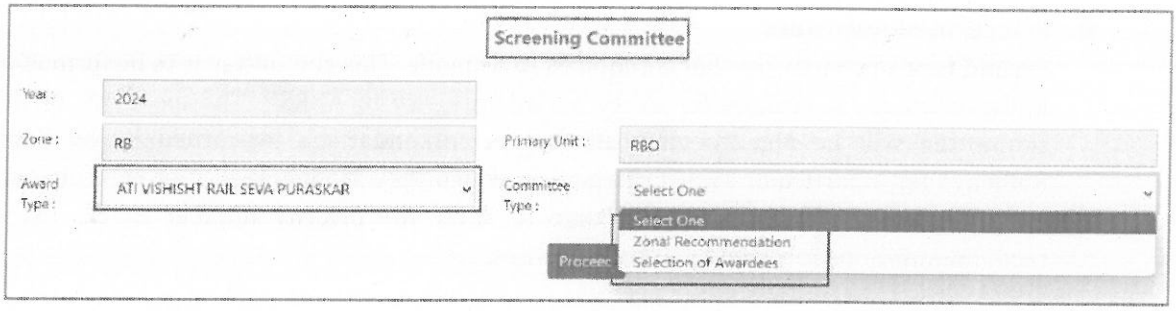


Image : 13

In case of AVRSP, there are 2 types of screening committees that are required to be made

A. Zonal Recommendation

First type of committee that is required to be made is for Zonal Recommendations. This committee is to be formed by all the Zonal Railways and Railway Board. This committee will be required to shortlist and forward the final list of employees recommended for AVRSP for that particular Zonal Railway.

In order to create Zonal Recommendation committee, the user at Zonal Railway HQ needs to select the award type as AVRSP and committee type as Zonal Recommendation and click on Proceed **(Image : 14)**.

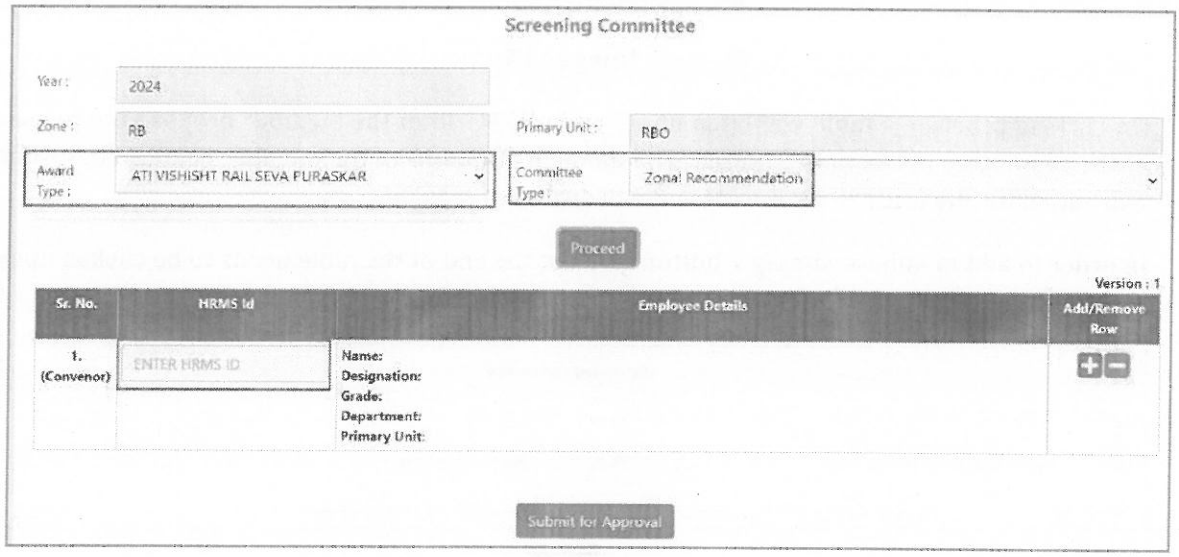


Image : 14

On clicking proceed, a table will open up wherein HRMS Id of the member proposed to be part of the committee needs to be entered. The moment HRMS ID of the member is entered, system will automatically fetch all his details and will display alongside.

In order to add members, simply + button given at the end of the table needs to be clicked upon which will add another row.

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B. Selection of Awardees

Second type of committee that is required to be made. This committee is to be formed by Railway Board, separately for every award category in AVRSP. The members of this committee will be able to view all the recommendations forwarded by all Zonal Railways for a particular award category of which they are member. Also the convener of this type of committee will be able to enter the priority number in the list of recommendations received by Zonal Railways.

In order to create committee for selection of Awardees, the user at Railway Board needs to select the award type as AVRSP and committee type as Selection of Awardees and a particular award category and click on Proceed **(Image : 15)**.

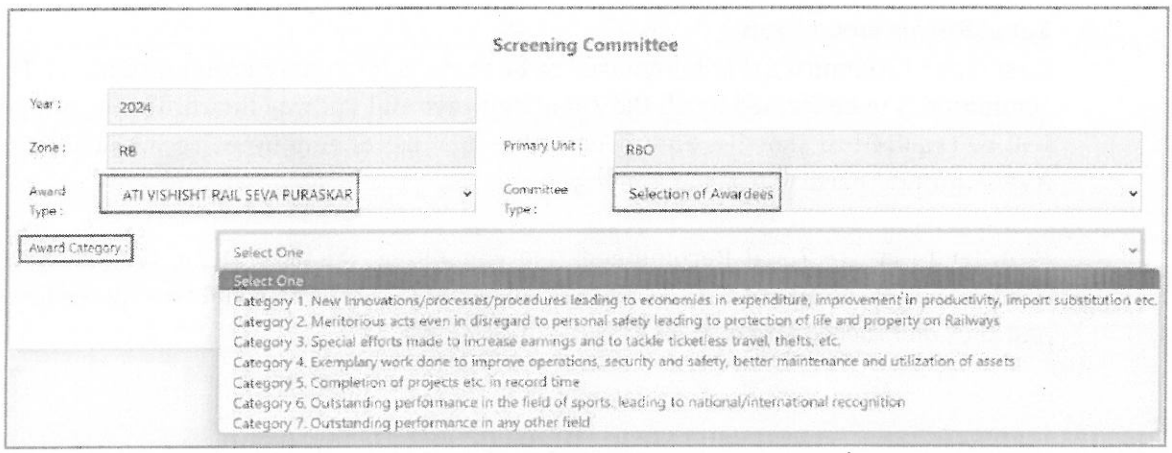


Image : 15

On clicking proceed, a table will open up wherein HRMS Id of the member proposed to be part of the committee needs to be entered. The moment HRMS ID of the member is entered, system will automatically fetch all his details and will display alongside.

In order to add members, simply + button given at the end of the table needs to be clicked upon which will add another row **(Image : 16)**.

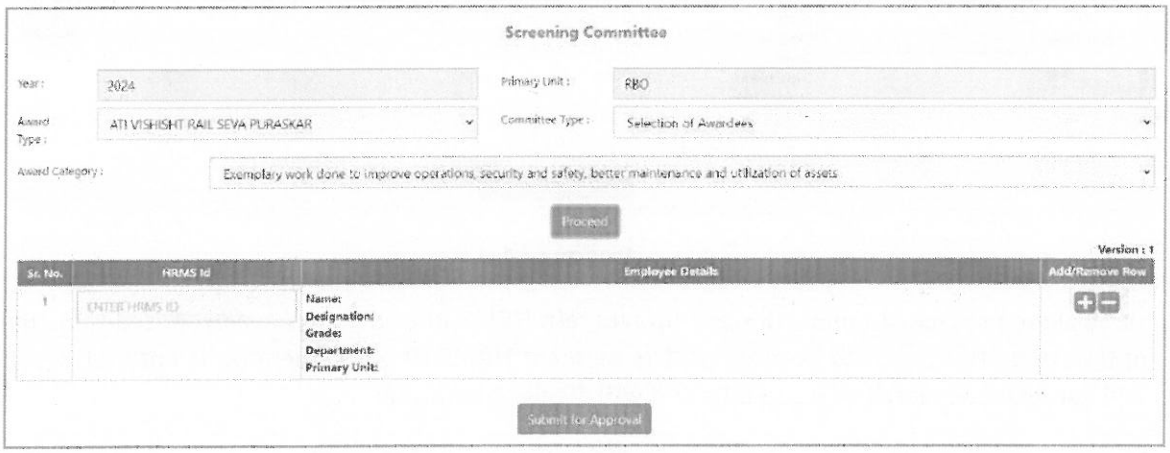


Image : 16

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Once the proposal for creation of screening committee is submitted duly entering the names of all the committee members, the same needs to be verified and approved by accessing the link **"Verify Screening Committees" (Image : 17).**

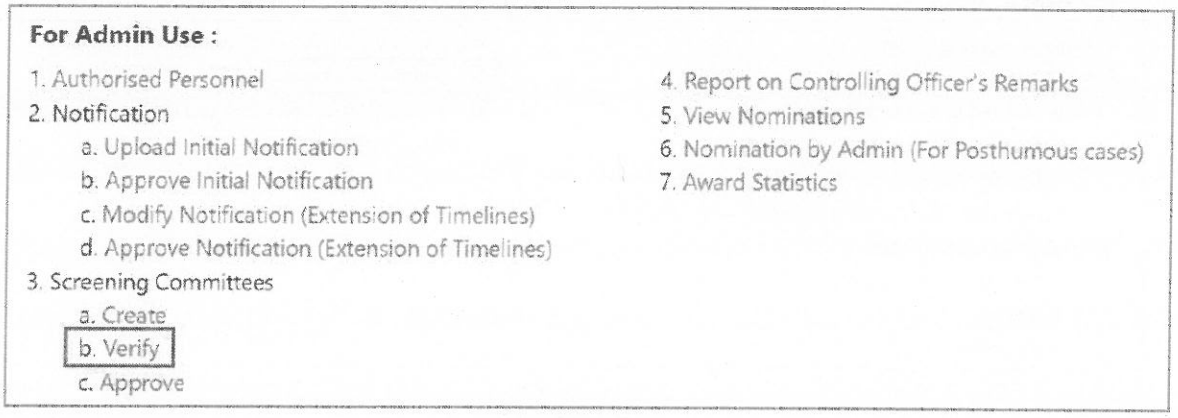


Image : 17

Once the Verify button is clicked upon, the following interface is opened up **(Image : 18)** through which the user can verify the proposal for committee formation.

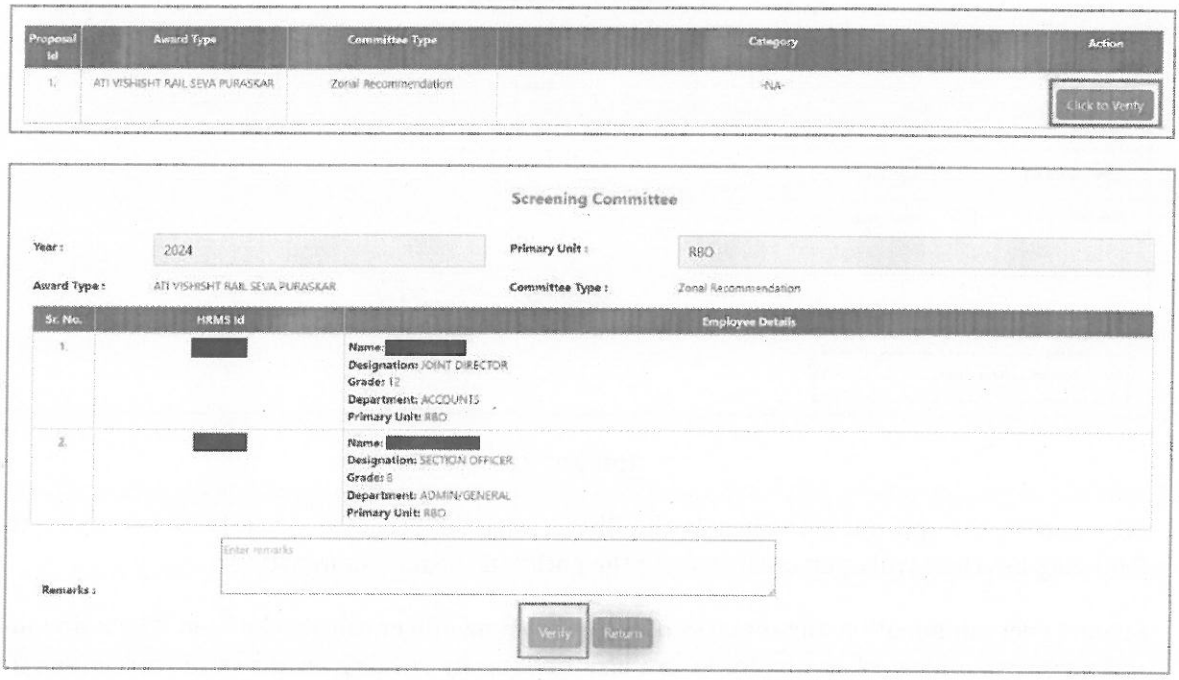


Image : 18

Once the committee is verified, it needs to be approved following the same process.

2.5. View Self Nominations

The self nominations submitted by employees and remarked upon by their controlling officers can be seen by administration for finalisation of final list of employees to be recommended tp Railway Board for AVRSP.

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In order to see the list of self – nominations, the user needs to click on the link "View Nominations" **(Image : 19)**

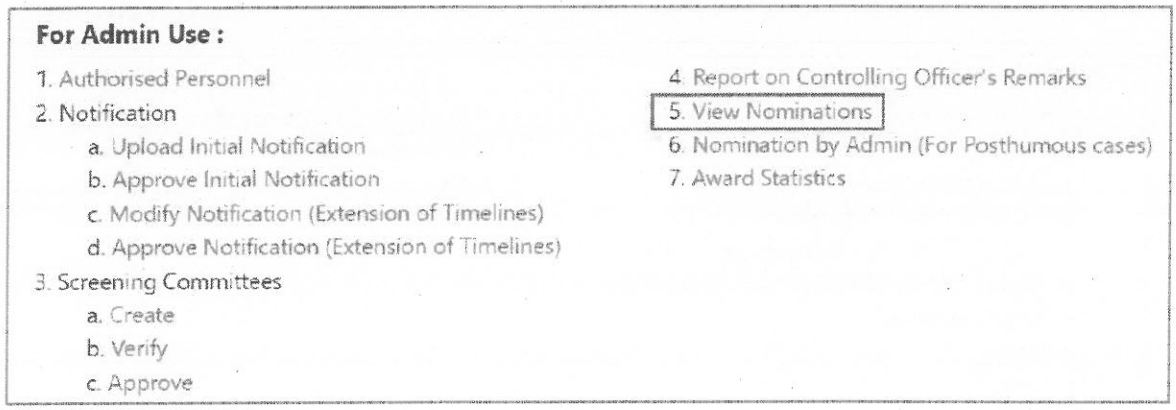


Image : 19

Once clicked upon, the following interface will open up wherein the user will be required to enter the details in the filter for which the nominations need to be seen **(Image : 20)**.

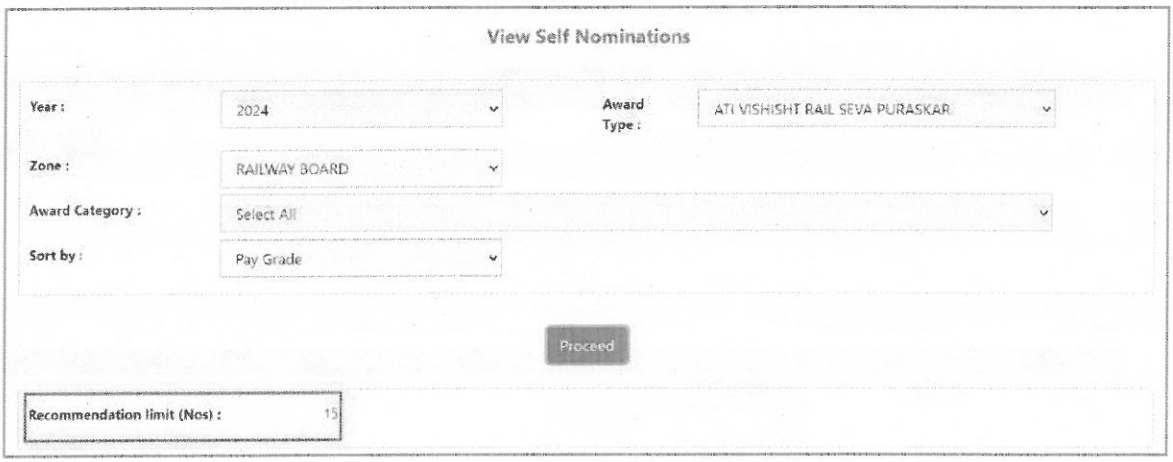
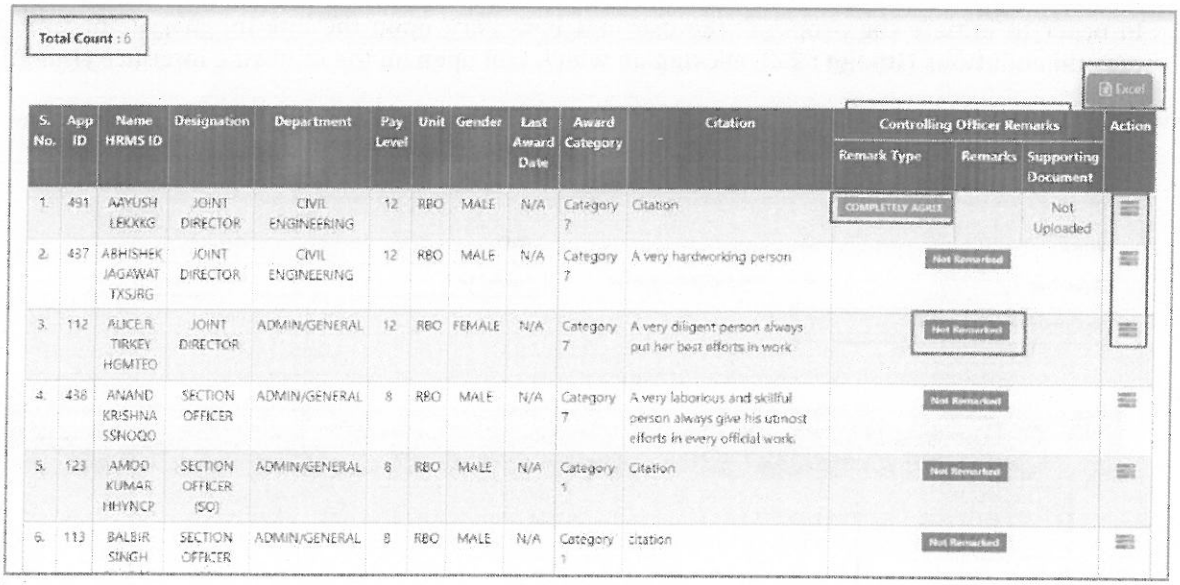


Image ; 20

After setting the appropriate values in the filters, once the Proceed button is clicked upon, the following interface will open up displaying the entire list of self - nominations.

Against every nomination, the remarks of the controlling officer can also be seen. The individual self nomination form of an employee can also be seen by clicking on the form icon under the action column. Also the detailed list can be exported into the excel format by clicking on excel button given on top right corner **(Image : 21)**.

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Total Count : 6

Excel

S. No.	App ID	Name HRMS ID	Designation	Department	Pay Level	Unit	Gender	Last Award Date	Award Category	Citation	Controlling Officer Remarks			Action
											Remark Type	Remarks	Supporting Document	
1.	491	AAYUSH LKKKG	JOINT DIRECTOR	CIVIL ENGINEERING	12	RBO	MALE	N/A	Category 7	Citation	COMPLETELY AGREE		Not Uploaded	
2.	437	ABHISHEK JAGAWAT TXSJRG	JOINT DIRECTOR	CIVIL ENGINEERING	12	RBO	MALE	N/A	Category 7	A very hardworking person	Not Remarked			
3.	112	ALICE R TIRKEY HGMTEO	JOINT DIRECTOR	ADMIN/GENERAL	12	RBO	FEMALE	N/A	Category 7	A very diligent person always put her best efforts in work	Not Remarked			
4.	438	ANAND KRISHNA SSNOQO	SECTION OFFICER	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 7	A very laborious and skillful person always give his utmost efforts in every official work.	Not Remarked			
5.	123	AMOD KUMAR HHYNCP	SECTION OFFICER (SO)	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 1	Citation	Not Remarked			
6.	113	BALBIR SINGH	SECTION OFFICER	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 1	citation	Not Remarked			

Image : 21

2.6. Submission of Recommendations for AVRSP – By Zonal Railways

Every Zonal Railways, after having received self nominations by employees for AVRSP, they are required to forward a final list of employees recommended for AVRSP to Railway Board.

Forwarding of recommendations to Railway Board is a 3-step process wherein the proposal consisting the names of recommended employees is initated, verified and approved for forwarding.

Ati Vishisht Rail Seva Puraskar (AVRSP)	Vishisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 22

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In order to initiate the proposal, the user needs to click upon the link Initiate submission of recommendations **(Image : 22)**, clicking on which will open up the following interface **(Image : 23)**

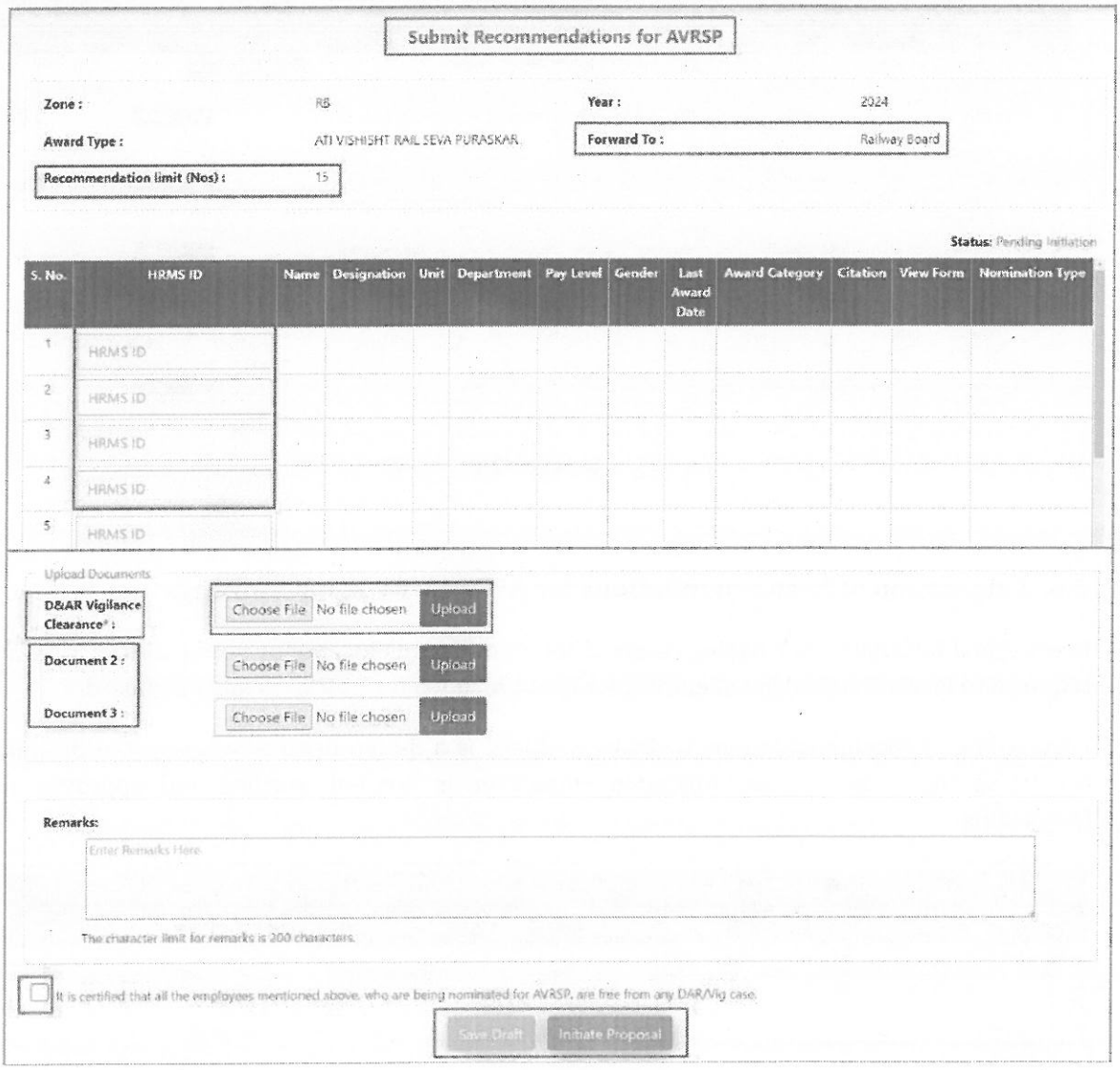


Image : 23

Once the interface for adding the recommended names gets opened up, user needs to enter the HRMS IDs of the recommended employees. Every Zonal Railway can add only that many number of recommendations as per the quota allotted to them by Railway Board. The system will automatically display only that number of rows to which HRMS ID of the recommended employees can be added.

After creating the list of recommendations, the user then needs to upload the D&AR/Vig clearance document for all the recommended employees. Provision is also made for Zonal Railway to upload any other document in the proposal if they wish to.

Also before submission of the proposal, a checkbox regarding the declaration that all the employees are free from D&AR/Vig cases needs to be checked.

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Once all the entries have been made in the proposal, the proposal can be initiated, verified and approved. Once the proposal is approved, the recommendations forwarded by Zonal Railway will automatically start reflecting with the user authorized in Railway Board.

2.7. View Recommendations Submitted by Zonal Railways

Once the proposal of list of employees recommended for AVRSP by Zonal Railways is approved, it will automatically start reflecting with the Railway Board. These recommendations can be seen by clicking on the link "**View Recommendations Submitted by Zonal Railways**" clicking on which will open up the following interface **(Image : 24)**

Ati Vishisht Rail Seva Puraskar (AVRSP)	Vishisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 24

Once the link is clicked upon the entire list of recommendations can be seen as shown below **(Image : 25 & 26)** based on the selection made for Zonal Railway and Award Category

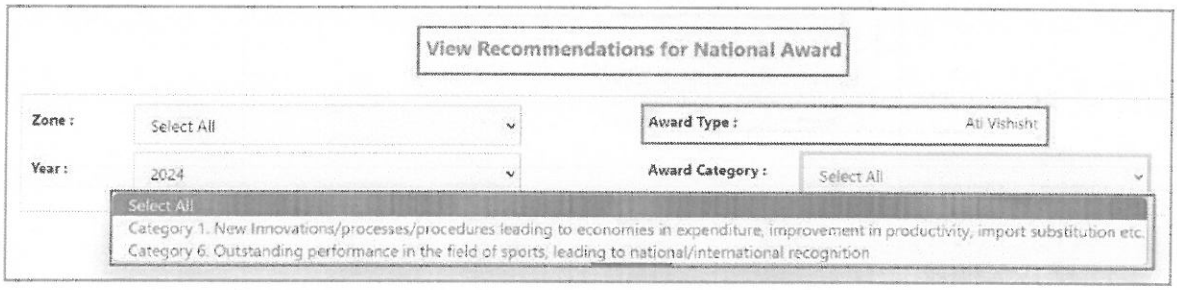


Image : 25

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Zone	Employee Name	HRMS ID	Designation	Department	Primary Unit	Pay Level	Award Category	View Application Form
SER	Sri AJOY RAJAK	EWNCBR	ACCOUNTS CLERK/AC	ACCOUNTS	KGPD	2	Category 1. New Innovations/processes/procedures leading to economies in expenditure, improvement in productivity, import substitution etc.	
SER	Sri DEBABRATA NASKAR	LGDBEX	JUNIOR CLERK CUM TYPIST	PERSONNEL	KGPD	2	Category 1. New Innovations/processes/procedures leading to economies in expenditure, improvement in productivity, import substitution etc.	
SER	Sri ANKIT KUMAR SHAW	PSCOXX	JUNIOR CLERK CUM TYPIST	PERSONNEL	KGPD	2	Category 1. New Innovations/processes/procedures leading to economies in expenditure, improvement in productivity,	

Image : 26

2.8. Priority Entry for AVRSP

For all the recommendations forwarded by Zonal Railways for AVRSP, the screening committee for selection of awardees is required to enter their priorities for all the employees recommended in individual award categories.

Only the convener of the screening committee for selection of awardees can use this functionality by clicking on the link "**AVRSP Priority Entry**" given under the links for AVRSP **(Image : 27)**.

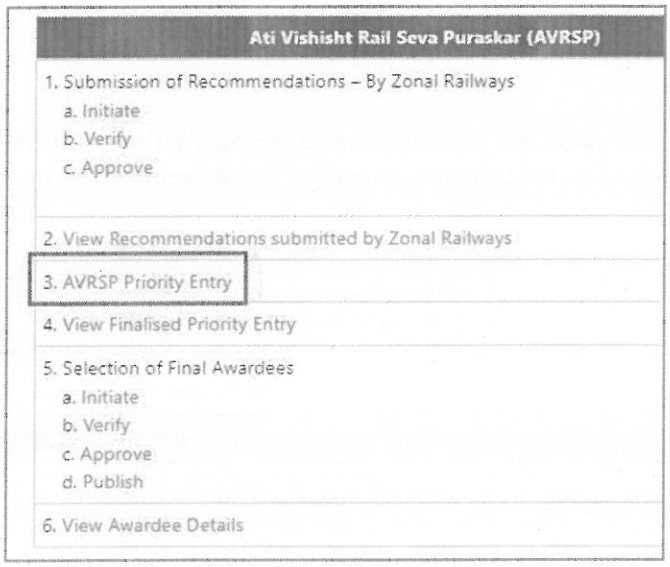


Image : 27

Once the link is clicked upon, the following interface **(Image : 28)** gets opened up wherein the convener will be required to select the category for which priority needs to be entered.

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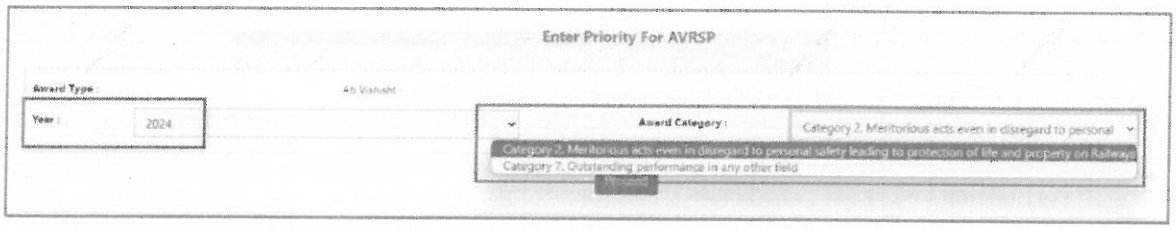


Image : 28

Once the appropriate Award Category is selected and Proceed button is clicked upon, the following interface will open up **(Image : 29)** displaying the list of all recommendations from all Zonal Railways with the provision to take input for Priority numbers



Image : 29

Once the convener has entered the priority numbers against all the employees, he will be required to submit the proposal which will lead to generation of PDF of the same proposal which needs to be digitally signed by the convener.

2.9. View Finalised Priority Entry

Once the proposal for entering the priority numbers is submitted and digitally signed by the convener, it becomes final and can be seen by the authorized personnel through the link View Finalised Priority Entry **(Image : 30)**.

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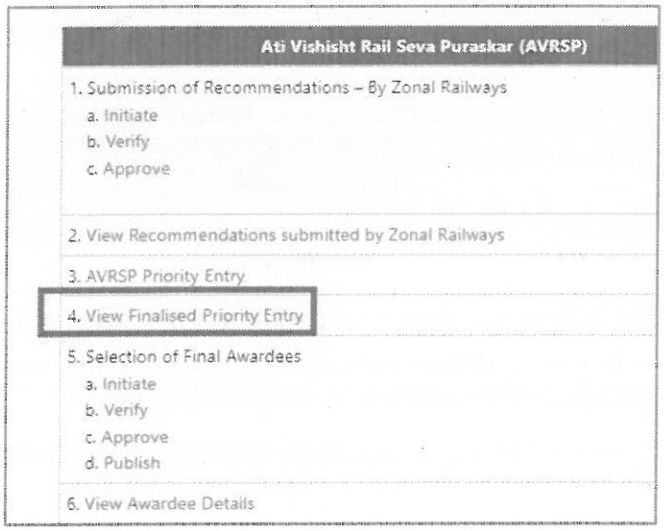


Image : 30

Clicking on the View Finalised Priority Entry, the following interface will get opened up **(Image : 31)** which will show the complete list of recommendations long with the priority number assigned to them



Image : 31

2.10. Selection of Awardees for AVRSP

Once the list of awardees finalized for AVRSP has been decided, same needs to be entered into the system.

The declaration of final awardees for AVRSP through the system is a 4-step process wherein the proposal for final awardees is initiated, verified, approved and then published.

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In order to initiate the proposal for selection of final awardees, the user needs to click on the link Initiate Selection of Final Awardees **(Image :32)**

Ati Vishisht Rail Seva Puraskar (AVRSP)	Vishisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 32

Once the link is clicked upon, the following interface will get opened up **(Image : 33)** wherein the user will be required to enter the HRMS IDs of final awardees of AVRSP

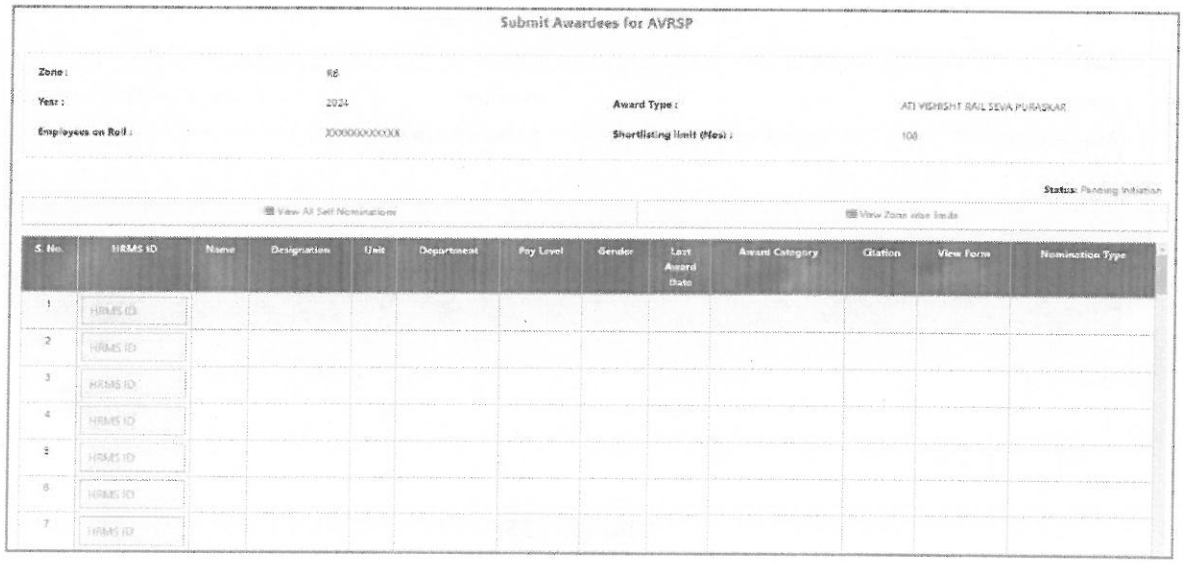


Image : 33

Once the required number of awardees are entered into the system and the proposal is submitted, the same needs to be verified which can be done by clicking on the link verify Selection of Final Awardees **(Image : 34)**

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Ati Vishisht Rail Seva Puraskar (AVRSP)	Vishisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 34

Once the link is clicked upon, it will open up the following interface **(Image : 35 & 36)** which will display the proposal consisting of list of final awardees with the option with the user to verify the same.

Selection of Awardees for AVRSP

Zone : RB
Year : 2024 **Award Type :** ATI VISHISHT RAIL SEVA PURASKAR
Employees on Roll : XXXXXXXXXXX **Shortlisting limit (Nos) :** 1

Status: Pending Verification

Show 50 entries Search:

S. No.	Zone	Primary Unit	HRMS ID	Employee Name	Designation	Department	Pay Level	Gender	Award Category	Action
1	WR	WESTERN RAILWAY / HQ	HCHIZG	DHIRAJ BARIA	CHIEF STAFF & WELFARE INSPECTOR	PERSONNEL	64100	MALE	Category 7. Outstanding performance in any other field	

Showing 1 to 1 of 1 entries Previous 1 Next

Committee Shortlist Document : View

Image : 35

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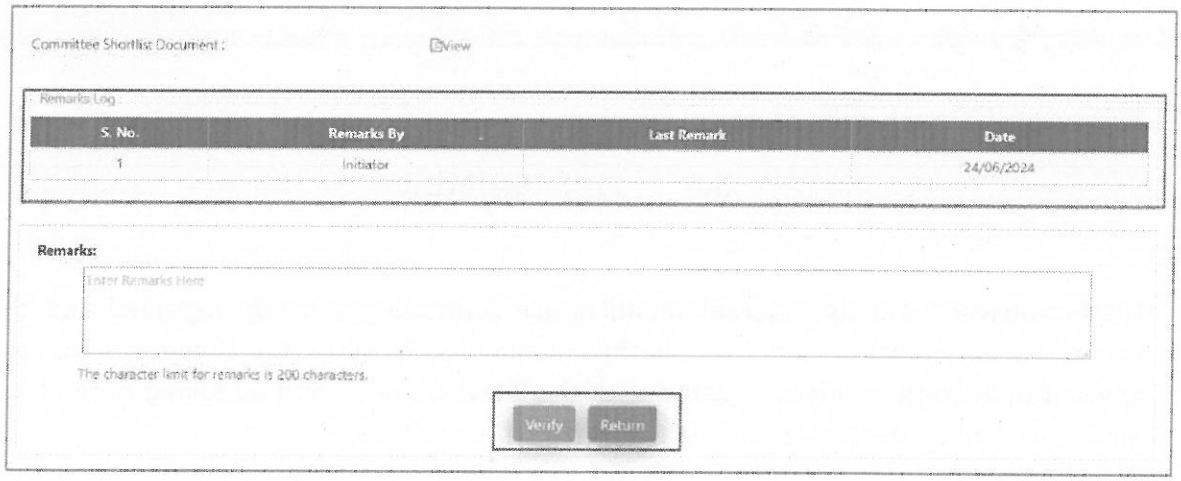


Image : 36

On similar lines, the proposal needs to be approved and finally published to make the final list of awardees available to all employees and make appropriate entries into the e-SR of final awardees.

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3. DISCLAIMER

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

--- End of Document ---

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ANNEXURE-III

USER MANUAL

ON

Vishisht Rail Seva Puraskar

(VRSP)

SYSTEM : HRMS

MODULE : RAILWAY WEEK AWARDS

Version 1.0

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Table of Contents

Sl. No.		Topic	Page No.
1.		**General Information**	**3**
	1.1	Purpose & Scope	3
2.		**For Office Use**	**4**
	2.1	Authorised Personnel	4
	2.2	Uploading Award Notification	6
	2.3	Modify Notification (Extension of Timelines)	8
	2.4	Screening Committees	10
	2.5	View Self Nominations	12
	2.6	Selection of Awardees for AVRSP	14
3.		**Disclaimer**	**16**

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1. GENERAL INFORMATION

1.1 Purpose and Scope

Every year Railway Week Awards are organized by Railway Board and individual Zonal Railways at different levels under different award types namely Ati Vishisht Rail Seva Puraskar (AVRSP), Vishisht Rail Seva Puraskar (VRSP) and Rail Seva Puraskar (RSP).

The Award module of HRMS facilitates both employee as well as administration in the process of Railway Week Awards.

Through the Awards module of HRMS, employees can submit their self - nomination applications for the different types of awards for which he is eligible.

Through the Awards module of HRMS, the administration can process for different activities of Railway Week Awards viz issuing of award notifications, recording remarks of controlling officers, forwarding recommendations to Railway Board, constituting Screening Committees, finalization of awardees etc.

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2. FOR OFFICE USE

The Railway Week Awards module can be accessed by clicking on the "**Awards**" link given on the left side menu. When the button is clicked upon, the home page for Awards module will open up with a host of links having different functionalities which are explained as follows

2.1 Granting Permission Access : Authorised Personnel

Various links given under the Award module for different functionalities can be accessed by the users who have been granted access for them. Granting access to authorized personnel for various activities is the first step which needs to be completed.

Granting access is a 2 step process. User with Approving Authority (AA) role clicks on the link **"Authorised Personnel" (Image : 1).**

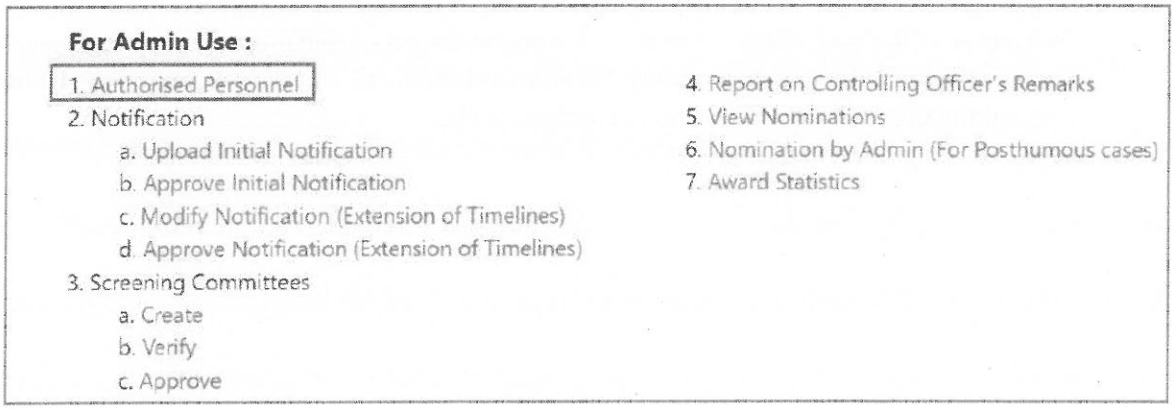


Image : 1

Clicking on the link "Auhtorised Personnel" will open the interface as shown below **(Image 2).** The interface will require user to enter the HRMS id of the employees who have to be granted access for a particular activity related to a particular award type which are explained as follows

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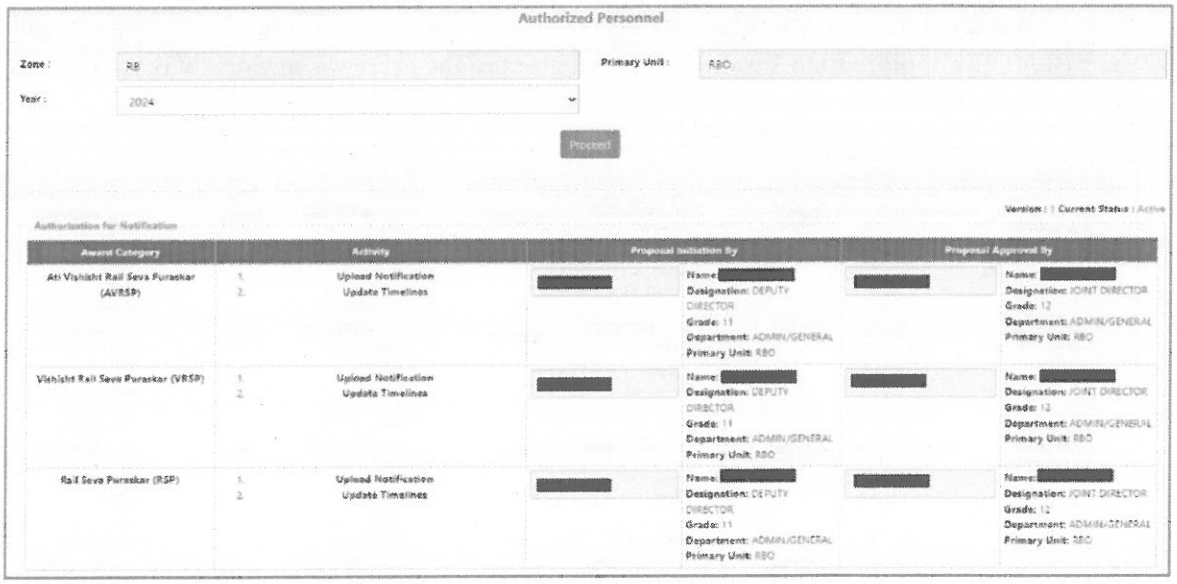


Image : 2

Authorisation for Notification (Image : 2) : Under this head, HRMS ids of the employees entered will be granted access to upload the notification as well as issue corrigendum and modify timelines for the award types for which they are authorised.

The process of Uploading Notification or Issuing Corrigendum will again be 2 step process. The employee whose HRMS ID is entered under the column "**Proposal Initiated By**" will initiate the proposal after entering basic details and uploading the notification and the employee whose HRMS ID is entered in the column "**Proposal Approved By**" will approve the proposal submitted to him.

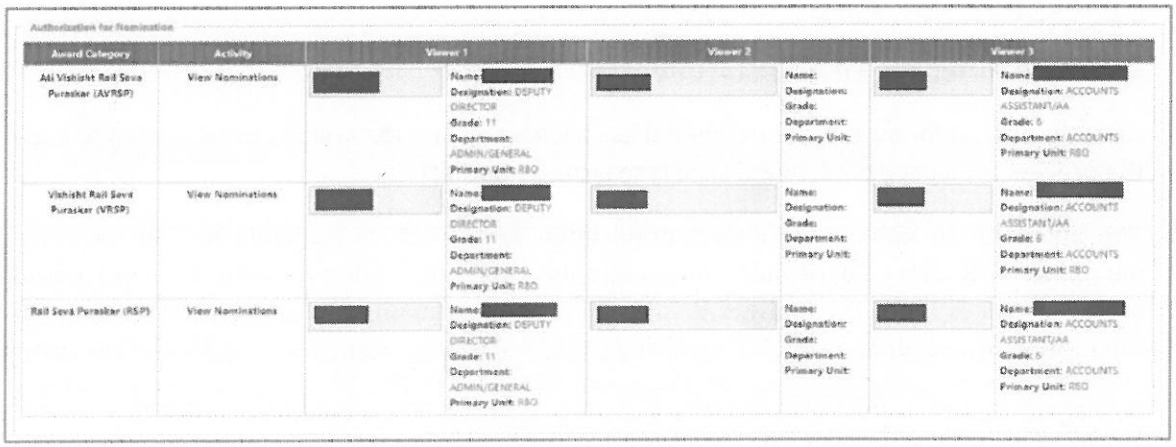


Image : 3

Authorisation for Nominations (Image : 3) : Under this head, HRMS ids of the employees entered will be granted access to view and download self - nominations submitted by various employees for all award types under the jurisdiction of that competent authority.

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Here AA has the option to grant this privilege to at least one and maximum 3 users by entering their HRMS IDs. If more than 1 users have been granted the privilege, any one of those can log into those links and view the nominations.

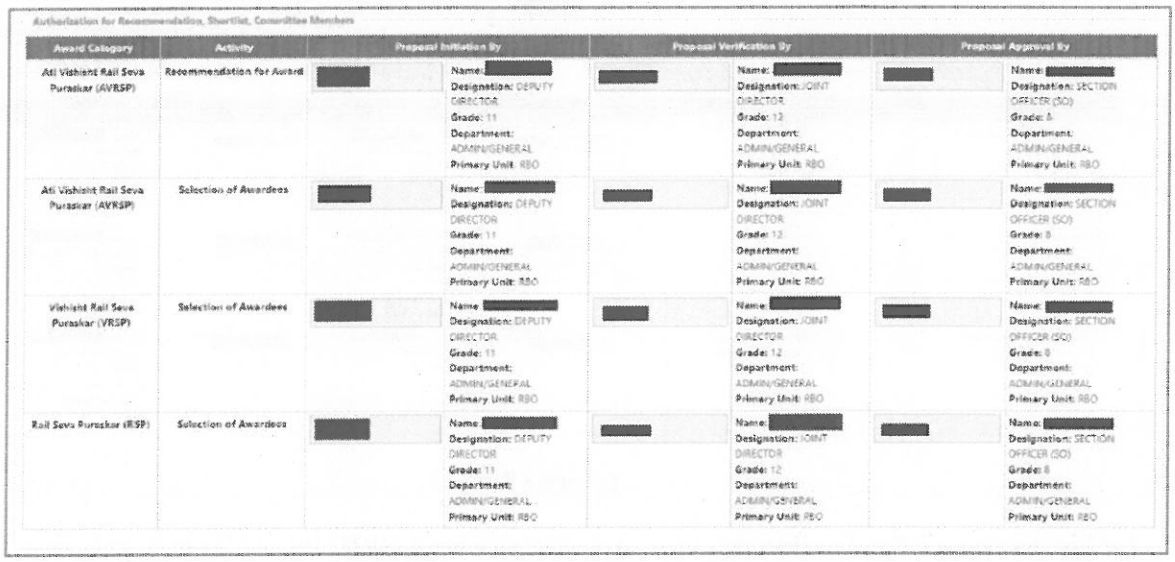


Image : 4

Authorisation for Recommendations (Image : 4) : The process of submission of recommendations for AVRSP by Zonal Railways and submission of final list of awardees by Railway Board is a 3 step process. The proposal for the same needs to be initiated by one authority, verified by one authority and approved by one authority. The HRMS IDs of respective authorities needs to entered here.

2.2 Uploading Award Notification

Once the entries for authorized personnel has been made into the system, the next step to initiate the process for a particular award type is to issue its notification.

The authority to upload the award notification for AVRSP is available for the authorized personnel of Railway Board only. Unless and until the notification for AVRSP for a particular calendar year is issued by Railway Board, the process of submission of self - nominations and finalization of awardees for AVRSP for that particular calendar year cannot be done in the system.

Issuing of Award notification is also a 2 step process. The personnel authorized to issue notification clicks on the link "**Upload initial notification" (Image : 5)**.

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For Admin Use :

1. Authorised Personnel
2. Notification
   a. Upload Initial Notification
   b. Approve Initial Notification
   c. Modify Notification (Extension of Timelines)
   d. Approve Notification (Extension of Timelines)
3. Screening Committees
   a. Create
   b. Verify
   c. Approve
4. Report on Controlling Officer's Remarks
5. View Nominations
6. Nomination by Admin (For Posthumous cases)
7. Award Statistics

Image : 5

Once the link "Upload Initial Notification" is clicked upon, the following interface **(Image :6)** will open up wherein certain basic details regarding the notification needs to be filled in.

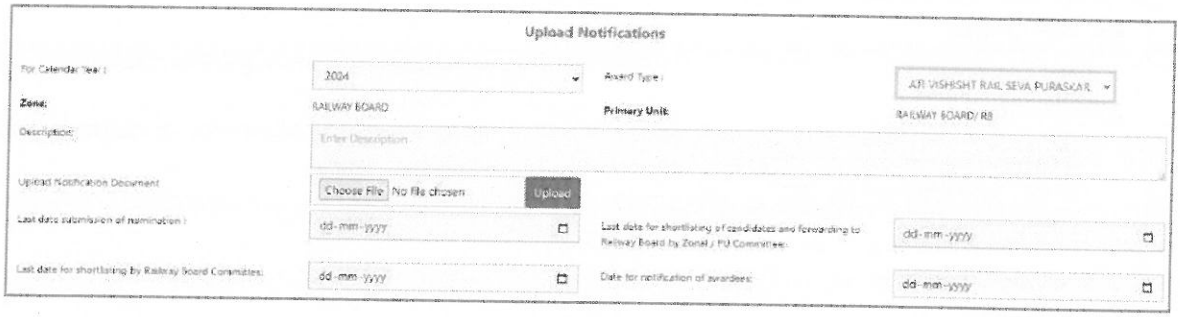


Image :6

At the time of uploading the award notification, the authorized personnel will be required to enter basic details for the same as explained below:

Calendar Year : Here the year for which the Award notification is being issued needs to be selected.

Award Type : Here the Award type (AVRSP/VRSP/RSP) for which the Award notification is being issued needs to be selected.

Description : Here a brief description regarding the award for which notification is being issued needs to be filled in.

Upload Notification Document : Here the pdf document of notification which the administration wants to be made visible to all the users needs to be uploaded.

Last Date for submission of nomination : Here last date for submission of self nomination by employees needs to be filled in by the administration. Once this date is crossed, no employee will be allowed to submit their self nomination for that particular award type.

Last Date for shortlisting of candidates and forwarding to Railway Board by Zonal / PU Committees : Every Zonal Railway is required to finalise and forward the list of employees

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recommended for AVRSP to Railway Board. Last date for forwarding the same needs to be entered here.

Last Date for shortlisting by Railway Board Committee : Once the recommendations for AVRSP are received from Zonal Railways, they are put up to respective screening committees for individual award type for finalization of awardees. Last date for finalization by screening committee is to be entered over here.

Date for notification of awardees : The date on which the final list of awardees will be finalized and notified needs to be entered here.

Once the basic details regarding the award notification are filled in and the proposal is submitted for approval by the initiating authority, the same needs to be approved by approving authority.

In order to approve the notification, the approving authority needs to click on the link "**Approve Initial Notification**" **(Image : 7)**.

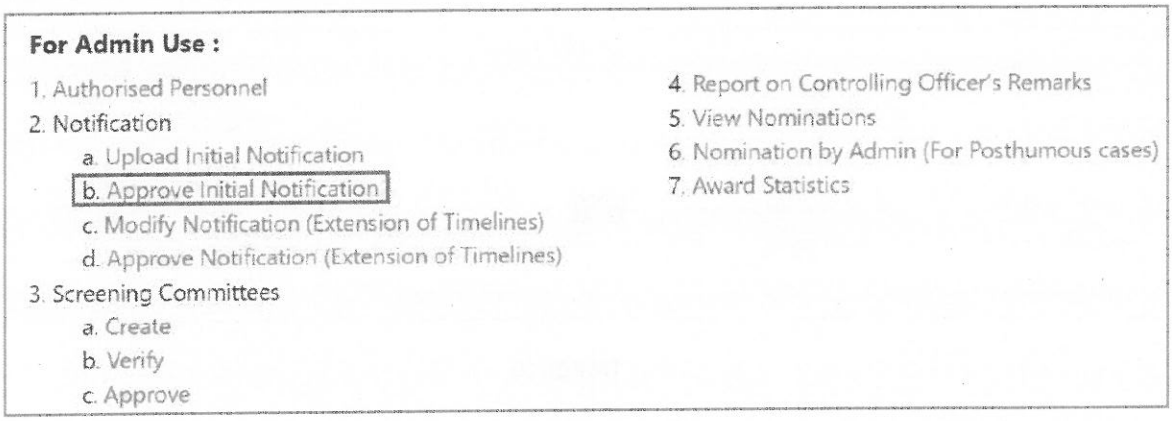


Image : 7

Once the notification is approved by the approving authority, the form for self – nomination for that award type will be made open for all eligible employees till the last date for self – nomination.

2.3 Modify Notification (Extension of Timelines)

In case any date for an already approved award notification needs to be updated or any other pdf document needs to be uploaded, corrigendum to that award notification needs to be issued.

In order to do so, the user needs to click on the link **"Modify Notification (Extension of Timelines)" (Image : 8)**

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CRIS

For Admin Use :

1. Authorised Personnel
2. Notification
   a. Upload Initial Notification
   b. Approve Initial Notification
   c. Modify Notification (Extension of Timelines)
   d. Approve Notification (Extension of Timelines)
3. Screening Committees
   a. Create
   b. Verify
   c. Approve
4. Report on Controlling Officer's Remarks
5. View Nominations
6. Nomination by Admin (For Posthumous cases)
7. Award Statistics

Image : 8

Once the link is clicked upon, the following interface will open up requiring user to select the notification against which corrigendum needs to be issued. In such case the link "Issue Corrigendum" in the Action column needs to be clicked upon **(Image :9)**.

Corrigendum To Notification : 2024

Vishisht Rail Seva Puraskar (VRSP)

Year	Date of Notification upload	Last Date of Submission of Self-Nomination	Notification of List of Awardees Date	View Notification	Action
2024	31/01/2024	14/05/2024	17/05/2024	Click to View	Issue Corrigendum

Image : 9

Once the link **"Issue Corrigendum"** is clicked upon, the following interface will open up which will ask user to select and enter the details which needs to be updated. The system will display the existing details for all the field. Any field which needs to be updated, the checkbox given against it needs to be selected which will make the field for new value editable. User can then enter the new value and submit the same for approval **(Image : 10)**.

Ati Vishisht Rail Seva Puraskar (AVRSP)

Corrigendum - 5

Item	Existing Information (Previous)	Modified Information (Current)	Select
Description	AVRSP-2024		☐
Last Date for Submission of Self Nomination	10-08-2024	dd-mm-yyyy	☑
Last Date for Committee Shortlist	22-09-2024	dd-mm-yyyy	☐
Notification of List of Awardees Date	01-10-2024	dd-mm-yyyy	☐
Upload Document	Choose File No file chosen	Upload	
Remarks			

Submit Close

Image : 10

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Once the proposal for extension of timelines is initiated, the same needs to be approved by accessing through the link **"Approve Notification (Extension of Timelines)" (Image : 11).**

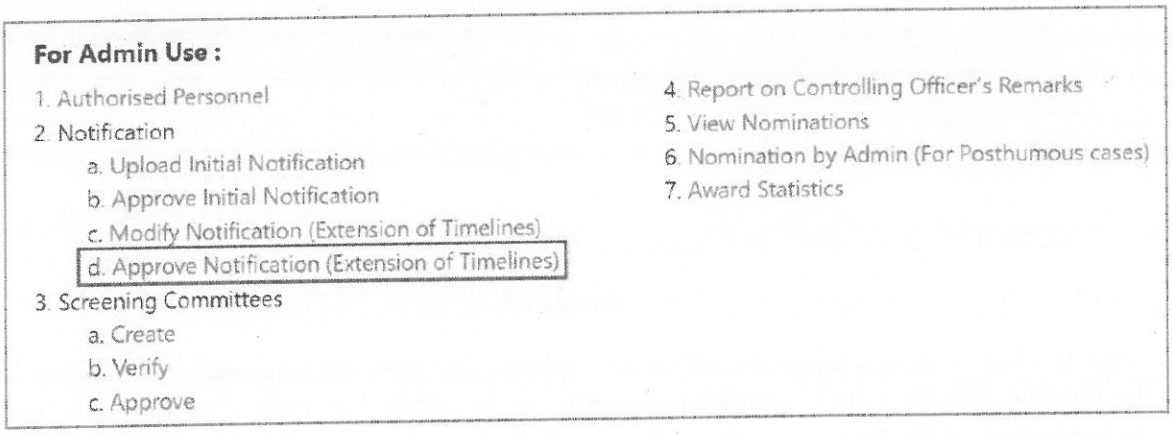


Image : 11

Once the corrigendum is approved, the updated timelines included in the proposal come into force.

2.4 Screening Committees

In order to scrutinize and finalise the list of awardees, in case administration wants to create committees, same can be done. In order to do so, the link **"Create Screening Committees"** needs to be clicked upon **(Image : 12).**

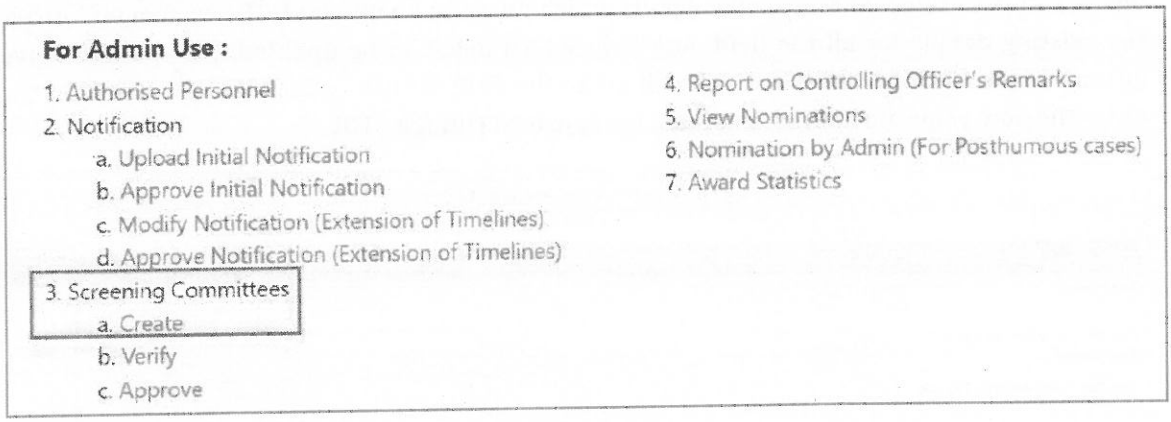


Image : 12

Once the link for creation of screening committee is clicked upon, the following interface will open up asking the user to select the award type and the type of committee that is required to be made **(Image : 13).**

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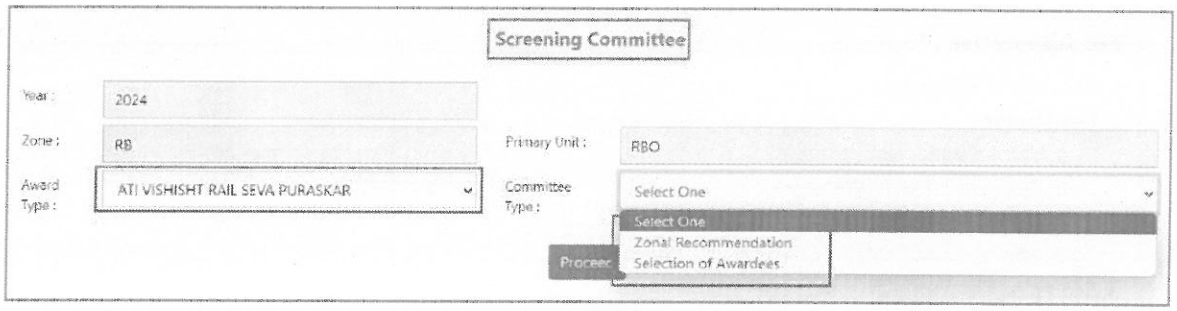


Image : 13

For Zonal Railways, in case of VRSP only committee that needs to be created is For Selection of Awardees. The committee members will be able to view all the self nominations submitted by the employees along with the remarks submitted against them by their controlling officers.

On clicking proceed, a table will open up wherein HRMS Id of the member proposed to be part of the committee needs to be entered. The moment HRMS ID of the member is entered, system will automatically fetch all his details and will display alongside.

In order to add members, simply + button given at the end of the table needs to be clicked upon which will add another row **(Image : 14)**.

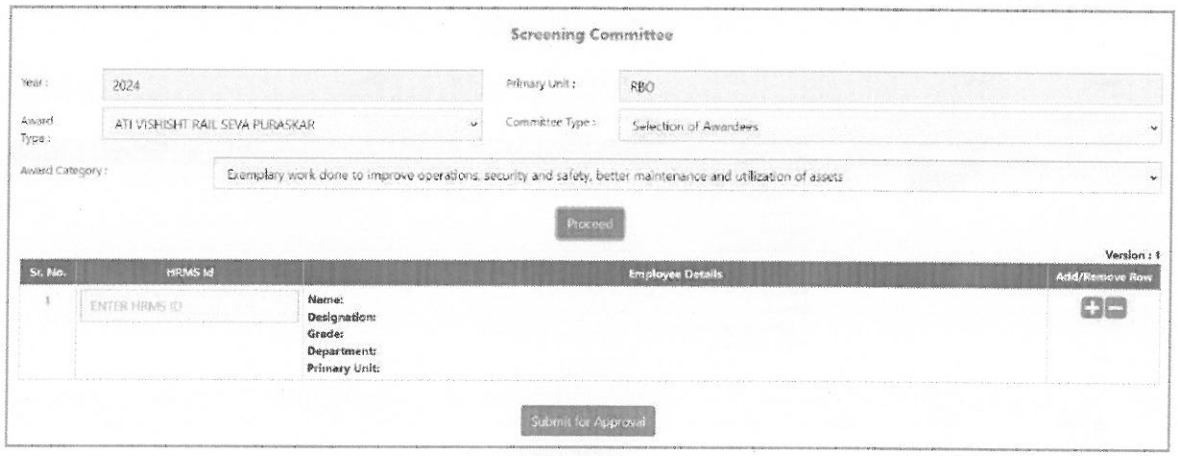


Image : 14

Once the proposal for creation of screening committee is submitted duly entering the names of all the committee members, the same needs to be verified and approved by accessing the link **"Verify Screening Committees" (Image : 15).**

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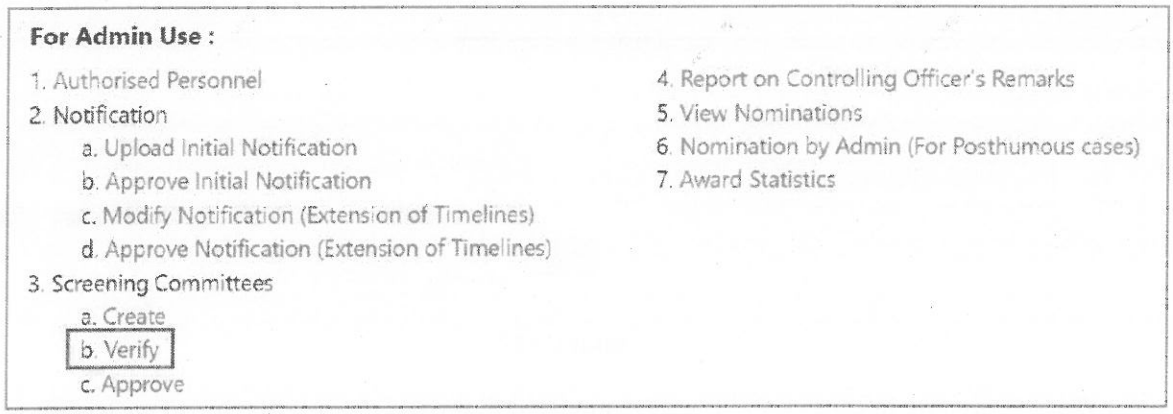


Image : 15

Once the Verify button is clicked upon, the following interface is opened up **(Image : 16)** through which the user can verify the proposal for committee formation.

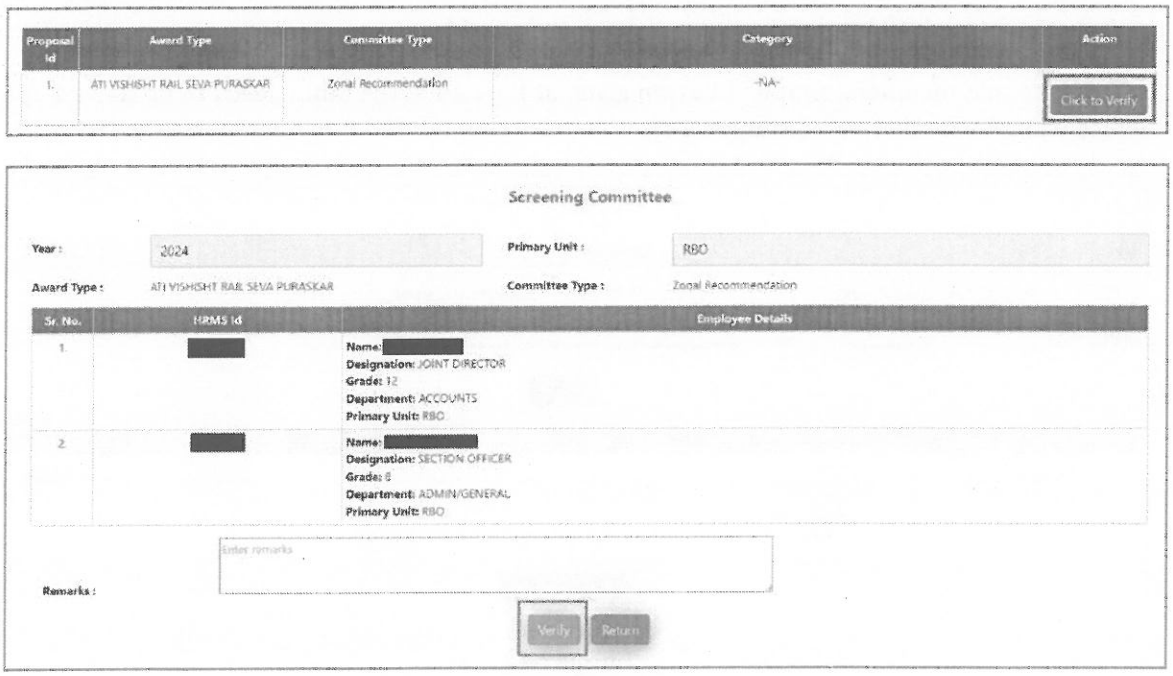


Image : 16

Once the committee is verified, it needs to be approved following the same process.

2.5. View Self Nominations

The self nominations submitted by employees and remarked upon by their controlling officers can be seen by administration for finalisation of final list of employees selected for VRSP.

In order to see the list of self – nominations, the user needs to click on the link "View Nominations" **(Image : 17)**

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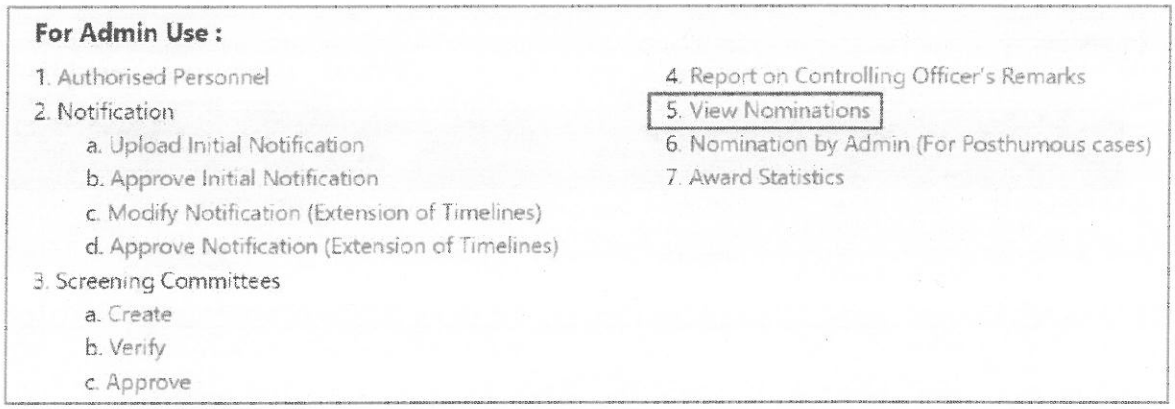


Image : 17

Once clicked upon, the following interface will open up wherein the user will be required to enter the details in the filter for which the nominations need to be seen **(Image : 18)**.

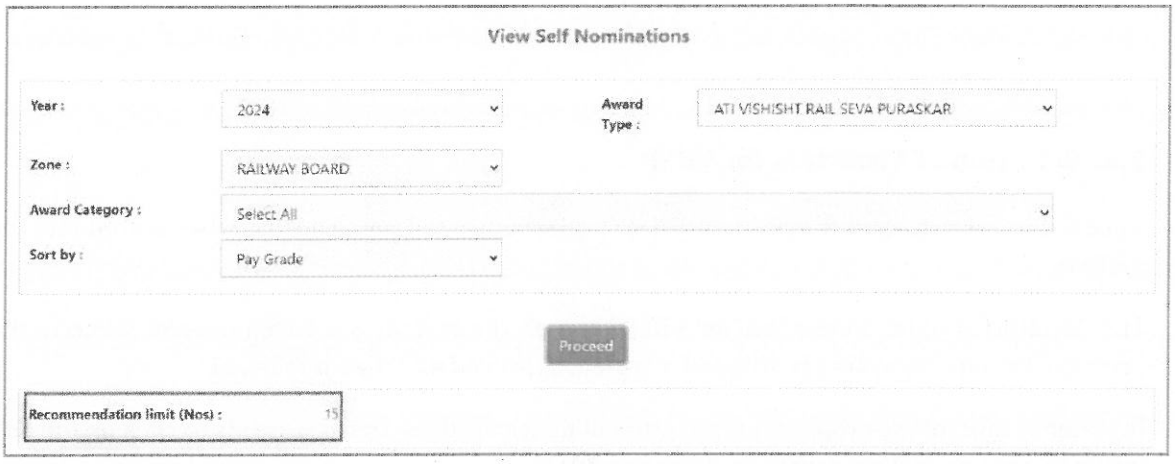


Image : 18

After setting the appropriate values in the filters, once the Proceed button is clicked upon, the following interface will open up displaying the entire list of self - nominations.

Against every nomination, the remarks of the controlling officer can also be seen. The individual self nomination form of an employee can also be seen by clicking on the form icon under the action column. Also the detailed list can be exported into the excel format by clicking on excel button given on top right corner **(Image : 19)**.

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Total Count : 6

Excel

S. No.	App ID	Name HRMS ID	Designation	Department	Pay Level	Unit	Gender	Last Award Date	Award Category	Citation	Controlling Officer Remarks			Action
											Remark Type	Remarks	Supporting Document	
1.	491	AAYUSH LEKXKG	JOINT DIRECTOR	CIVIL ENGINEERING	12	RBO	MALE	N/A	Category 7	Citation	COMPLETELY AGREE		Not Uploaded	
2.	437	ABHISHEK JAGAWAT TXSJRG	JOINT DIRECTOR	CIVIL ENGINEERING	12	RBO	MALE	N/A	Category 7	A very hardworking person	Not Remarked			
3.	112	ALICE.R TIRKEY HGMTEO	JOINT DIRECTOR	ADMIN/GENERAL	12	RBO	FEMALE	N/A	Category 7	A very diligent person always put her best efforts in work	Not Remarked			
4.	438	ANAND KRISHNA SSNOQO	SECTION OFFICER	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 7	A very laborious and skillful person always give his utmost efforts in every official work.	Not Remarked			
5.	123	AMOD KUMAR HHYNCP	SECTION OFFICER (SO)	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 1	Citation	Not Remarked			
6.	113	BALBIR SINGH	SECTION OFFICER	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 1	citation	Not Remarked			

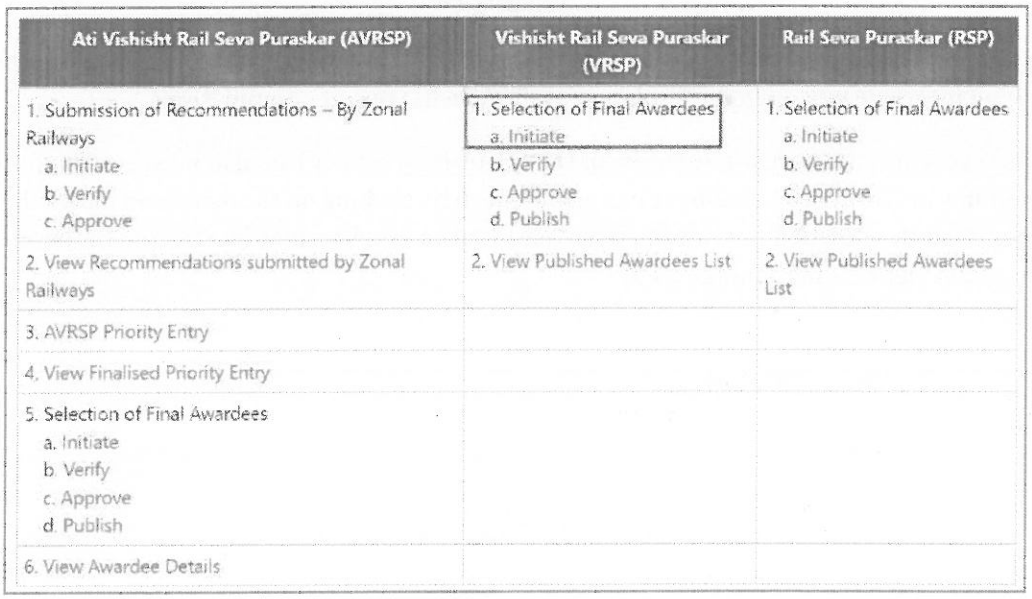
Image : 19

2.6. Selection of Awardees for VRSP

Once the list of awardees finalized for VRSP has been decided, same needs to be entered into the system.

The declaration of final awardees for VRSP through the system is a 4-step process wherein the proposal for final awardees is initiated, verified, approved and then published.

In order to initiate the proposal for selection of final awardees, the user needs to click on the link Initiate Selection of Final Awardees **(Image : 20)**



Ati Vishisht Rail Seva Puraskar (AVRSP)	Vishisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 20

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Once the link is clicked upon, the following interface will get opened up **(Image : 21)** wherein the user will be required to enter the HRMS IDs of final awardees of AVRSP

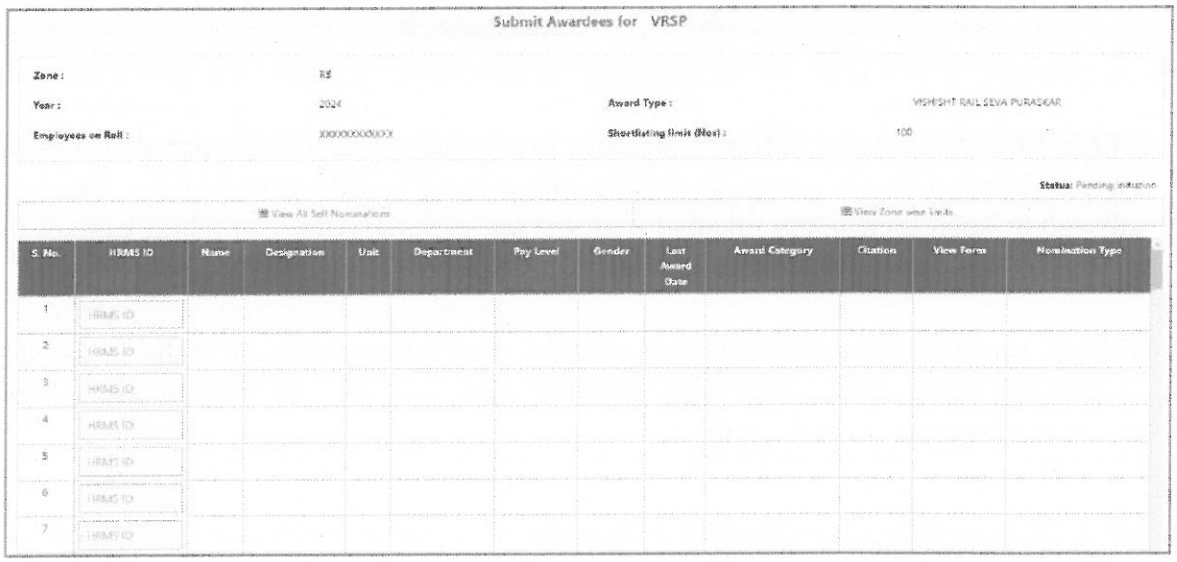


Image : 21

Once the required number of awardees are entered into the system and the proposal is submitted, the same needs to be verified, approved and published to make the final list of awardees available to all employees and make appropriate entries into the e-SR of final awardees.

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3. DISCLAIMER

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

--- End of Document ---

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ANNEXURE-IV

USER MANUAL

ON

Rail Seva Puraskar

(RSP)

SYSTEM : HRMS

MODULE : RAILWAY WEEK AWARDS

Version 1.0

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Table of Contents

Sl. No.		Topic	Page No.
1.		**General Information**	**3**
	1.1	Purpose & Scope	3
2.		**For Office Use**	**4**
	2.1	Authorised Personnel	4
	2.2	Uploading Award Notification	6
	2.3	Modify Notification (Extension of Timelines)	8
	2.4	Screening Committees	10
	2.5	View Self Nominations	12
	2.6	Selection of Awardees for AVRSP	14
3.		**Disclaimer**	**16**

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1. GENERAL INFORMATION

1.1 Purpose and Scope

Every year Railway Week Awards are organized by Railway Board and individual Zonal Railways at different levels under different award types namely Ati Vishisht Rail Seva Puraskar (AVRSP), Vishisht Rail Seva Puraskar (VRSP) and Rail Seva Puraskar (RSP).

The Award module of HRMS facilitates both employee as well as administration in the process of Railway Week Awards.

Through the Awards module of HRMS, employees can submit their self - nomination applications for the different types of awards for which he is eligible.

Through the Awards module of HRMS, the administration can process for different activities of Railway Week Awards viz issuing of award notifications, recording remarks of controlling officers, forwarding recommendations to Railway Board, constituting Screening Committees, finalization of awardees etc.

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2. FOR OFFICE USE

The Railway Week Awards module can be accessed by clicking on the "**Awards**" link given on the left side menu. When the button is clicked upon, the home page for Awards module will open up with a host of links having different functionalities which are explained as follows

2.1 Granting Permission Access : Authorised Personnel

Various links given under the Award module for different functionalities can be accessed by the users who have been granted access for them. Granting access to authorized personnel for various activities is the first step which needs to be completed.

Granting access is a 2 step process. User with Approving Authority (AA) role clicks on the link **"Authorised Personnel" (Image : 1).**

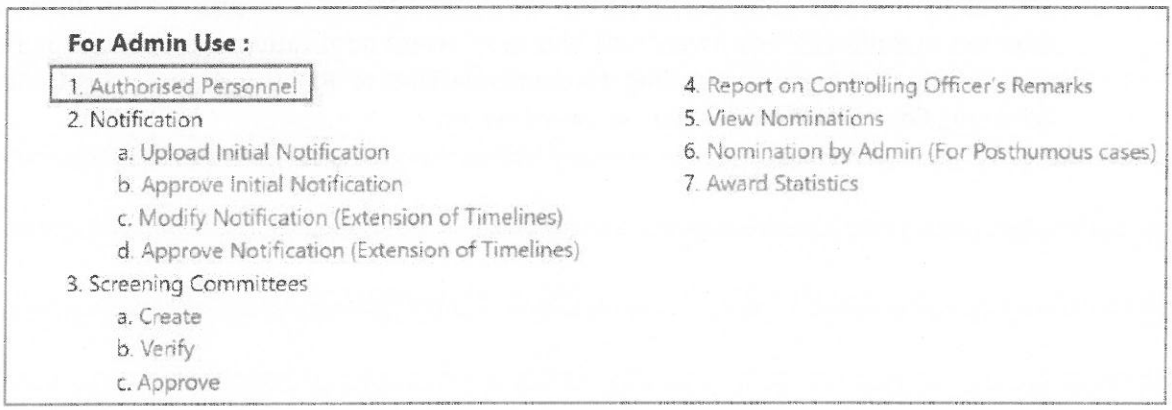


Image : 1

Clicking on the link "Auhtorised Personnel" will open the interface as shown below **(Image 2).** The interface will require user to enter the HRMS id of the employees who have to be granted access for a particular activity related to a particular award type which are explained as follows

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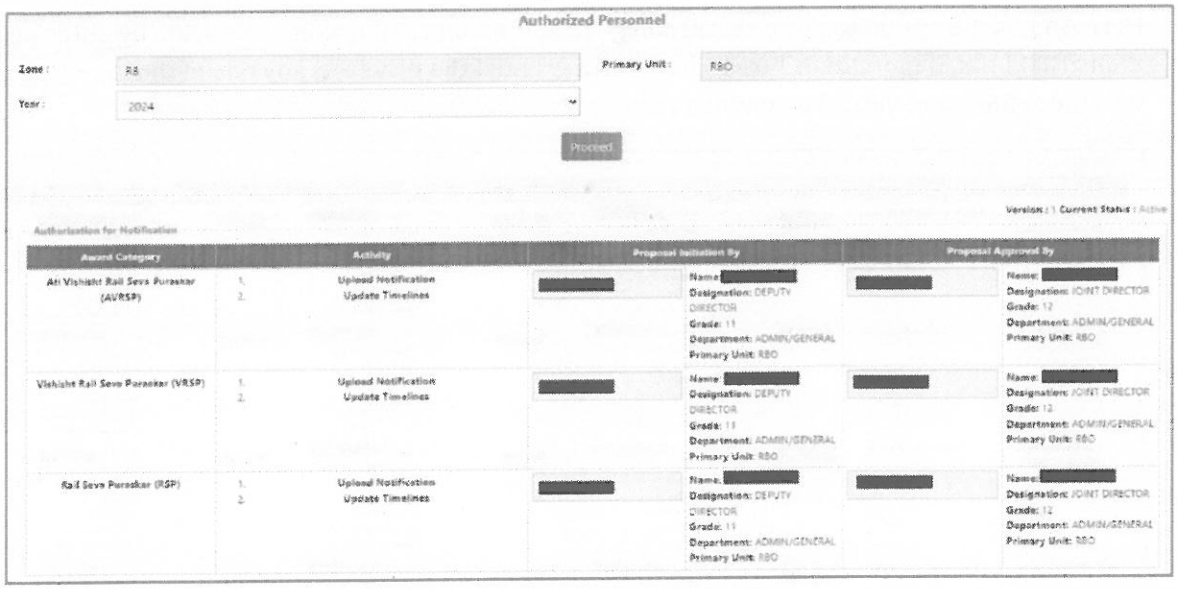


Image : 2

Authorisation for Notification (Image : 2) : Under this head, HRMS ids of the employees entered will be granted access to upload the notification as well as issue corrigendum and modify timelines for the award types for which they are authorised.

The process of Uploading Notification or Issuing Corrigendum will again be 2 step process. The employee whose HRMS ID is entered under the column "**Proposal Initiated By**" will initiate the proposal after entering basic details and uploading the notification and the employee whose HRMS ID is entered in the column "**Proposal Approved By**" will approve the proposal submitted to him.

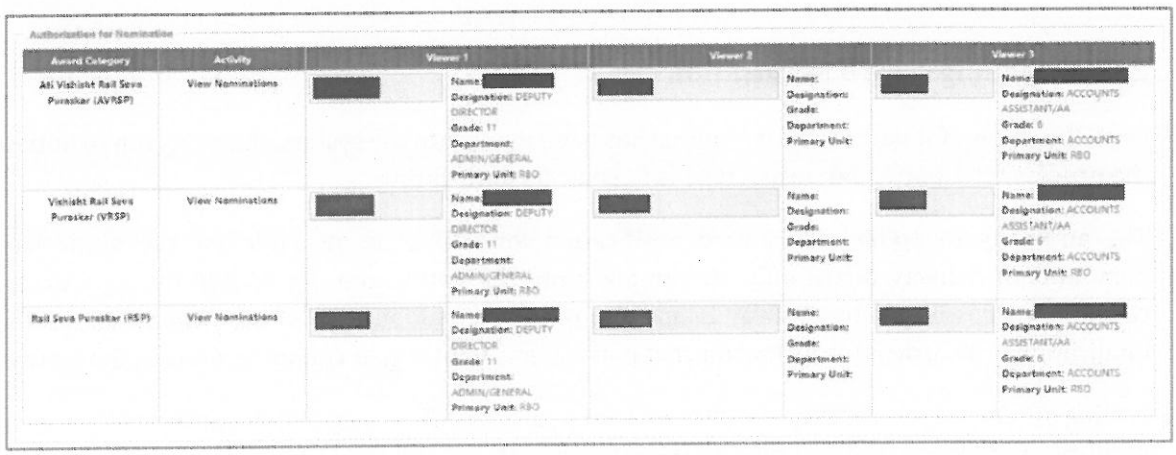
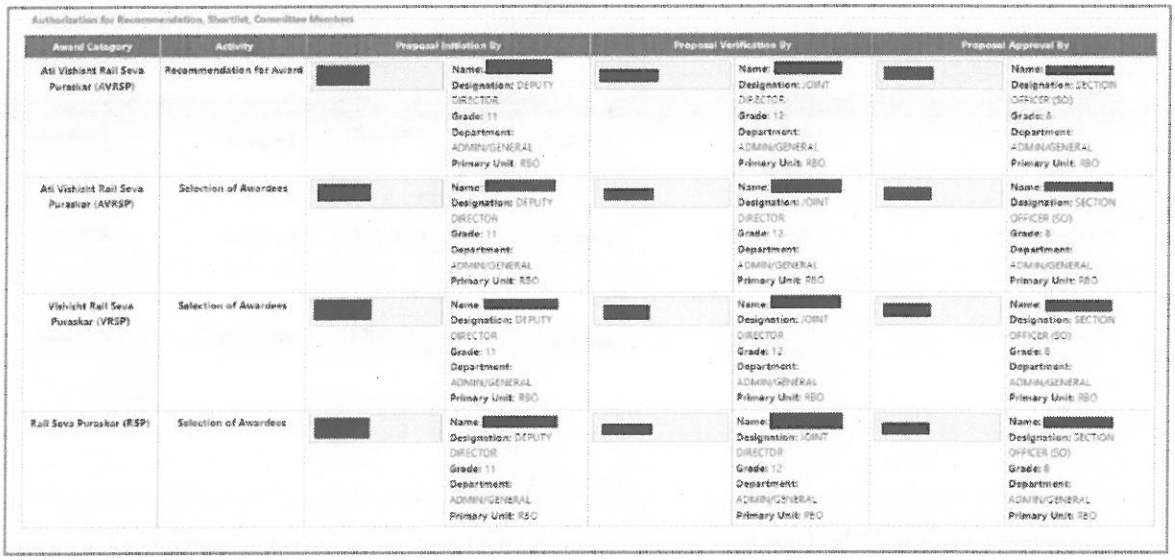


Image : 3

Authorisation for Nominations (Image : 3) : Under this head, HRMS ids of the employees entered will be granted access to view and download self - nominations submitted by various employees for all award types under the jurisdiction of that competent authority.

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Here AA has the option to grant this privilege to at least one and maximum 3 users by entering their HRMS IDs. If more than 1 users have been granted the privilege, any one of those can log into those links and view the nominations.


Authorisation for Recommendation, Shortlist, Committee Members

Award Category	Activity	Proposal Initiation By		Proposal Verification By		Proposal Approval By	
Ati Vishisht Rail Seva Puraskar (AVRSP)	Recommendation for Award	[redacted]	Name: [redacted] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMIN/GENERAL Primary Unit: RBO	[redacted]	Name: [redacted] Designation: JOINT DIRECTOR Grade: 12 Department: ADMIN/GENERAL Primary Unit: RBO	[redacted]	Name: [redacted] Designation: SECTION OFFICER (SO) Grade: 8 Department: ADMIN/GENERAL Primary Unit: RBO
Ati Vishisht Rail Seva Puraskar (AVRSP)	Selection of Awardees	[redacted]	Name: [redacted] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMIN/GENERAL Primary Unit: RBO	[redacted]	Name: [redacted] Designation: JOINT DIRECTOR Grade: 12 Department: ADMIN/GENERAL Primary Unit: RBO	[redacted]	Name: [redacted] Designation: SECTION OFFICER (SO) Grade: 8 Department: ADMIN/GENERAL Primary Unit: RBO
Vishisht Rail Seva Puraskar (VRSP)	Selection of Awardees	[redacted]	Name: [redacted] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMIN/GENERAL Primary Unit: RBO	[redacted]	Name: [redacted] Designation: JOINT DIRECTOR Grade: 12 Department: ADMIN/GENERAL Primary Unit: RBO	[redacted]	Name: [redacted] Designation: SECTION OFFICER (SO) Grade: 8 Department: ADMIN/GENERAL Primary Unit: RBO
Rail Seva Puraskar (RSP)	Selection of Awardees	[redacted]	Name: [redacted] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMIN/GENERAL Primary Unit: RBO	[redacted]	Name: [redacted] Designation: JOINT DIRECTOR Grade: 12 Department: ADMIN/GENERAL Primary Unit: RBO	[redacted]	Name: [redacted] Designation: SECTION OFFICER (SO) Grade: 8 Department: ADMIN/GENERAL Primary Unit: RBO

Image : 4

Authorisation for Recommendations (Image : 4) : The process of submission of recommendations for AVRSP by Zonal Railways and submission of final list of awardees by Railway Board is a 3 step process. The proposal for the same needs to be initiated by one authority, verified by one authority and approved by one authority. The HRMS IDs of respective authorities needs to entered here.

2.2 Uploading Award Notification

Once the entries for authorized personnel has been made into the system, the next step to initiate the process for a particular award type is to issue its notification.

The authority to upload the award notification for AVRSP is available for the authorized personnel of Railway Board only. Unless and until the notification for AVRSP for a particular calendar year is issued by Railway Board, the process of submission of self - nominations and finalization of awardees for AVRSP for that particular calendar year cannot be done in the system.

Issuing of Award notification is also a 2 step process. The personnel authorized to issue notification clicks on the link **"Upload initial notification" (Image : 5)**.

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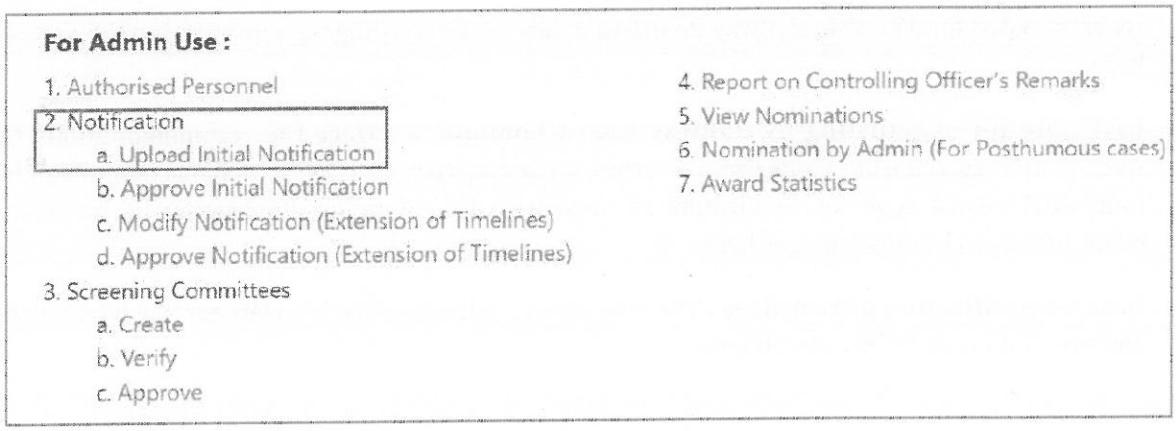


Image : 5

Once the link "Upload Initial Notification" is clicked upon, the following interface **(Image :6)** will open up wherein certain basic details regarding the notification needs to be filled in.

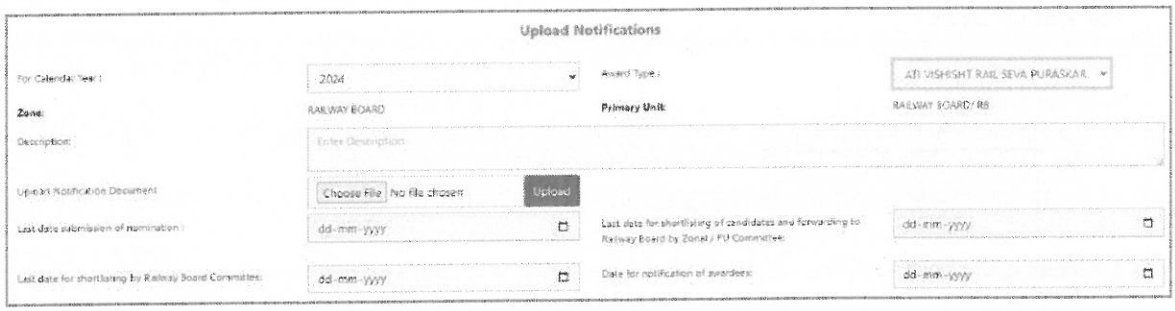


Image :6

At the time of uploading the award notification, the authorized personnel will be required to enter basic details for the same as explained below:

Calendar Year : Here the year for which the Award notification is being issued needs to be selected.

Award Type : Here the Award type (AVRSP/VRSP/RSP) for which the Award notification is being issued needs to be selected.

Description : Here a brief description regarding the award for which notification is being issued needs to be filled in.

Upload Notification Document : Here the pdf document of notification which the administration wants to be made visible to all the users needs to be uploaded.

Last Date for submission of nomination : Here last date for submission of self nomination by employees needs to be filled in by the administration. Once this date is crossed, no employee will be allowed to submit their self nomination for that particular award type.

Last Date for shortlisting of candidates and forwarding to Railway Board by Zonal / PU Committees : Every Zonal Railway is required to finalise and forward the list of employees

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recommended for AVRSP to Railway Board. Last date for forwarding the same needs to be entered here.

Last Date for shortlisting by Railway Board Committee : Once the recommendations for AVRSP are received from Zonal Railways, they are put up to respective screening committees for individual award type for finalization of awardees. Last date for finalization by screening committee is to be entered over here.

Date for notification of awardees : The date on which the final list of awardees will be finalized and notified needs to be entered here.

Once the basic details regarding the award notification are filled in and the proposal is submitted for approval by the initiating authority, the same needs to be approved by approving authority.

In order to approve the notification, the approving authority needs to click on the link "**Approve Initial Notification**" **(Image : 7)**.

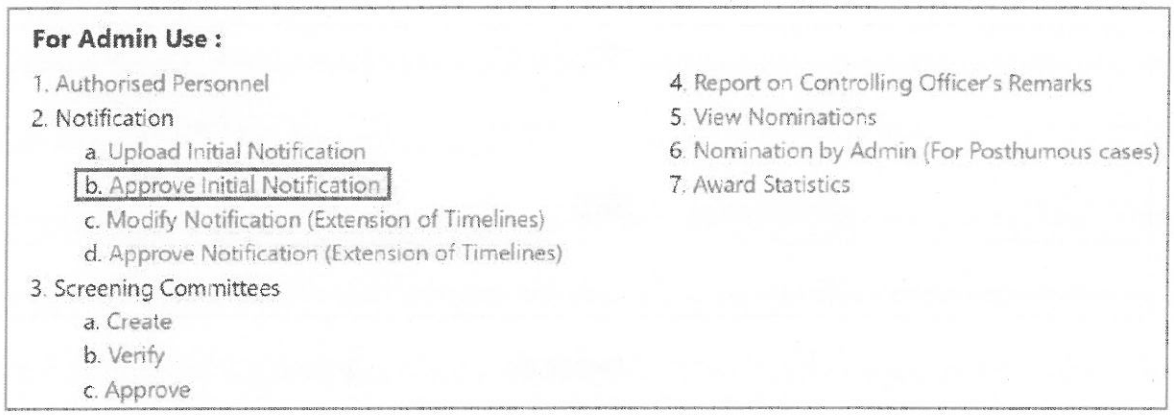


Image : 7

Once the notification is approved by the approving authority, the form for self – nomination for that award type will be made open for all eligible employees till the last date for self – nomination.

2.3 Modify Notification (Extension of Timelines)

In case any date for an already approved award notification needs to be updated or any other pdf document needs to be uploaded, corrigendum to that award notification needs to be issued.

In order to do so, the user needs to click on the link **"Modify Notification (Extension of Timelines)" (Image : 8)**

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For Admin Use :

1. Authorised Personnel
2. Notification
   a. Upload Initial Notification
   b. Approve Initial Notification
   c. Modify Notification (Extension of Timelines)
   d. Approve Notification (Extension of Timelines)
3. Screening Committees
   a. Create
   b. Verify
   c. Approve
4. Report on Controlling Officer's Remarks
5. View Nominations
6. Nomination by Admin (For Posthumous cases)
7. Award Statistics

Image : 8

Once the link is clicked upon, the following interface will open up requiring user to select the notification against which corrigendum needs to be issued. In such case the link "Issue Corrigendum" in the Action column needs to be clicked upon **(Image :9)**.

Corrigendum To Notification : 2024

Rail Seva Puraskar (RSP)

Year	Date of Notification upload	Last Date of Submission of Self-Nomination	Notification of List of Awardees Date	View Notification	Action
2024	31/01/2024	11/05/2024	10/07/2024	Click to View	Issue Corrigendum

Image : 9

Once the link **"Issue Corrigendum"** is clicked upon, the following interface will open up which will ask user to select and enter the details which needs to be updated. The system will display the existing details for all the field. Any field which needs to be updated, the checkbox given against it needs to be selected which will make the field for new value editable. User can then enter the new value and submit the same for approval **(Image : 10)**.

Ati Vishisht Rail Seva Puraskar (AVRSP)

Corrigendum - 5

Item	Existing Information (Previous)	Modified Information (Current)	Select
Description	AVRSP-2024		☐
Last Date for Submission of Self Nomination	10-08-2024	dd-mm-yyyy	☑
Last Date for Committee Shortlist	22-09-2024	dd-mm-yyyy	☐
Notification of List of Awardees Date	01-10-2024	dd-mm-yyyy	☐
Upload Document	Choose File No file chosen	Upload	
Remarks			

Submit Close

Image : 10

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Once the proposal for extension of timelines is initiated, the same needs to be approved by accessing through the link **"Approve Notification (Extension of Timelines)" (Image : 11).**

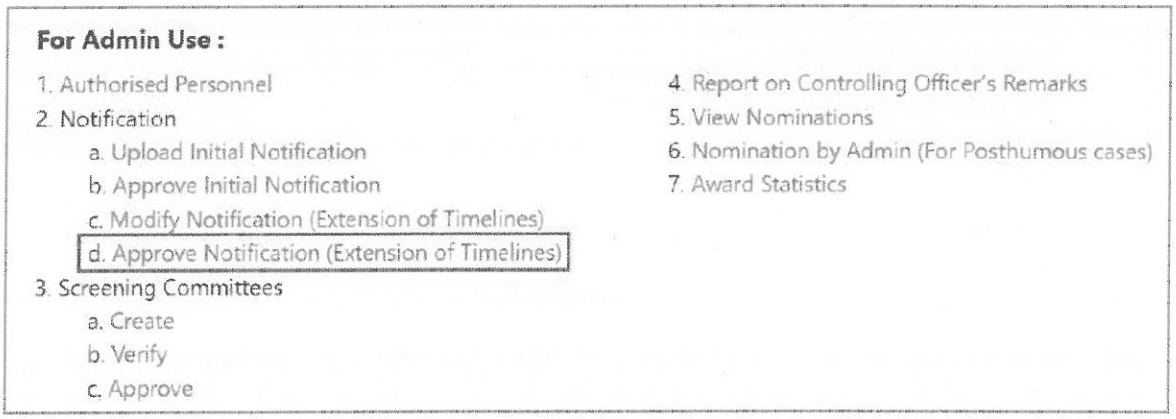


Image : 11

Once the corrigendum is approved, the updated timelines included in the proposal come into force.

2.4 Screening Committees

In order to scrutinize and finalise the list of awardees, in case administration wants to create committees, same can be done. In order to do so, the link **"Create Screening Committees"** needs to be clicked upon **(Image : 12).**

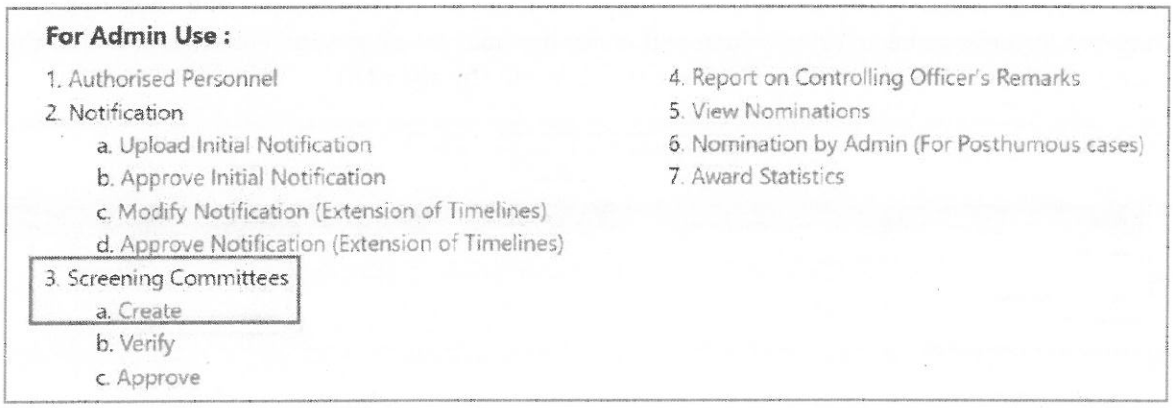


Image : 12

Once the link for creation of screening committee is clicked upon, the following interface will open up asking the user to select the award type and the type of committee that is required to be made **(Image : 13).**

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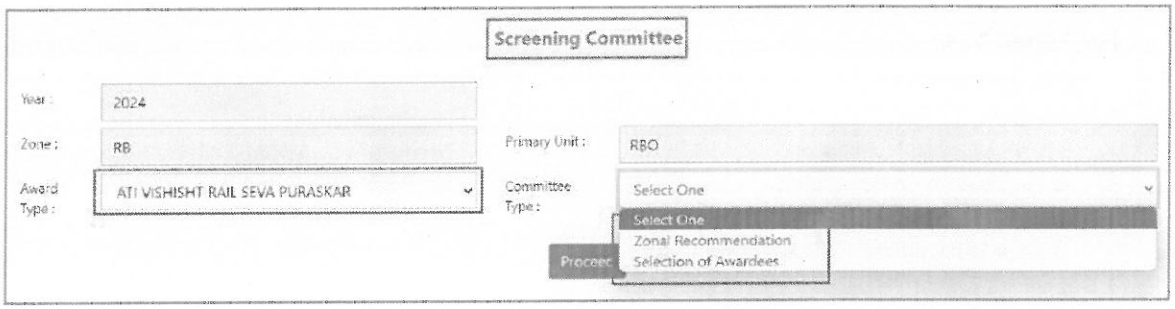


Image : 13

In case of RSP only committee that needs to be created is For Selection of Awardees. The committee members will be able to view all the self nominations submitted by the employees along with the remarks submitted against them by their controlling officers.

On clicking proceed, a table will open up wherein HRMS Id of the member proposed to be part of the committee needs to be entered. The moment HRMS ID of the member is entered, system will automatically fetch all his details and will display alongside.

In order to add members, simply + button given at the end of the table needs to be clicked upon which will add another row **(Image : 14)**.

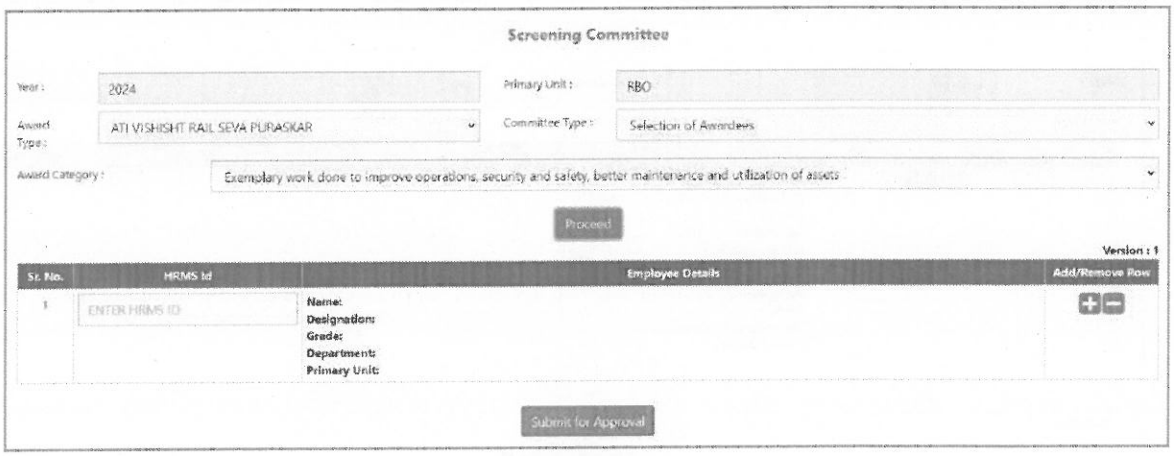


Image : 14

Once the proposal for creation of screening committee is submitted duly entering the names of all the committee members, the same needs to be verified and approved by accessing the link **"Verify Screening Committees" (Image : 15).**

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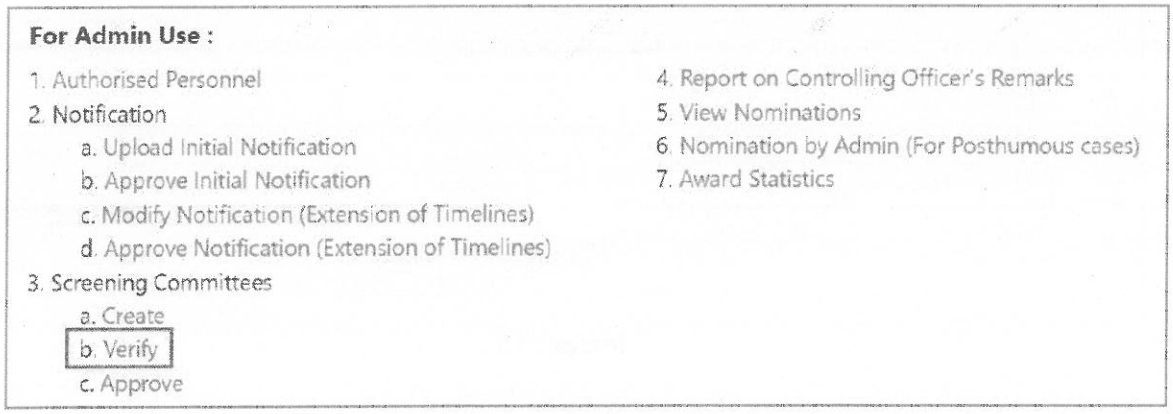


Image : 15

Once the Verify button is clicked upon, the following interface is opened up **(Image : 16)** through which the user can verify the proposal for committee formation.

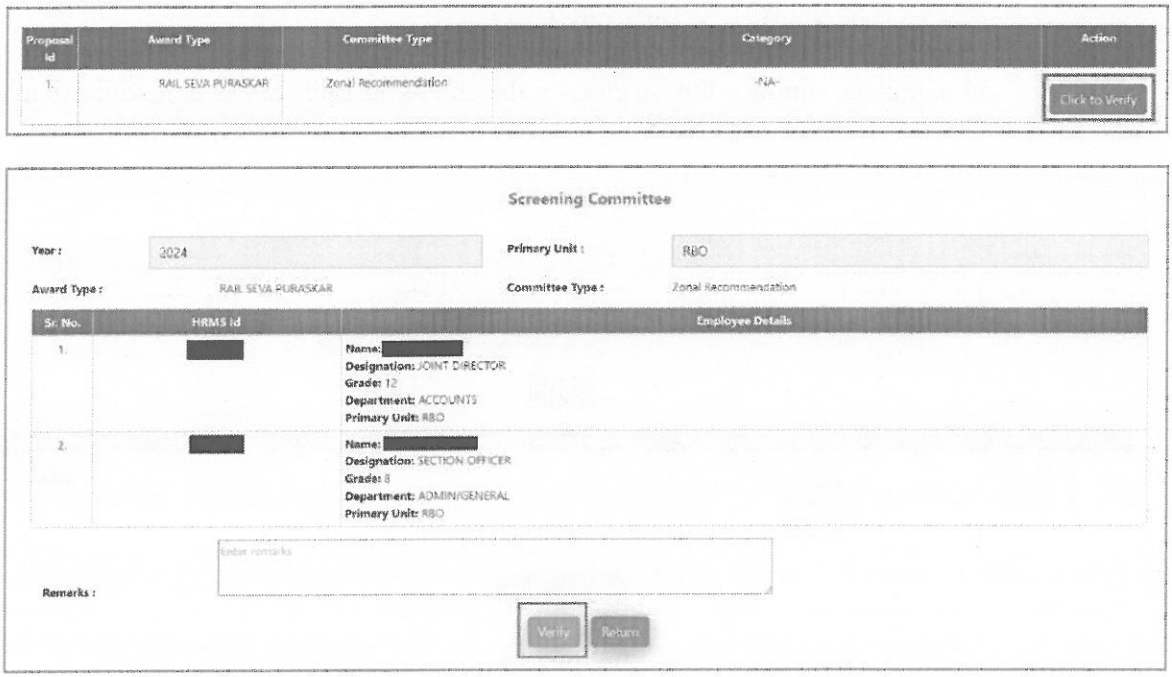


Image : 16

Once the committee is verified, it needs to be approved following the same process.

2.5. View Self Nominations

The self nominations submitted by employees and remarked upon by their controlling officers can be seen by administration for finalisation of final list of employees selected for RSP.

In order to see the list of self – nominations, the user needs to click on the link "View Nominations" **(Image : 17)**

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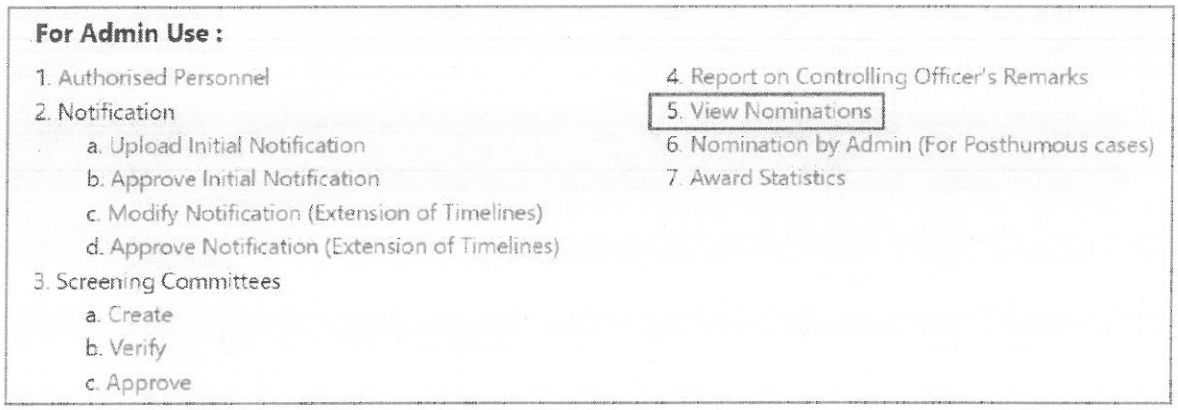


Image : 17

Once clicked upon, the following interface will open up wherein the user will be required to enter the details in the filter for which the nominations need to be seen **(Image : 18)**.

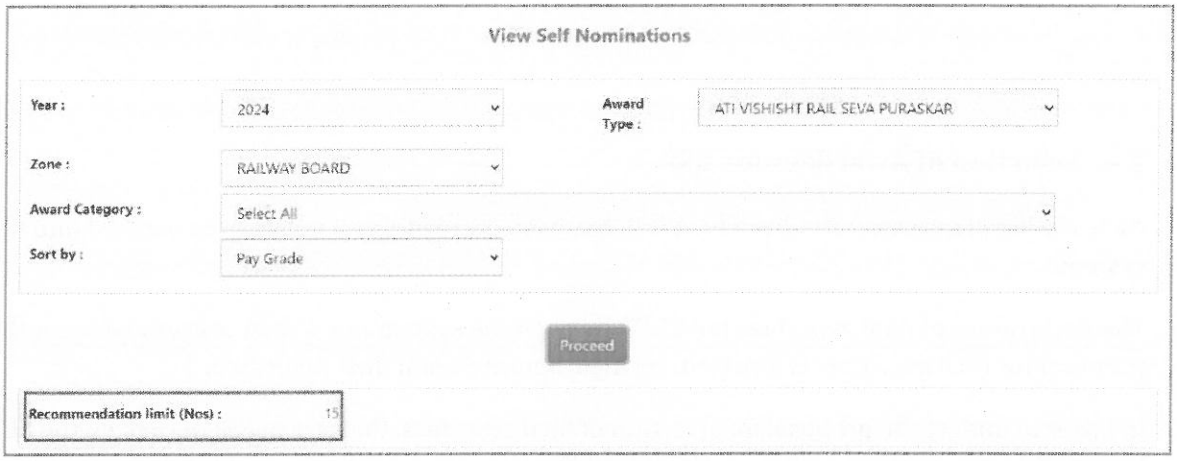


Image : 18

After setting the appropriate values in the filters, once the Proceed button is clicked upon, the following interface will open up displaying the entire list of self - nominations.

Against every nomination, the remarks of the controlling officer can also be seen. The individual self nomination form of an employee can also be seen by clicking on the form icon under the action column. Also the detailed list can be exported into the excel format by clicking on excel button given on top right corner **(Image : 19)**.

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Total Count : 6

Excel

S. No.	App ID	Name HRMS ID	Designation	Department	Pay Level	Unit	Gender	Last Award Date	Award Category	Citation	Controlling Officer Remarks			Action
											Remark Type	Remarks	Supporting Document	
1.	491	AAYUSH LBKXKG	JOINT DIRECTOR	CIVIL ENGINEERING	12	RBO	MALE	N/A	Category 7	Citation	COMPLETELY AGREE		Not Uploaded	
2.	437	ABHISHEK JAGAWAT TXSJRG	JOINT DIRECTOR	CIVIL ENGINEERING	12	RBO	MALE	N/A	Category 7	A very hardworking person	Not Remarked			
3.	112	ALICE.R TIRKEY HGMTEO	JOINT DIRECTOR	ADMIN/GENERAL	12	RBO	FEMALE	N/A	Category 7	A very diligent person always put her best efforts in work	Not Remarked			
4	438	ANAND KRISHNA SSNOQO	SECTION OFFICER	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 7	A very laborious and skilful person always give his utmost efforts in every official work.	Not Remarked			
5.	123	AMOD KUMAR HHYNCP	SECTION OFFICER (SO)	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 1	Citation	Not Remarked			
6.	113	BALBIR SINGH	SECTION OFFICER	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 1	citation	Not Remarked			

Image : 19

2.6. Selection of Awardees for RSP

Once the list of awardees finalized for VRSP has been decided, same needs to be entered into the system.

The declaration of final awardees for VRSP through the system is a 4-step process wherein the proposal for final awardees is initiated, verified, approved and then published.

In order to initiate the proposal for selection of final awardees, the user needs to click on the link Initiate Selection of Final Awardees **(Image : 20)**

Ati Vishisht Rail Seva Puraskar (AVRSP)	Vishisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 20

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Once the link is clicked upon, the following interface will get opened up **(Image : 21)** wherein the user will be required to enter the HRMS IDs of final awardees of AVRSP

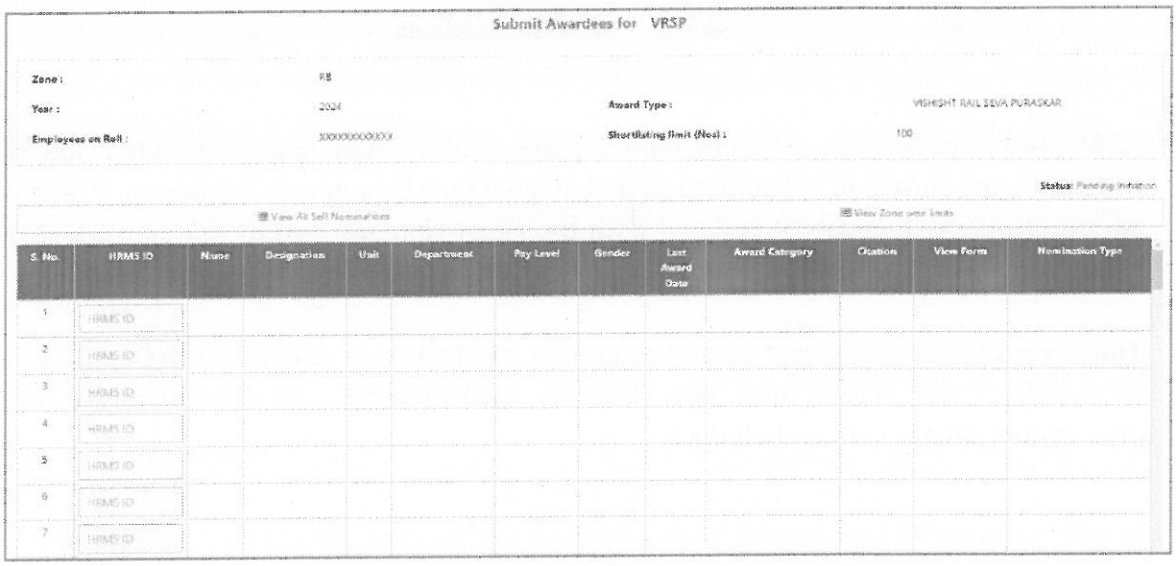


Image : 21

Once the required number of awardees are entered into the system and the proposal is submitted, the same needs to be verified, approved and published to make the final list of awardees available to all employees and make appropriate entries into the e-SR of final awardees.

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3. DISCLAIMER

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

--- End of Document ---

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ANNEXURE-V

USER MANUAL

FOR

EMPLOYEES

SYSTEM : HRMS

MODULE : RAILWAY WEEK AWARDS

Version 1.0

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Table of Contents

Sl. No.		Topic	Page No.
1.		**General Information**	**3**
	1.1	Purpose & Scope	3
2.		**For Employees' Use**	**4**
	2.1	Submitting Self Nomination	5
	2.2	Viewing Self Nomination	8
	2.3	Withdrawing Self Nomination	10
	2.4	Recording Remarks by Controlling Officers	11
3.		**Disclaimer**	**13**

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1. GENERAL INFORMATION

1.1 Purpose and Scope

Every year Railway Week Awards are organized by Railway Board and individual Zonal Railways at different levels under different award types namely Ati Vishisht Rail Seva Puraskar (AVRSP), Vishisht Rail Seva Puraskar (VRSP) and Rail Seva Puraskar (RSP).

The Award module of HRMS facilitates both employee as well as administration in the process of Railway Week Awards.

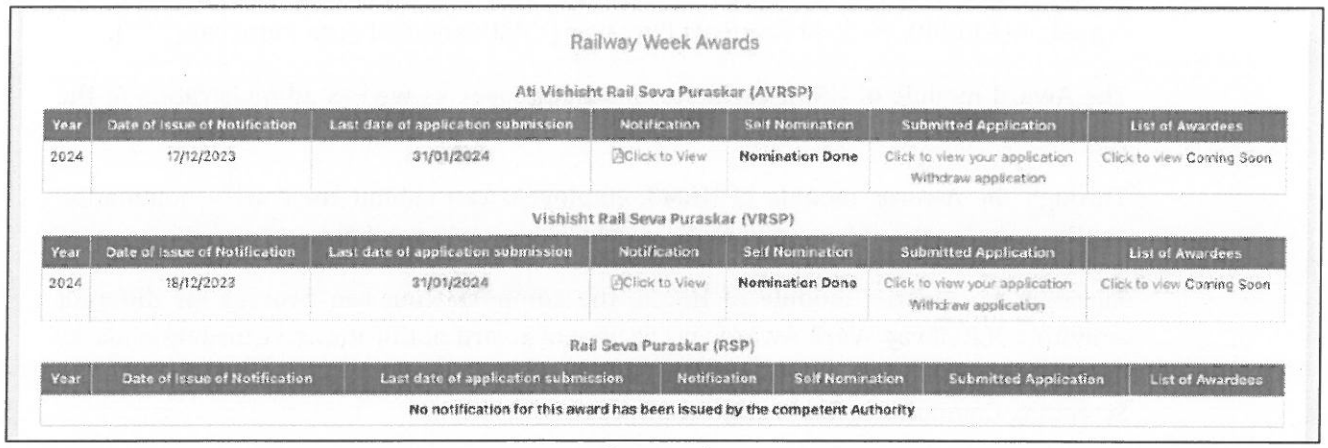
Through the Awards module of HRMS, employees can submit their self - nomination applications for the different types of awards for which he is eligible.

Through the Awards module of HRMS, the administration can process for different activities of Railway Week Awards viz issuing of award notifications, recording remarks of controlling officers, forwarding recommendations to Railway Board, constituting Screening Committees, finalization of awardees etc.

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2. FOR EMPLOYEES' USE

The Railway Week Awards module can be accessed by clicking on the "**Awards**" link given on the left side menu after logging into HRMS. When the button is clicked upon, the following screen will open up **(Image : 1)** with different functionalities which are explained as follows:



Railway Week Awards

Ati Vishisht Rail Seva Puraskar (AVRSP)

Year	Date of Issue of Notification	Last date of application submission	Notification	Self Nomination	Submitted Application	List of Awardees
2024	17/12/2023	31/01/2024	Click to View	Nomination Done	Click to view your application Withdraw application	Click to view Coming Soon

Vishisht Rail Seva Puraskar (VRSP)

Year	Date of Issue of Notification	Last date of application submission	Notification	Self Nomination	Submitted Application	List of Awardees
2024	18/12/2023	31/01/2024	Click to View	Nomination Done	Click to view your application Withdraw application	Click to view Coming Soon

Rail Seva Puraskar (RSP)

Year	Date of Issue of Notification	Last date of application submission	Notification	Self Nomination	Submitted Application	List of Awardees
No notification for this award has been issued by the competent Authority						

Image : 1

If a particular type of award (AVRSP/VRSP/RSP) has been notified by the competent authority for the logged in user, the details of the awards will be shown to him as shown above, else message will be displayed "No notification for this award has been issued by the Competent Authority".

Once the notification for an award type has been issued certain basic details will be visible in the tab for the same, viz Date of Notification, Last date for submission of application (self nomination) etc.

The page shows different links tabulated under three broad categories of Awards types – **Ati Vishisht Rail Seva Puraskar (AVRSP)**, **Vishisht Rail Seva Puraskar (VRSP)** and **Rail Seva Puraskar (RSP)** all of which are explained as follows:

Year : It will display the calendar year for which all the details for that award type are being shown.

Date of issue of notification : Here that date will be shown on which the notification for that Award type has been issued by the administration.

Last date of application submission : This field will display the last date till which the employee can submit self - nomination for that particular award type. Once the date mentioned here is crossed, no employee will be allowed to submit their self - nomination for that particular award type.

Notification : This field will display the link of the detailed award notification which has been issued and uploaded by the administration. On clicking upon the link, the notification uploaded by the administration will get opened up.

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Self Nomination : This field will display the link through which the employee can submit his self - nomination for that particular award type. The link for submission of self nomination will be

Submitted Application : This field will show the link of the self – nomination application submitted by the employee. Clicking on the link, the submitted application will get opened up.

Withdraw Application : This field will enable employee to withdraw his submitted application in case he wants to make changes in his application and resubmit the same. Once the application is withdrawn, the employee will again be allowed to submit the self – nomination for that award type.

List of awardees : This field will display the link of final awardees as and when the same is finalized and uploaded by the administration.

2.1 Submitting Self Nomination

In order for employee to submit the self nomination, the same can be done by clicking on the link given under the field "**Self Nomination**" for a particular award type, clicking on which will open up the form as shown below **(Image : 2)**:

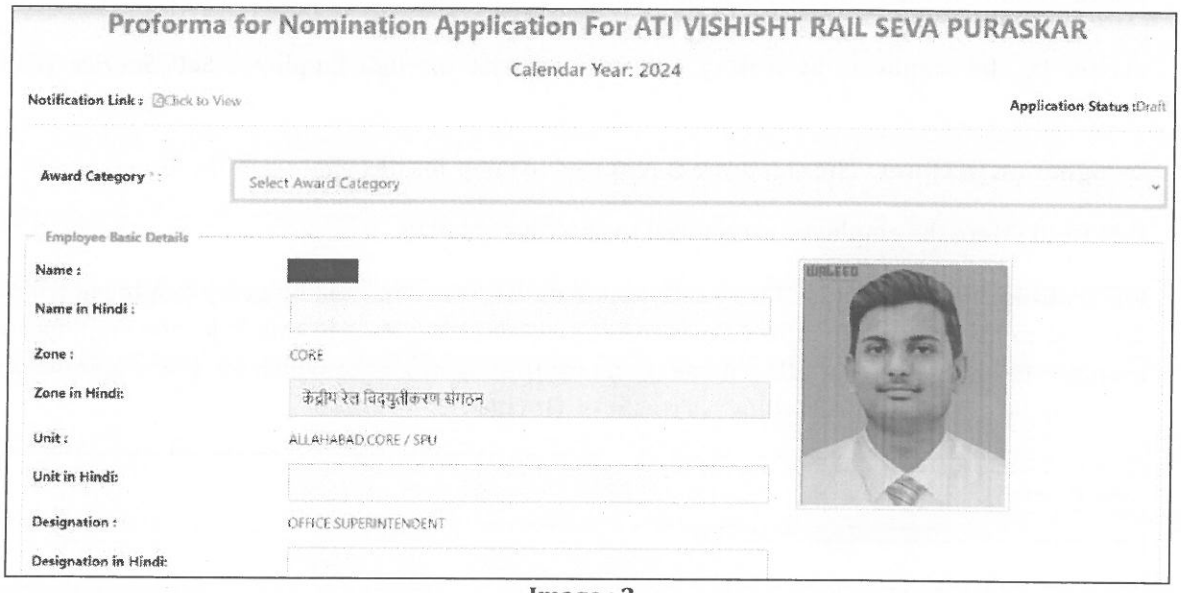


Image : 2

Award Category : This field needs to be filled in case of Award type AVRSP only and is not required to be filled in case of other award types (VRSP and RSP). Here the employee is required to select the category (out of 7 categories) in which he wishes to self - nominate himself. **(Image : 3)**

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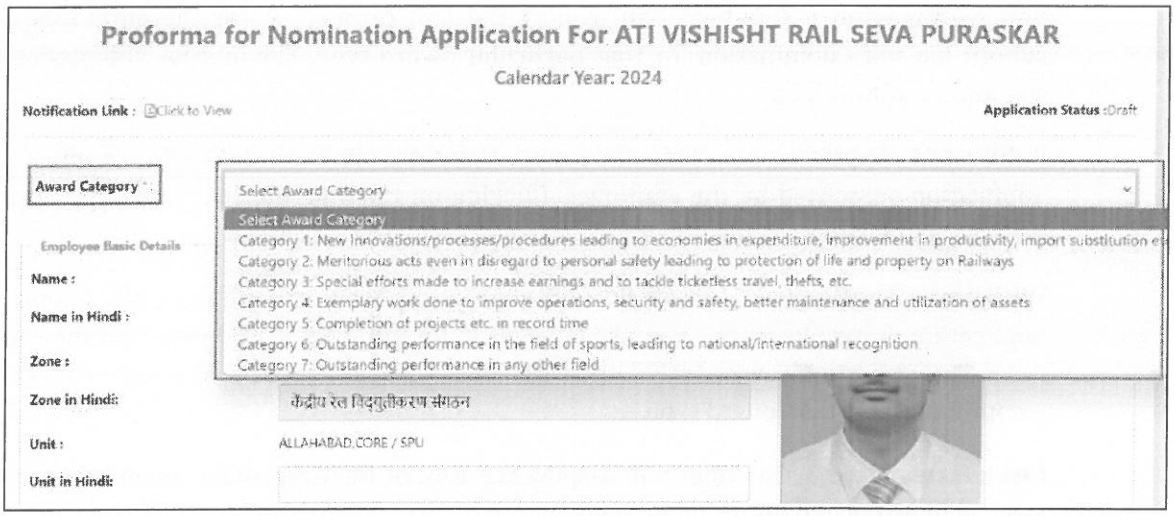


Image : 3

Employee Basic Details : Here most of the details including photograph of the employee are picked up by the system and displayed over here. In case any of the details being displayed is not correct / up to date, the employee needs to get it corrected in his Employee Master. In order to do so, the employee will be required to raise a service request through Employee Self Service tab indicating the changes which are required to be made which, once approved by the concerned establishment dealing Clerk, Verification Authority and Approving authority, will start reflecting over here.

Photo : Photo of the employee is mandatory for submission of self - nomination form. In case the photo of the employee is missing, the same may be uploaded or updated in the employee master by the employee by raising a service request through Employee Self Service (ESS) module.

Designation in Hindi : The employee is required to enter his designation in Hindi.

E-Mail Id : Here the employee is required to enter his email id.

Controlling Officer Details : Every self- nomination form submitted by every employee will be directed to his controlling officer for recording his remarks. Here in this field, the employee is required to enter the HRMS ID / name of his controlling officer to which his self – nomination form will be directed for recording his remarks. **(Image : 4)**

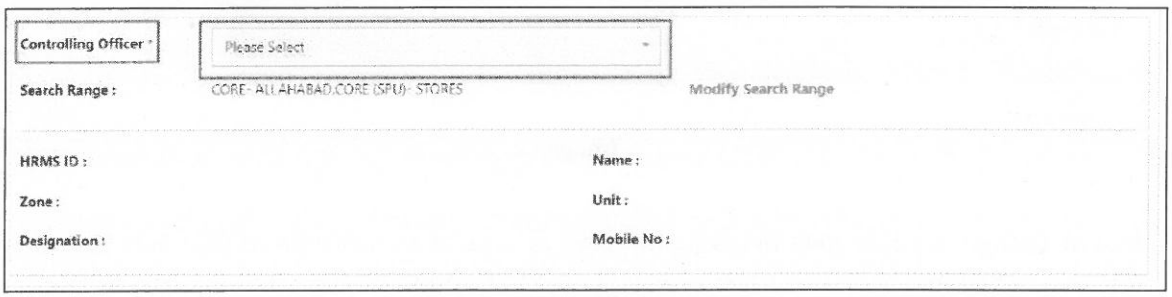


Image : 4

Past Awards : Here in this field, the employee will be required to furnish whether he has received any Railway Week Award in the past or not, and if yes, details for the same needs to be

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furnished in this field.Multiple rows regarding the same may be added by clicking on the + button given in the table for it. **(Image : 5)**

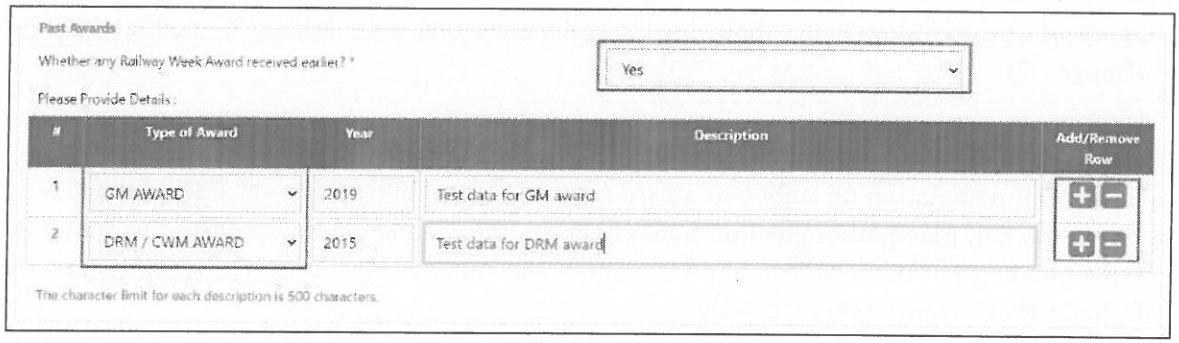


Image : 5

Posts Held : Here the employee is required to give details regarding his current and past posts held. It is mandatory for the employee to give details atleast for his current post.Multiple rows regarding the same may be added by clicking on the + button given in the table for it. **(Image : 6)**

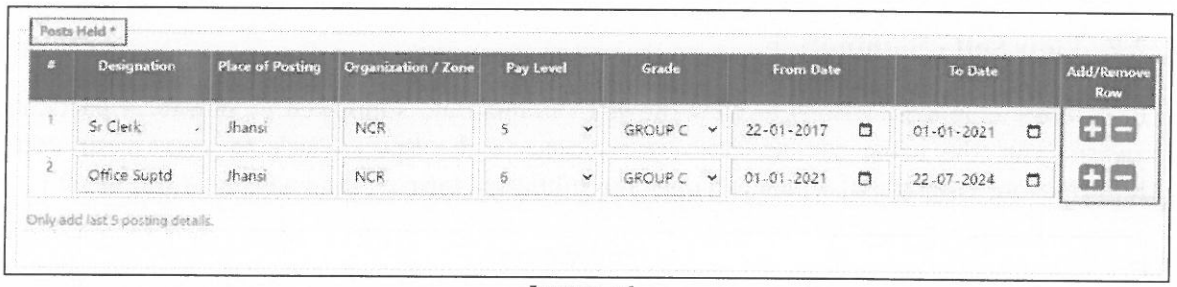


Image : 6

Work Done / Citation : Here the employee is required to furnish the details of his achievements he wishes to highlight in support of his self - nomination. **(Image : 7)**

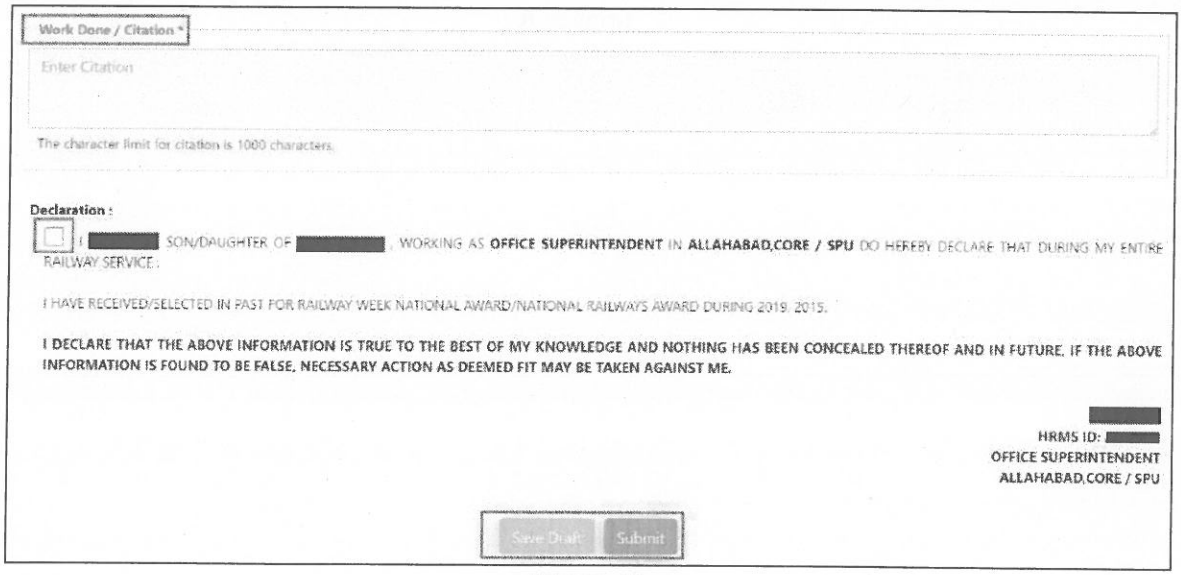


Image : 7

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Declaration : Before submission of application form, the employee will be required to check the appropriate declaration being shown by the system and then submit his self – nomination form. **(Image : 7)**

Note : Self nomination for only that award type will be submitted for which the employee has clicked on Self nomination link and filled the form. In case the employee wishes to submit his self – nominations in more than one award type, the employee needs to fill the self nomination form for those award type separately.

For example, in case self – nomination for an employee is open for all 3 award types (AVRSP, VRSP & RSP) and the employee wants to nominate himself in all three award types, the employee needs to click on self nomination link of all three award types separately and fill individual forms for all three award types.

2.2 View Self - Nomination

In case the employee wishes to view the self - nomination submitted by him for a particular award type, the same can be seen by clicking on the link "**Click to view your self - nomination**" **(Image : 8)** which will open the submitted form as shown below **(Image : 9)**:

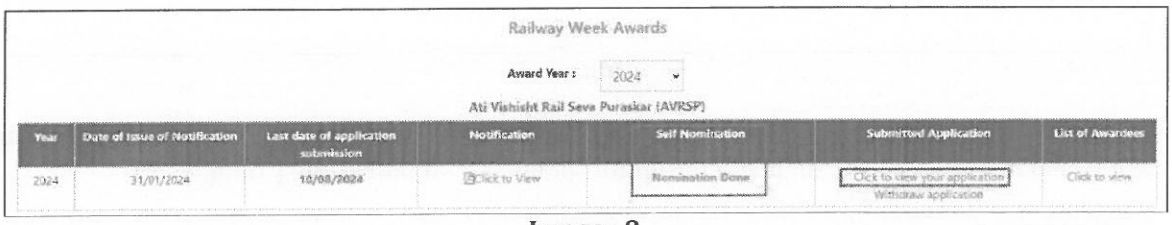


Image : 8

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1833797/2024/PC-VII SECTION

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View Nomination

Award Type : ATI VISHISHT RAIL SEVA PURASKAR

Calendar Year: 2024

Application Status : Submitted

Award Category : Category 7: Outstanding performance in any other field

Employee Basic Details



Name :	[redacted]
Name in Hindi :	
Zone :	RB
Zone in Hindi :	अवर सचिव
Unit :	RAILWAY BOARD / RB
Unit in Hindi :	रेलवे बोर्ड
Designation :	JOINT DIRECTOR
Designation in Hindi :	संयुक्त निदेशक
DOB :	[redacted]

Gazetted / Non-Gazetted :	GAZETTED	**Grade (only for Gazetted) :**	
Basic Pay :	96900	**Pay Level :**	12
Mobile Number :	1234567890	**E-Mail ID :**	[redacted]
Department/ Directorate :	ADMIN/GENERAL		

Controlling Officer / Supervisor

HRMS ID :	[redacted]	**Name :**	[redacted]
Zone :	RB	**Unit :**	RBO
Designation :	ADDITIONAL MEMBER	**Mobile No :**	1234567890

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Whether any Railway Week Award received earlier? No

Posts Held

#	Designation	Place of Posting	Organization / Zone	Pay Level	Grade	From Date	To Date
1	Joint Director	DELHI	RAILWAY BOARD	12	JUNIOR ADMINISTRATION GRADE	01-01-2020	01-02-2024

Work Done / Citation

A very diligent person always put her best efforts in work

Declaration :

I [redacted], SON/DAUGHTER OF [redacted], WORKING AS **JOINT DIRECTOR** IN **RAILWAY BOARD / RB** DO HEREBY DECLARE THAT DURING MY ENTIRE RAILWAY SERVICE :

I HAVE NEVER RECEIVED/SELECTED IN PAST FOR RAILWAY WEEK NATIONAL AWARD/ NATIONAL RAILWAYS AWARD.

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

Employee Name: [redacted]
HRMS ID: [redacted]
Designation: JOINT DIRECTOR

Image : 9

2.3 Withdraw Self - Nomination

Once the self nomination has been done by an employee for a particular award type, he has the option to withdraw the same. The same can be done by clicking on the link "**Withdraw Application**" clicking on which will prompt employee to confirm his input and once confirmed, the application will be withdrawn. **(Image : 10)**

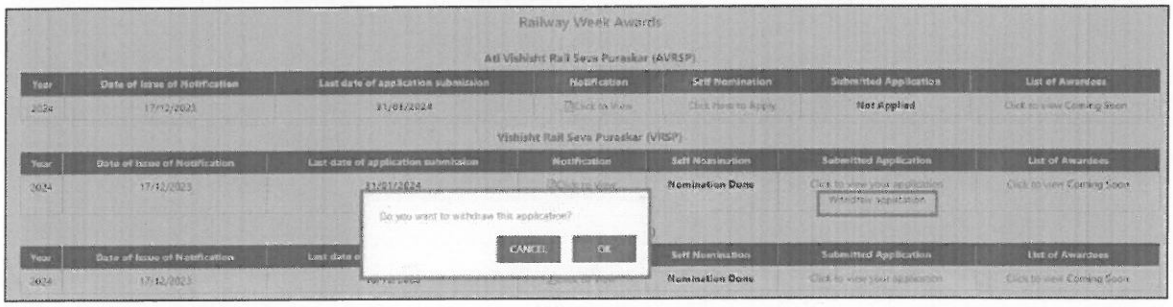


Image : 10

Once the application is withdrawn, the employee can submit his self nomination for that particular award type in case last date for self nomination is not over yet.

Note : In case an employee wishes to make any change in his self nomination application after submission, the employee will be required to withdraw his previously submitted application

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and submit fresh self nomination application provided last date for submission of self nomination is not over yet.

2.4 Recording Remarks by Controlling Officers

Provision has been made in the system for recording remarks of controlling officer against the every self nomination application of the employee for every award type.

Once the employee submits his self nomination application and selects his controlling officer in his application form, on submission of his application, the same will be shown to the controlling officer to submit his remarks as shown below **(Image : 11)**

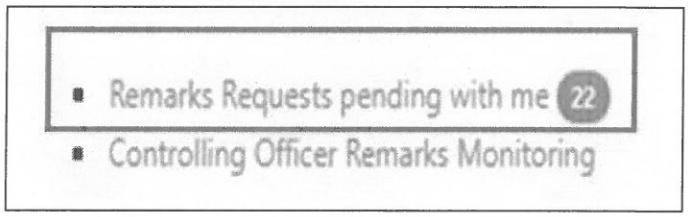
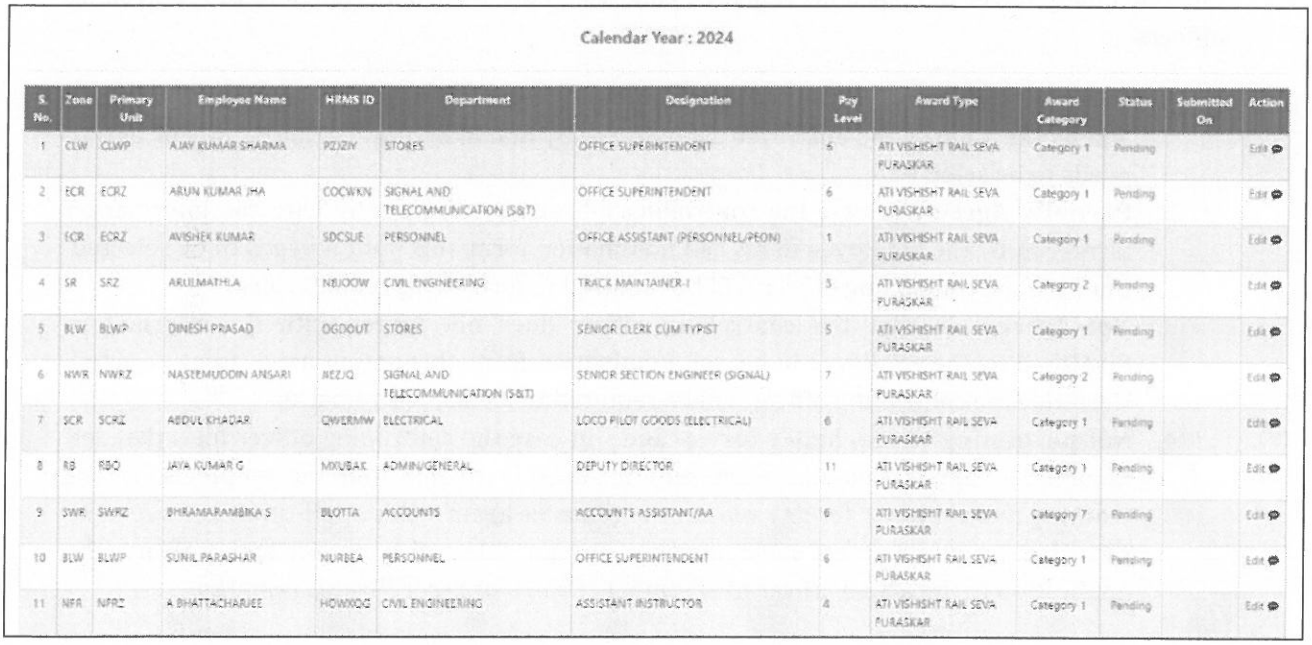


Image : 11

Once the link "**Remarks requests pending with me**" is clicked upon, it will open up the following interface showing the list of all applications which are pending with the controlling officer for recording his remarks as shown below **(Image : 12)**:



Calendar Year : 2024

S. No.	Zone	Primary Unit	Employee Name	HRMS ID	Department	Designation	Pay Level	Award Type	Award Category	Status	Submitted On	Action
1	CLW	CLWP	AJAY KUMAR SHARMA	PZJZIV	STORES	OFFICE SUPERINTENDENT	6	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
2	ECR	ECRZ	ARUN KUMAR JHA	COCWKN	SIGNAL AND TELECOMMUNICATION (S&T)	OFFICE SUPERINTENDENT	6	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
3	ECR	ECRZ	AVISHEK KUMAR	SDCSUE	PERSONNEL	OFFICE ASSISTANT (PERSONNEL/PEON)	1	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
4	SR	SRZ	ARUMATHILA	NBJOOW	CIVIL ENGINEERING	TRACK MAINTAINER-I	3	ATI VISHISHT RAIL SEVA PURASKAR	Category 2	Pending		Edit
5	BLW	BLWP	DINESH PRASAD	OGDOUT	STORES	SENIOR CLERK CUM TYPIST	5	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
6	NWR	NWRZ	NASEEMUDDIN ANSARI	JEEJIQ	SIGNAL AND TELECOMMUNICATION (S&T)	SENIOR SECTION ENGINEER (SIGNAL)	7	ATI VISHISHT RAIL SEVA PURASKAR	Category 2	Pending		Edit
7	SCR	SCRZ	ABDUL KHADAR	QWERMW	ELECTRICAL	LOCO PILOT GOODS (ELECTRICAL)	6	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
8	RB	RBQ	JAYA KUMAR G	MXUBAK	ADMINISTRATIVE	DEPUTY DIRECTOR	11	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
9	SWR	SWRZ	BHRAMARAMBIKA S	BLOTTA	ACCOUNTS	ACCOUNTS ASSISTANT/AA	6	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
10	BLW	BLWP	SUNIL PARASHAR	NURBEA	PERSONNEL	OFFICE SUPERINTENDENT	6	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit
11	NFR	NFRZ	A BHATTACHARJEE	HOWXQG	CIVIL ENGINEERING	ASSISTANT INSTRUCTOR	4	ATI VISHISHT RAIL SEVA PURASKAR	Category 1	Pending		Edit

Image : 12

In order to record the remarks against any application, the controlling officer needs to click upon the Edit button given under the Action column, clicking on which will open up the following interface as shown below **(Image : 13)**:

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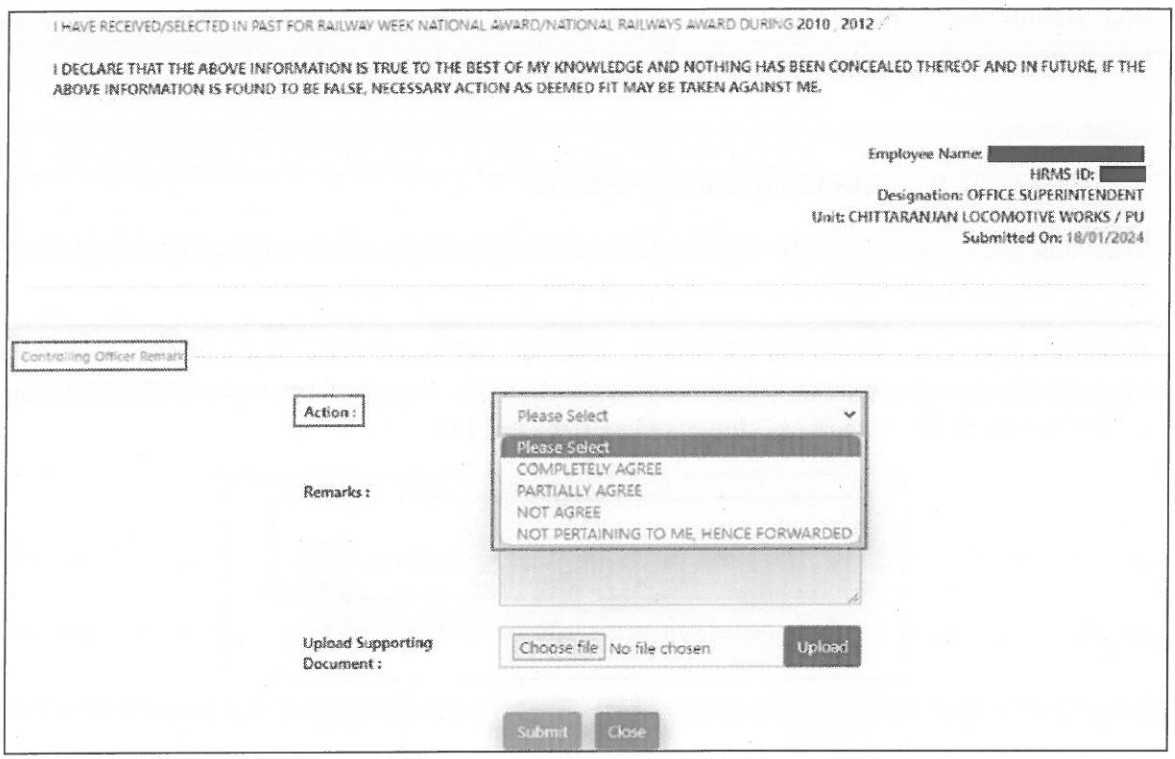


Image : 13

Here the self nomination application submitted by the employee will be shown with the option for controlling officer to record his remarks. Following options will be shown to the controlling officers:

1. **Completely Agree :** In case the controlling officer completely agrees with the citation and works done by the employee as indicated by him in his application form, this option needs to be selected.
2. **Partially Agree :** In case the controlling officer agrees partially with the information furnished by the employee in his self nomination form, this option needs to be selected. But here the controlling officer will be required to furnish his remarks also.
3. **Not Agree :** In case the controlling officer does not agrees with the information furnished by the employee in his self nomination form, this option needs to be selected. Here also the controlling officer will be required to furnish his remarks.
4. **Not pertaining to me, hence forwarded :** In case the controlling officer feels that self nomination application has been sent mistakenly to him and the employee is not working under him or for any reason the remarks against this application are not to be recorded by him but by someone else, he can select this option and forward the application to the actual officer to whom it pertains for recording his remarks.

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3. DISCLAIMER

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

--- End of Document ---

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