

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY



महाप्रबंधक का कार्यालय/General Manager's Office,
रेल निलयम/Rail Nilayam, तीसरी मंजिल/3rd Floor,
सिकंदराबाद/Secunderabad - 500 025.

सं.No. Z/SEC/A/RWA/LVIII

दिनांक/Date: 05.02.2021.

All PHODs, DRMs & CWMs

Sub: 66th Railway Week Zonal Awards-2021.

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Every year, Railway Week is celebrated from 10th to 16th April. During the function, Medals/Merit Certificates are presented to those Officers/Staff by the General Manager, for their exemplary, outstanding and meritorious performance.

2. Nominations for 66th Railway Week Zonal Awards-2021 are now being called for, as per the FRESH/REVISED guidelines indicated at Annexure-I.

2.1 **Few important aspects which may be kept in view while forwarding nominations are as under:**

- a) Prior to submission of nomination, priority number against each nominee be allotted by the PHOD concerned (**as per Annexure-IV**).
- b) Nominations may strictly be limited to any one of the category, as indicated in Para 2.2 below. No official be nominated for multiple categories, as such nominations would not be processed. If required, separate nomination for the same official for different category may be forwarded within the stipulated quota fixed for forwarding nomination.
- c) Maximum number of nominations to be forwarded as indicated at **Para 13 of Annexure-I** be strictly adhered to, as excess nominations over and above the quota fixed for Departments would not be processed:
- d) Nominations for consideration of above award are to be made for the work done upto 31.12.2020, and employees, who had received Railway Week Zonal Award during last three years shall normally **not** be recommended again.
- e) **Shortlisting of nominations would be as per category of nomination** (not as per Gaz./Non-Gaz.). Accordingly, nominations be thoroughly screened before forwarding to GM's Office.

- 2.2 Categories under which nomination are to be made is as under:
- I. New innovations/processes/procedures leading to economy in expenditure, improvement in productivity, import substitution, etc.
 - II. Meritorious acts even in disregard to personal safety leading to protection of life and property on Railways.
 - III. Special efforts made to increase earnings/tackle ticketless travel, thefts, increase in loading/saving expenditure, etc.
 - IV. Exemplary work done to improve operations, security and safety, better maintenance and utilization of assets.
 - V. Completion of projects, etc. in record time.
 - VI. Outstanding performance in the field of sports leading to national/international recognition.
 - VII. Outstanding performance in any other field.

2.3 **Only soft copy** (one in PDF duly signed digitally by the forwarding authority at Division/Workshop and recommended by PHOD) and other in MS-Word (editable format with photo duly scanned at the appropriate place) be sent through email at dgmng@scr.railnet.gov.in or dgmngscr@gmail.com. **(No hard copy will be accepted)**. It is requested that the subject of the mail may invariably contain **'Nomination for 66th Railway Week Zonal Awards-2021'** to ensure segregation and timely processing.

3. This Letter along with Annexures I, II, III & IV is available on shared folder (File Name: GM Awards-2021) and also on SCR's website under the link 'About Us' - 'For Railway Personnel', for information.

4. Nominations (soft copy), complete in all respects and as per category (not as per gazetted/non-gazetted) along with List of Nominations as per **Annexure-IV** may please be forwarded in one lot by **Friday, 26th Feb-2021** positively, with a forwarding letter indicating approval of the PHOD. Nominations from DRMs, except for General Branch, may be sent directly to the respective PHODs. While forwarding nominations, priority number (accorded by PHOD) and category should be clearly mentioned against each nominee. In addition, it should be clearly indicated that no D&AR and/or vigilance case(s) is pending against the employee concerned.

5. Please acknowledge the receipt of this letter and also intimate name, designation and telephone numbers (Railway, BSNL & Mobile) of the Coordinating Officer of the Dept/Division concerned for Rly. Week Awards.

6. Last date for forwarding soft copy of nominations is **Friday, 26th February, 2021** may be strictly adhered to.

Encl: As above.

Dy. General Manager/General

C/- AGM for kind information.

Guidelines for sending nominations for 66th Rly. Week Zonal Awards-2021

1. Category under which Nomination to be sent is to be indicated at relevant column of proforma at Annexure-II.
 - I. New innovations/processes/procedures leading to economies in expenditure, improvement in productivity, import substitution etc.
 - II. Meritorious acts even in disregard to personal safety leading to protection of life and property on Railways.
 - III. Special efforts made to increase earnings and to tackle ticketless travel, thefts etc.
 - IV. Exemplary work done to improve operations, security and safety, better maintenance and utilization of assets.
 - V. Completion of projects etc. in record time.
 - VI. Outstanding performance in the field of sports leading to national/international recognition.
 - VII. Outstanding performance in any other field.
2. One official be nominated for only one category. For more than one category, separate nomination may be made.
3. Brief Citation/write-up in respect of category under which nomination(s) is being be indicated in the proforma at relevant column. Nominations be made for the work done upto December-2020 only.
4. Nominations should be made only in favour of Officers/Staff working in the field, unless an exception in real sense could be made in respect of Officers/Staff working in Offices.
5. Group 'C' and erstwhile Group 'D' categories of Railway staff may normally be nominated. In exceptional cases, Officers upto JA Grade/Selection Grade, who have done exemplary work, may also be nominated. However, Officers above the Selection Grade may not be nominated, as the scheme does not cover Officers above the level of Selection Grade.
6. Employees, who had received Railway Week Award at Zonal level during last 3 years, shall normally **not** be recommended again, except in case where some exemplary commendable performance has been shown by the employee. An undertaking in this regard as per Annexure-III is to be invariably obtained from the employee concerned that in the past whether he/she has received/selected for Railway Week Zonal Award within the last 3 years or not. Nomination without undertaking will not be processed.
7. In the forwarding letter from Departments, it should be clearly indicated that no D&AR and/or Vigilance case(s) is pending against the employee concerned. Details for each and every nominee be indicated separately. It is also clarified that if there is any change in the Vigilance/D&AR status of the nominee in the intervening period between the date of sending nominations to this office and the date of award, the same may also be advised to this office. If no report is received in this regard during the intervening period, it will be presumed that the status indicated earlier remains same.

8. One colour passport size photograph (minimum 35 mm wide x 45 mm height upto 1MB) should be uploaded (for soft copy) and pasted at the place indicated in the proforma for PDF copy.
9. No abbreviations should be used and no column be left blank while filling in the proforma.
10. Details of the pay level (as per 7th CPC) of the nominee should be clearly indicated. In addition, with regard to Gazetted Officers, their Grade (Group-B/Jr.Scale/Sr.Scale/JAG/SG) should invariably be indicated.
11. Contact Details viz., Mobile Number of the employee concerned (nominee) and his/her next immediate higher official should invariably be indicated, so that the employee may be contacted/informed in case his/her name is selected for award or in case any information is required in connection with processing of award.
12. Suitable representation shall be given for all the Divisions, while forwarding Nominations.
13. **The upper limit fixed for Individual Awards to different Departments is as per the details given below:**

Sl. No.	Department	Maximum number of Nominations to be forwarded to GM's Office**
1.	General Admn. (incl. Vigilance & PRO)	4
2.	Accounts	3
3.	Commercial	10
4.	Electrical	30
5.	Engineering	38
6.	Construction	4
7.	Mechanical	30
8.	Personnel (incl. Rajbhasha)	4
9.	Medical	4
10.	Operating	24
11.	Safety	1
12.	S&T	8
13.	Security	5
14.	Stores	3
15.	Sports & Cultural	2
16.	Scouts & Guides, Civil Defence & Territorial Army	1
17.	Total	171

** Priority number as per the quota fixed may invariably be mentioned at Annexure-IV.

14. Nominations from Divisions, in respect of Individuals/Group Awards, shall be forwarded to PHOD concerned, with a recommendation of the respective DRM. No advance copy should be sent to this Office. Nominations in respect of Officers/staff working in General Admn. Department under DRM/ADRM may be forwarded directly to this Office.

15. The upper limit fixed for Group Award to different Departments is as per the details given below:

Sl. No.	Department	Upper Limit*
01.	Engineering (OL)	2
02.	Mechanical	2
03.	Electrical	2
04.	Operating	2
05.	S&T	1
06.	Commercial	1
07.	Engineering (Con.)	1
08.	Personnel	1

* **Note:** Maximum 5 Members in each Group.

16. Citations shall be in brief and not exceeding 6 lines.

17. **Last date** for nominations to reach DGM/G, GM/O/SC is **26.02.2021**.

**PROFORMA FOR NOMINATION OF
RAILWAY WEEK ZONAL AWARDS-2021**
(no abbreviations should be used)

Section-I

Affix Passport size (3.5 cm x 4.5 cm) latest colour photo only
Name of Nominee

- A. Category under which Nomination is being made
(Refer to Item No.1 of Annexure-I)

Category No. (I to VII) : _____

Name of the Category : _____

(only one category)

- B. Details of work done/citation in respect of category for which nomination is being made: (separate nomination, if nominated for more than one category)

Section-II
(Personal Details)

1. Name (in English) :
- (in Hindi) :
2. Designation (in full) :
3. Gazetted/Non-Gazetted :
4. If Gazetted (SG/JAG/SS/JS/Group-B?) :
5. Basic Pay and Pay Level (as per 7th CPC matrix) :
6. Date of Birth :
7. PF No. (11-digit) :
8. Department :
9. Office address (with Telephone No./Mobile No. of immediate next higher official) :
10. Date of 1st appointment to Rly. Service :
11. Date of appointment to Gazetted rank (in case of Group-B) :
12. Particulars of posts held from time to time since date of appointment :
13. Particulars of Award/s received earlier :
14. Whether Undertaking enclosed as per Annexure-III with regard to receipt of Railway Week Zonal Award within the last 3 years.
15. Railway Contact No./Mobile No. & E-mail ID of the Nominee

DECLARATION

I, _____, SON/DAUGHTER OF
_____ WORKING AS
_____ (DESIGNATION)
IN _____ (NAME OF OFFICE)

DO HEREBY DECLARE THAT DURING THE LAST THREE YEARS/PREVIOUS
YEARS:

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

OR

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

I ALSO 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.

DATED: _____

SIGNATURE: _____

NAME OF THE EMPLOYEE: _____

DESIGNATION: _____

11-DIGIT PF NUMBER: _____

MOBILE No. _____

EMAIL ID: _____

List of Nominations for 66th Railway Week Zonal Awards-2021

Name of the Department/Division/Unit :

Total Number of Nominations :

Details of Nominees:

Sl. No.	Name (S/Sh/Ms.)	Designation	Category under which nominated (As per Item 1 of Annex-I)	Priority No. of the Nominee	Mobile No.	Email ID

Signature of the Approving Authority

Name :

Designation :