



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



No.2023/O&M/12/4

Dated:- 11.04.2023

**General Managers,
All Indian Railways/PUs
DG/NAIR & DG/RDSO
CAO/PLW, Patiala, CAO/WPO, Patna & CAO/RWP, Bela**

Sub: Transforming of Awards

Every year, Railway Week is celebrated from 10th to 16th April. During the Central Function, Awards are presented to selected officers/staff for their exemplary, outstanding and meritorious performance.

2. The entire award eco-system conferred by Ministry of Railways (Railway Board) has been revised and the following has been decided w.r.t. Awards given during Railway Week from the year 2023 onwards:

(1) Award at Ministry of Railways level

- National Railways Award is renamed as 'अति विशिष्ट रेल सेवा पुरस्कार'.
- Number of awardees is restricted to maximum 100 numbers.
- Cash component is withdrawn except in posthumous cases, which would be ₹50,000/- per case.
- Silver Medal & Merit Certificate will be presented to the awardees.
- List of awardees will be notified on 16th April of every year.
- Following timelines shall be adhered to as per the following schedule:

Activity	For year 2023	From year 2024 onwards
Notification	-	on 1 st Jan
Last date of self-nomination	-	31 st Jan
Shortlisting & forwarding to Board by Zonal/PU level committee	30 th Apr	28 th Feb
Shortlisting by Board's committee	15 th May	31 st Mar
Notification of list of Awardees	31 th May	16 th Apr

- e-self nomination will be allowed through Human Resource Management System (HRMS) portal from year 2024 onwards.
- Details of screening committees will be made available in public domain.
- Existing system of presentation of rolover shields to Zonal Railways for excellence in particular field will continue.
- Zone/PU-wise quota has been worked out based on man-on-roll. Accordingly, quota of nominations for अति विशिष्ट रेल सेवा पुरस्कार to be forwarded to Board's Office by various Zonal/PUs/Others Unit shall be as under:

Rlys	Quota	Rlys	Quota	Rlys	Quota	Rlys	Quota	Rlys	Quota
CR	24	NER	12	SER	20	CLW	2	RCF	2
ER	26	NFR	14	SECR	12	BLW	2	MCF	1
ECR	21	NFR(C)	1	SWR	9	PLW	1	CORE	1
ECoR	12	NWR	12	WR	23	RWP	1	RDSO	1
NR	33	SR	20	WCR	14	RWF	1	NAIR	1
NCR	16	SCR	20	METRO	1	ICF	2	WPO	1

(2) Award at Zonal/PU level

- GM Award is renamed as 'विशिष्ट रेल सेवा पुरस्कार'.
- Number of awardees is restricted to maximum 100 numbers or 0.1% of the workforce, whichever is less.
- Cash component is withdrawn.
- Only Merit Certificate will be presented to the awardees.
- List of awardees will be notified after 3 days of notification of awardees of अति विशिष्ट रेल सेवा पुरस्कार.
- Following timelines shall be adhered to as per the following schedule from 2024 onwards:

Activity	Timeline
Notification	on 1 st Jan
Last date of self-nomination	31 st Jan
Shortlisting by Zonal/PU level screening committee	15 th Mar
Notification of list of Awardees	after 3 days of notification of awardees of अति विशिष्ट रेल सेवा पुरस्कार

- e-self nomination will be allowed through Human Resource Management System (HRMS) portal from year 2024 onwards.
- Details of screening committees will be made available in public domain.
- Presentation of Annual awards at the level of Head of Department will be discontinued with immediate effect.
- System of presentation of department-wise rollover shields for excellence in particular field will continue.


(3) Award at Divisional level

- DRM Award is renamed as 'रेल सेवा पुरस्कार'.
- Number of awardees is restricted to maximum 100 numbers or 0.3% of the workforce, whichever is less.
- Cash component is withdrawn.
- Only Merit Certificate will be presented to the awardees.
- List of awardees will be notified after 3 days of notification of awardees of विशिष्ट रेल सेवा पुरस्कार.
- Following timelines shall be adhered to as per the following schedule from 2024 onwards:

Activity	Timeline
Notification	on 1 st Jan
Last date of self-nomination	31 st Jan
Shortlisting by divisional level screening committee	15 th Mar
Notification of list of Awardees	after 3 days of notification of awardees of विशिष्ट रेल सेवा पुरस्कार

- g) e-self nomination will be allowed through Human Resource Management System (HRMS) portal from year 2024 onwards.
- h) Details of screening committees will be made available in public domain.
3. Accordingly, nominations of Officers/Staff for grant of अति विशिष्ट रेल सेवा पुरस्कार, 2023 from ZRs/PUs/Other Units as per the quota mentioned above (in Annexure-II-IV) is invited for further consideration by Board as per the guidelines indicated at **Annexure-I**. Schedule, venue and other details for actual presentation function would be communicated separately.
4. The receipt of this letter may be acknowledged through email and Name, Designation, Telephone (P&T and CUG) and Email ID of coordinating officer of the Railway for the अति विशिष्ट रेल सेवा पुरस्कार be intimated to **US/O&M, Railway Board at neenakandpal.rb@gov.in**
5. Last date for forwarding the soft copy of nominations viz **30.04.2023** be strictly adhered to.

Encl:-4


 (Sandeep Mathur)
 Secretary/Railway Board
 Tele No.:011-23385227
 Email ID: secyrb@rb.railnet.gov.in
 Room No. 227, 2nd Floor, Railway Board

ANNEXURE-I

Guidelines for Sending Nominations for Ati Vishisht Rail Seva Puraskar (AVRSP), 2023 (For Railways/PUs & Other Units)

1. Category under which nomination to be sent:-

	Category
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

Note: Nomination of official/staff may be restricted to any one of above seven categories.

2. 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 up to 31stDecember 2023 only.** The citation should indicate the exceptional points with respect to category for which nomination is being made.
3. **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.**
4. 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. However, Selection Grade officers in non-functional SAG are also eligible provided they remain in SG till 16th April, 2023.**
5. No recommendation for Group Award be sent as Group Awards are neither considered nor given during the Central Function/**Ati Vishisht Rail Seva Puraskar(AVRSP)** Presentation.
6. **Ati Vishisht Rail Seva Puraskar** is a life time award, as such names of those officers/staff who have received the award (Railway Week National Award/National Railways 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/been selected for Railway Week National Award/National Railways Award or not. **Nomination without undertaking will not be processed.**

7. In the forwarding letter from Railway, a summary sheet, as per **Annexure-IV**, indicating name, designation, deptt., category, pay level, mobile number and email-id may invariably be attached and be clearly indicated that no D&AR and/or Vigilance case(s) is/are 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 intimated 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. Colour Passport size photographs (minimum 3.5 x 4.5 cm) 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 Pay Commission) of the nominee should be clearly indicated. In addition, with regard to Gazetted Officers, their Grade (Group 'B'/Jr. Scale/Sr. Scale/JAG/SG or NFSAG) should invariably be indicated.
11. **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.
12. **Maximum number of nominations to be forwarded within the quota fixed for different ZR/PUs/Other Units as mentioned in the letter.**
13. **Nomination to be forwarded is to be category wise as mentioned at para 1 above and not as per Department or Gazetted/Non-Gazetted wise.** No hard copy of nominations is to be sent. Only soft copy (one in PDF–not editable) and other in MS-Word (editable format) with font type “Times New Roman” in size 14 is to be sent.
14. **Last date for forwarding nominations in soft copy to Board’s Office is 30.04.2023 at neenakandpal.rb@gov.in**

ANNEXURE--II

PROFORMA FOR NOMINATION OF Ati Vishisht Rail Seva Puraskar(AVRSP), 2023 (No abbreviations should be used)	Affix Passport Size (min.3.5cm x 4.5 cm) Latest color photo only
	Signature

A. Category under which Nomination is being made		:	
<i>(Refer to Item No.1 & 2 of Annexure-I)</i>			
B. 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 th CPC matrix)	:	
6.	Department/Directorate/Concerned Board Member <i>(All the three details may be provided)</i>	:	
7.	Details of Controlling PHOD/HOD under whom the official work-Name & Designation	:	
8.	Name of Railway/ Production Unit, etc.	:	
9.	Office address(with Telephone No)/Mobile Number of <u>immediate next higher official</u>	:	
10.	Date of Birth	:	
11.	Railway Contact No./Mobile No & Email ID of the nominee.	:	
12.	Particulars of Railway Week National Award/National Railway 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	:	
15.	Railway Contact No./Mobile No & Email ID of the nominee.	:	

C. Details of work Done/Citation in respect of Category for which nomination is being made :-

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 IN PAST FOR RAILWAY WEEK NATIONAL
AWARD/NATIONAL RAILWAYS AWARD DURING _____

OR

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

List of Nominations for Ati Vishisht Rail Seva Puraskar(AVRSP), 2023

Name of the Railway/PU/Unit _____

Or

Name of the Directorate/Unit in Railway Board _____

Total Number of Nominations: _____

Details of Nominee:

S.No.	Name (Shri/Smt/Ms.)	Desig/Deptt.	Category under which nominated (As per item No 1 of Annexure-I	Pay Level	DOB	Mobile No. & email

No DAR and Vigilance case is pending against the above official.

Signature of the Approving Authority

Name _____

Designation _____