

All Divisions  
Mail



Office of the Principal Chief Commercial Manager  
South Central Railway, Ministry of Railways, Government of India Rail Nilayam,  
Secunderabad-500025 (Telangana)

No.C.415/E/ RLY BDLEVEL/2021

Date: 20.01.2021.

Sr.DCMs/SC, BZA, GTL, NED, GNT & HYB  
CCM/CL & Catg, CCM/FS,CCM/PM

Sub:- 66<sup>st</sup> Railway Week Awards – 2016 at Board's level.

Ref:- DGM/G's Lr.No. Z/SEC/A/RWAB/LVII, dt 19.01.2021.


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DGM (G) vide letter cited above, has advised all the Departments to nominate Officers/staff for National Award 2021.

The guidelines for screening/forwarding of nominations as advised by DGM/G is enclosed for information.

It is therefore requested to send the nominations latest by 21.01.2021 positively.

Encl: - As above

  
(R.B.B. Rama Rao) 20/1/2021  
Secy to PCCM

for Principal chief Commercial Manager.



दक्षिण मध्य रेलवे  
SOUTH CENTRAL RAILWAY

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

सं.No.Z/SEC/A/RWAB/LVII

दिनांक/Date: 19.01.2021.

SDGM, PFA, CAO (Con), PCE, PCOM, CSO, PCCM, PCME,  
PCSTE, PCEE, MRA, PCPO, PCMD, PCSC, PCMM, CPRO,  
President/SCRSA, DRMs: SC, HYB, BZA, GTL, GNT & NED

**Sub: 66<sup>th</sup> Railway Week National Awards-2021.**

Ref: Jt. Secretary/Rly. Bd's Letter No.2020/O&M/12/4,  
dated 18.12.2020 (copy enclosed along with its enclosures).

\* \* \*

Every year, Railway Week is celebrated from 10<sup>th</sup> to 16<sup>th</sup> April. During the Central Function, National Award for Outstanding Services is presented to the selected Officers/Staff for their exemplary, outstanding and meritorious performance. Railway Week National Award for Outstanding Service is the prestigious lifetime award.

2. Nominations for 66<sup>th</sup> Railway Week National Award-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 concerned PHOD.
- 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 below be strictly adhered to, as excess nomination over and above the quota fixed for the Departments would not be processed:

Sl. No.	Department	Maximum number of Nominations to be forwarded to GM's Office
1.	General Administration (incl. Vigilance & Public Relations)	1
2.	Construction	1
3.	Engineering	2
4.	Operating	2
5.	Commercial	1
6.	Mechanical	2
7.	S&T	2
8.	Electrical	2
9.	Accounts	1
10.	Safety	1
11.	Personnel	1
12.	Medical	1
13.	Security	1
14.	Stores	1
	<b>Total</b>	<b>19</b>

- d) Nominations for consideration of above award are to be made for the work done upto 31.12.2020 and recipient of Railway Week National Award may not be recommended again unless some strong justification exists for the same.
- 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 – not editable) and other in MS-Word (editable format) with font type ‘Times New Roman – size 14’ be sent through email at [dgmng@scr.railnet.gov.in](mailto:dgmng@scr.railnet.gov.in) (or [dgmngscr@gmail.com](mailto:dgmngscr@gmail.com)). **(No hard copy will be accepted)**. It is requested that the subject of the mail may invariably contain **‘Nomination for 66<sup>th</sup> Railway Week National Award-2021’** to ensure segregation and timely processing.

3. Annexure I, II, III & IV are also available on shared folder (File Name: MR Awards-2021) and also on SCR’s website under the link ‘About Us’ - ‘For Railway Personnel’, for information.

4. Nominations, 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 at [dgmng@scr.railnet.gov.in](mailto:dgmng@scr.railnet.gov.in) (or [dgmngscr@gmail.com](mailto:dgmngscr@gmail.com)) by **Monday, 25<sup>th</sup> January-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 concerned employee.

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

6. Last date for forwarding the soft copy of nominations is **Monday, 25<sup>th</sup> January, 2021** be strictly adhered to.

Encl: As above.

K MUTYALA NAIDU  
Digitally signed by  
K MUTYALA NAIDU  
Date: 2021.01.19  
17:32:01 +05'30'

Dy. General Manager/G

- C/- Secy. to GM – for kind information of GM.  
C/- AGM for kind information.  
C/- CWMs – LGDS, RYPS, TPYS.



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

\*\*\*\*\*

No.2020/O&M/12/4

Dated:- 18.12.2020

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

Sub: 66<sup>th</sup> Railway Week National Awards, 2021

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

2. Nominations for 66<sup>th</sup> Railway Week National Award 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:-

- An internal screening committee comprising PHOD/HOD may be set up at HQ level to shortlist the nominations. Only really deserving cases be shortlisted and recommended to Board;
- Prior to submission of nomination to Board, priority number against each nominee be allotted by the concerned GM/CAO/DG;
- Nominations may strictly be limited to any one of the category as indicated in para 2.2 below. No official be nominated for multiple category as such nominations would not be processed. If required, separate nomination for the same official for different category may be forwarded within the stipulated quota fixed for forwarding nomination;
- Maximum number of nominations to be forwarded as indicated below be strictly adhered to as excess nomination over and above the quota fixed for ZR/PU/Other unit would not be processed:-

Railway/PU/ Other Units	Maximum Number of Nominations to be sent	Remark
Zonal Railways	10 each	A priority number is also to be accorded for each nominee by the GM/CAO/DG of the unit. The priority number from 1 to 10 / 1 to 5/ 1 & 2 as the case may be, is irrespective of Department and category of nominee viz Gazetted /Non Gazetted.
Production Units	5 each	
Other Units/NAIR /RDSO	2 each	

e) Nominations for consideration of above award are to be made for the work done upto 31<sup>st</sup> December and recipient of Railway Week National Award may not be recommended again unless some strong justification exists for the same.

f) **Shortlisting of nominations would be as per category** of nomination ( not as per Department or Gazetted/Non-gazetted) or as from ZR/PU/Other Unit, accordingly, nominations be thoroughly screened before forwarding it to Board'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 Earning/Tackle ticketless travel, Theft, Increase in loading/saving Expenditure etc.
- IV. Exemplary work done to improve Operation, Security and Safety, Better maintenance and utilization of assets.
- V. Completion of projects in record time.
- VI. Outstanding performance in the field of sports leading to National/International recognition.
- VII. Outstanding performance in any other field.

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

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

4. Nominations complete in all respects and as per Category ( **not as per Department or Gazetted/non-gazetted**) alongwith List of Nominations as per **Annexure-IV** may be forwarded in one lot at [secyrb@railnet.gov.in](mailto:secyrb@railnet.gov.in) by 29<sup>th</sup> January, 2021 **positively with a forwarding letter indicating approval of the GM/DG/CAO** as the case may be. While forwarding nominations, priority number (accorded by GM/DG/CAO as the case may be) covering all Departments 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 concerned employee.

5. The receipt of this letter may be acknowledged through email and Name, Designation, Telephone (P&T and CUG) and Email\_ID of the coordinating officer of the Railway for the Railway Week Awards be intimated at [vibhuti.singh@gov.in](mailto:vibhuti.singh@gov.in)

6. Last date for forwarding the soft copy of nominations viz 29<sup>th</sup> January, 2021 be strictly adhered to.

Encl:-4



(B Majumdar)  
Joint Secretary/Railway Board

## Guidelines for Sending Nominations For Railway Week National Award, 2021

### (For Railways/PUs & Other Units)

1. Category under which Nomination is to be sent:-
  - I. New Innovations/processes/procedures leading to Economies in Expenditure, Improvement in Productivity, Import Substitution etc.
  - II. Meritorious acts even in disregard to personal safety leading to protection of life and property on Railways.
  - III. Special efforts made to Increase Earnings and to Tackle ticketless travel, Thefts, etc.
  - IV. Exemplary work done to improve Operations, Security and Safety, Better maintenance and utilization of assets.
  - V. Completion of projects etc. in record time.
  - VI. Outstanding performance in the field of Sports, leading to National/International recognition.
  - VII. Outstanding performance in any other field.
2. One official be nominated for only one category. For more than one category separate nomination may be made.
3. Brief Citation/write up in respect of category under which nomination(s) is being made be indicated in the proforma at relevant columns. **Nominations be made for the work done upto December 2020 only.**
4. **Nominations should be made only in favour of Officers/Staff working in the field, unless an exception in real sense could be made in respect of Officers/ Staff working in Offices.**
5. Group 'C' and erstwhile Group 'D' categories of Railway staff may normally be nominated. In exceptional cases, Officers upto JA Grade/Selection Grade, who have done exemplary work may also be nominated. **However, officers above the Selection Grade may not be nominated as scheme does not cover officers above the level of Selection Grade.**
6. No recommendation for Group Award be sent as Group Awards are neither considered nor given during the Railway Week Central Function.
7. Railway Week National Award is a life time award, as such names of those officers/staff who have received the award once in the past should normally not be nominated again except in case where some exemplary commendable performance has been shown by the employee. An undertaking in this regard as per **Annexure-III** is to be invariably obtained from the concerned employee that in the past whether he/she has received/selected for Railway Week National Award or not. **Nomination without undertaking will not be processed.**
8. In the forwarding DO letter/letter from Railway, it should be clearly indicated that no D&AR and/or Vigilance case(s) is pending against the concerned employee. Details for each and every nominee be indicated separately. It is also clarified that if there is any change in the Vigilance/D&AR status of the nominee in the intervening period between the date of sending nominations to the Board and the date of award, the same may also be advised to this office. If no report is received in this regard during the intervening period, it will be presumed that the status indicated earlier remains same.

Contd/-



9. One Colour Passport size photograph (minimum 35 mm (Wide) x 45 mm (Height) upto 1MP) should be attached for soft copy and hard copy files indicated in the proforma for PDF copy.
10. No abbreviations should be used and no column be left blank while filling in the proforma.
11. Details of the pay level (as per 7<sup>th</sup> Pay Commission) of the nominee should be clearly indicated. In addition, with regard to Gazetted Officers, their Grade (Gr'B'/Jr. Scale/Sr. Scale/JAG/SG or NFSAG ) should invariably be indicated.
12. Contact Details viz. Mobile number of the concerned employee(nominee) and his next immediate higher official should invariably be indicated so that the employee may be contacted/informed in case his/her name is selected for award or in case any information is required in connection with processing of award.
13. Maximum number of nominations to be forwarded are as under:-

Railway/PU/Other Units	Maximum Number of Nominations to be sent	Remark
Zonal Railways	10 each	With priority number from 1 to 10 / 1 to 5/ 1 & 2 as the case may be irrespective of Department and category- Gazetted /Non Gazetted  ( Priority Number is to accorded by concerned GM/DG/CAO as the case may be)
Production Units	5 each	
Other Units/NAIR/RDSO	2 each	

14. Nomination to be forwarded is to be category wise as mentioned at serial number 1 (one) above and not as per Department or Gazetted/Non-Gazetted wise.
15. Last date for forwarding nominations in soft copy to Secretary/RB at [secyrb@railnet.gov.in](mailto:secyrb@railnet.gov.in) is 29<sup>th</sup> January, 2021.

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PROFORMA FOR NOMINATION  
OF RAILWAY WEEK NATIONAL AWARDS, 2021  
(No abbreviations should be used)

Section-I

(Category/Categories for which Nomination is being made)

Affix Passport Size  
(min. 35mm x 45mm)  
Latest color photo  
only

Name of Nominee

A. Category under which Nomination is being made  
(Refer to Item No.1 & 2 of Annexure-I)

Name of the Category \_\_\_\_\_ (in word and serial  
number) (**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 1 category)

## SECTION-II

## (Personal Details)

1.	Name (in English )	:	
	(in Hindi)	:	
2.	Designation (In Full)	:	
3.	Gazetted/Non-Gazetted	:	
4.	If Gazetted, specify Grade(SG/JAG/SS/JS/Group 'B')	:	
5.	Basic Pay and Pay level(as per 7 <sup>th</sup> CPC matrix)	:	
6.	Department/Directorate/Concerned Board Member (All the three details may be provided)	:	
7.	Details of Controlling PHOD/HOD under whom the official work-Name & Designation	:	
8.	Name of Railway/ Production Unit, etc.	:	
9.	Complete Office address(with Telephone No)/Mobile Number of immediate next higher official	:	
10.	Date of Birth	:	
11.	Railway Contact No./Mobile No & Email ID of the nominee.	:	
12.	Particulars of Railway Week National Award or any other award given earlier	:	
13.	Whether undertaking enclosed as per Annexure-III with regard to receipt of Railway Week Award in the past.	:	
14.	Particulars of posts held from time to time since date of appointment	:	
13.	Railway Contact No./Mobile No & Email ID of the nominee.	:	

DECLARATION

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

- I. I HAVE RECEIVED/SELECTED FOR RAILWAY WEEK NATIONAL AWARD  
DURING \_\_\_\_\_ OR
- II. I HAVE NEVER RECEIVED/SELECTED FOR RAILWAY WEEK NATIONAL  
AWARD

I ALSO DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE  
BEST OF MY KNOWLEDGE AND NOTHING HAS BEEN CONCEALED THEREOF  
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 EMPLOYEE)

DESIGNATION:

IDENTITY CARD NO:

SERVICE BOOK NO:

RUID No:

PHONE (M):

EMAIL ID :

*2N*

List of Nominations for 66<sup>th</sup> Railway Week National Award, 2021

Name of Railway/PU/Unit \_\_\_\_\_

Total Number of Nominations \_\_\_\_\_

Details of Nominees:

S.No.	Name (S/Sh/Ms.)	Desig	Category under which nominated (As per item 1 of Annexure-I)	Priority No. of the nominee	Mobile Number	E_mail_ID
1						
2						
3						
..						
..						
..						
..						

Signature of the approving authority

Name \_\_\_\_\_

Desig \_\_\_\_\_