



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

No.2023/O&M/12/4/AVRSP-2024

Dated:- 14.08.2024

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

Sub: Calling of e-self nominations through HRMS Award Module for Ati Vishisht Rail Seva Puraskar (AVRSP) -2024 (For Railways/PUs & Other Units)

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

2. The entire award eco-system conferred by Ministry of Railways (Railway Board) was revised and the revised norms were circulated to All Indian Railways/PUs/Other Units vide Board's Letter No. 2023/O&M/12/4 dated 11.04.2023. On the revised norms, it has been decided to call e-self nomination for Ati Vishisht Rail Seva Puraskar (AVRSP) – 2024 at Ministry of Railways level through HRMS Award module from Railway Officers/Staff. The salient features for AVRSP-2024 are as under:

- Name of Award : 'Ati Vishisht Rail Seva Puraskar-2024'
'अति विशिष्ट रेल सेवा पुरस्कार-2024'
- Number of awardees restricted to maximum 100 numbers.
- No Cash component except in posthumous cases, which would be ₹50,000/- per case.
- Silver Medal & Merit Certificate will be presented to the awardees.
- 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/Other Units shall be as under:

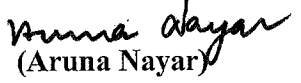
Rlys	Quota	Rlys	Quota	Rlys	Quota	Rlys	Quota	Rlys	Quota
CR	24	NER	12	SER	20	CLW	2	RCF	2
ER	26	NFR	14	SECR	12	BLW	2	MCF	1
ECR	21	NFR(C)	1	SWR	9	PLW	1	CORE	1
ECoR	12	NWR	12	WR	23	RWP	1	RDSO	1
NR	33	SR	20	WCR	14	RWF	1	NAIR	1
NCR	16	SCR	20	METRO	1	ICF	2	WPO	1

Contd.

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3. Accordingly, e-self nominations of Officers/Staff of ZRs/PUs/Other Units may be forwarded through HRMS Award Module to Railway Board in format as per **Annexure-II** with the approval of GM concerned (as per the railway-wise quota mentioned above). The guidelines for sending e-self nomination through HRMS Award Module for Ati Vishisht Rail Seva Puraskar (AVRSP), 2024 attached as **Annexure-I**. Details regarding the schedule, venue, and other specifics of the presentation ceremony will be communicated separately.
4. The receipt of this letter may be acknowledged through E-mail and Name, Designation, Telephone (P&T and CUG) and E-mail 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 of e-self nominations through HRMS Award Module to Railway Board is **14.09.2024**.
6. This notification for **Ati Vishisht Rail Seva Puraskar (AVRSP)-2024** may be circulated to all offices under each ZRs/PUs/Other Units for wide publicity to ensure that the information reaches all railway employees, including those in remote areas.
7. HRMS Award Module may be accessed through the internet link (<https://hrms.indianrail.gov.in/HRMS/login>).

Encl:-2


(Aruna Nayar)
Secretary/Railway Board
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Room No. 227, 2nd Floor, Railway Board

Guidelines for sending e-self nominations through HRMS Award Module for Ati Vishisht Rail Seva Puraskar (AVRSP), 2024 (For Railways/PUs & Other Units)

1. Category under which e-self 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. E-self nominations for the **Ati Vishisht Rail Seva Puraskar (AVRSP)** should be submitted via HRMS Award Module. When filling the form, it should be ensured that information related to Name, Zone, Unit, and Designation is accurately provided in Hindi also. The form must include details regarding employees' current post and maximum up to the last five posts held. The applicant must also fill the details (HRMS ID/Name) of his/her controlling officer in the relevant field. The applicant is also required to fill his/her active E-mail ID.

3. Before filling e-self nomination through HRMS Award Module, applicants are advised to go through the **User Manual** available at HRMS Award Module dashboard.

4. **A citation or write-up of up to 1000 characters**, specific to the category under which the nomination is being made, must be entered in the designated section of the e-form within HRMS Award Module. Nominations are to be made for the work done up to the **31st December 2023**. The citation should indicate the exceptional points with respect to category for which nomination is being made.

5. It is advised that officers/staff working in the field and have done exceptional work may submit e-self nomination through HRMS Award Module. Officers/Staff working in Offices may also submit e-self nomination provided they have done exceptional work in real sense, so that, only truly deserving employees meriting recognition at the National level may only be selected for the Award.

6. Group 'C' and erstwhile Group 'D' categories of Railway staff may normally submit e-self nomination. In exceptional cases, Officers upto JA Grade/Selection Grade, who have done exemplary work, may also submit their e-self nomination. **However, officers above the Selection Grade may not submit e-self nomination 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, 2024.**

7. 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.

Contd.

8. **Ati Vishisht Rail Seva Puraskar** is a life time award, as such those officers/staff who have received the award (Railway Week National Award/National Railways Award/AVRSP) once in the past, should normally not submit e-self nomination again except in case where some exemplary commendable performance has been shown by them. An undertaking must be filled by the employee in the e-form confirming whether he/she had previously received or been selected for the MR Award, National Railways Award, or AVRSP.

9. In the forwarding letter from Railway, a summary sheet, as per **Annexure-II**, 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 nominee are 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.

10. No abbreviations should be used and no column be left blank while filling in the e-self nomination form by employees on HRMS.

11. **Contact Details viz. Mobile number of the concerned employee(nominee) and his/her next immediate higher official should invariably be indicated in the Annexure-II** 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 is to be forwarded within the quota fixed for different ZRs/PUs/Other Units as mentioned in the letter.**

13. The details regarding **forwarding of e-self nominations by ZRs/PUs/Other Units** through HRMS Award Module are provided in the **User Manual** (available at HRMS Award Module dashboard). Only e-self nominations have to be forwarded to Board's office, **no hard copy of nominations is to be sent.**

14. If any details like name, photo, zone, designation, etc. of the employee on HRMS portal are not correct/up to date, the employee needs to get it corrected in his Employee Master by raising a request through **Employee Self Service (ESS) module.**

15. Detailed guidelines for users and admins for AVRSP, VRSP and RSP are issued vide Railway Board's Letter No. PC-VII/2024/HRMS/7 dt. 31.07.2024.

16. **Last date for forwarding e-self nominations through HRMS Award Module in Board's Office is 14.09.2024.**

List of Nominations for Ati Vishisht Rail Seva Puraskar(AVRSP), 2024

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 (Nominee & Immediate Senior)

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

Signature of the Approving Authority

Name _____

Designation _____



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

No.2023/O&M/12/4/AVRSP-2024

Dated:-14.08.2024

**Sub: Calling of e-self nominations through HRMS Award Module for
Ati Vishisht Rail Seva Puraskar (AVRSP)-2024 (For Railway Board)**

Every year, Railway Week is celebrated from 10th to 16th April. During the Central Function, Award is presented by the Hon'ble MR to selected Officers/staff for their exemplary, outstanding and meritorious performance. Railway Week Award for Outstanding service is the prestigious lifetime award.

2. The entire award eco-system conferred by Ministry of Railways (Railway Board) was revised and the revised norms were circulated to All Indian Railways/PUs/Other Units/RB vide Board's Letter/Note No. 2023/O&M/12/4 dated 11.04.2023. On the revised norms, it has been decided to call e-self nomination through HRMS Award Module from Board's Officers/Staff for grant of Ati Vishisht Rail Seva Puraskar (AVRSP) – 2024 at Ministry of Railways level. The salient features for AVRSP-2024 are as under:

- a) Name of Award : 'Ati Vishisht Rail Seva Puraskar-2024'
'अति विशिष्ट रेल सेवा पुरस्कार-2024'
- b) Number of awardees : restricted to maximum 100 numbers.
- c) No Cash component except in posthumous cases, which would be ₹50,000/- per case.
- d) Silver Medal & Merit Certificate will be presented to the awardees.

3. E-self nominations of Officers/Staff for grant of 'अति विशिष्ट रेल सेवा पुरस्कार', 2024 in Board's Office are invited through HRMS Award Module for further consideration by Board as per the guidelines indicated at Annexure- I & II.

4. The last date for forwarding of e-self nomination through HRMS Award Module to Railway Board is **14.09.2024**.

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5. Details regarding the schedule, venue, and other specifics of the presentation ceremony will be communicated separately.

6. HRMS Award Module may be accessed through the internet link (<https://hrms.indianrail.gov.in/HRMS/login>).

Encl.: 2

Aruna Nayan
(Aruna Nayan)

Secretary/Railway Board
Tele No.:011-23385227

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Room No. 227, 2nd Floor, Railway Board

- a) DG/HR, DG/RPF, DG/RHS, DG/Safety
- b) All Additional Members/PEDs
- c) ED/E&R, JS, JS/G, JS/E, JS/D, JS/M, JS/P, EO,
Dir/OL, Dir/I&P

Copy to

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

Copy for kind information to:

EDPG/MR, JDPG/MoSR(S) & Sectt. of MOSR(R)

Guidelines for sending e-self nominations through HRMS Award Module for Ati Vishisht Rail Seva Puraskar (AVRSP), 2024 (For Railway Board)

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. E-self nominations for the **Ati Vishisht Rail Seva Puraskar (AVRSP)** should be submitted via HRMS Award Module. When filling the form, it should be ensured that information related to Name, Zone, Unit, and Designation is accurately provided in Hindi also. The form must include details regarding employees' current post and maximum up to the last five posts held. The applicant must also fill the details (HRMS ID/Name) of his/her controlling officer in the relevant field. The applicant is also required to fill his/her active E-mail ID.

3. Before filling e-self nomination through HRMS Award Module, applicants are advised to go through the **User Manual** available at HRMS Award Module dashboard.

4. **A citation or write-up of up to 1000 characters**, specific to the category under which the nomination is being made, must be entered in the designated section of the e-form within HRMS Award Module. Nominations are to be made for the work done up to **31st December 2023**. The citation should indicate the exceptional points with respect to category for which nomination is being made.

5. It is advised that officers/staff who have done exceptional work in real sense may submit e-self nomination through HRMS Award Module, so that, only truly deserving employees meriting recognition at National level may only be selected for the Award.

6. Group 'C' and erstwhile Group 'D' categories of Railway staff may normally submit e-self nomination. In exceptional cases, Officers upto JA Grade/Selection Grade, who have done exemplary work, may also submit e-self nomination. **However, officers above the Selection Grade may not submit e-self nomination 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, 2024.**

Contd.

7. No recommendation for **Group Award** be sent as Group Awards are neither considered nor given during the Central Function/**Ati Vishisht Rail Seva Puraskar** Presentation function.

8. **Ati Vishisht Rail Seva Puraskar** is a life time award, as such those officers/staff who have received the award (Railway Week National Award/National Railways Award) once in the past should normally not submit e-self nomination again except in case where some exemplary commendable performance has been shown by them. An undertaking must be filled by the employee in the e-form, confirming whether he/she had previously received or been selected for the MR Award, National Railways Award, or AVRSP.

9. In case of those officials, who are not working under the roll of ERB-I, II or V or are not drawing salary from Railway Board or their service particulars are not being maintained at Board Office, then prior to forwarding their e-self nominations, their D&AR and/ Vigilance clearance be also obtained from their controlling unit by controlling officer before further forwarding their nomination.

10. No abbreviations should be used and no column be left blank while filling in the e-self nomination form.

11. **Nomination to be forwarded is to be sent as per the user manual available at the HRMS Award Module dashboard.** No hard copy of nominations is to be sent.

12. **The minimum level at which the nomination is to be approved/forwarded for consideration is PED/HAG level.**

13. If any details like name, photo, zone, designation, etc. of the employee on HRMS portal are not correct/up to date, the employee needs to get it corrected in his Employee Master by raising a request through **Employee Self Service (ESS) module.**

14. Detailed guidelines for users and admins for AVRSP, VRSP and RSP are issued vide Railway Board's Letter No. PC-VII/2024/HRMS/7 dt. 31.07.2024.

List of Nominations for Ati Vishisht Rail Seva Puraskar(AVRSP), 2024

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 (Nominee & Immediate Senior)

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

Signature of the Approving Authority

Name _____

Designation _____

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

Copy forwarded to :-

1. PFAs All Indian Railways, PUs, NFR(Const)
2. The Principal, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,
5. The General Manager and FA&CAO, Metro Railway
6. The CAO and PFA, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai

8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d) IRISSET, Secunderabad
11. The Managing Directors RITES, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL, KRCL.
12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
14. The General Secretary, IRCA/New Delhi.
15. The Commissioner, Railway Safety, Lucknow.
16. Executive Director (Finance), RDSO, Lucknow.
17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
18. The Chairman, RRT, Chennai.
19. The Chairman, RCT.
20. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
21. The Editor, 'Bhartiya Rail'.
22. The Editor, 'Indian Railways'.
23. The Chairman, Passenger Services Committee.
24. The Chairman, Passenger Amenities Committee.
25. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
26. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
28. The C.A.O. (Const.), Central Railway, Mumbai.
29. The Liaison Officer, VII CPC, All Indian Railways and PUs/RDSO/Trg. Institutes Metro Railway/COFMOW/CORE/RSC etc.
30. The Director (Movement) Railways/Calcutta.



(Jaya Kumar G)
Deputy Director, Pay Commission-VII & HRMS
Railway Board
e-mail: jaya.kumarg@gov.in
Ph. No: 011-47845125

File No. PC-VII/2024/HRMS/7

New Delhi, Dated :31/07/2024

Copy forwarded to:-


1. The General Secretary, AIRF, Room No. 253, Rail Bhawan (with 35 spares)
2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan (with 35 spares)
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi (with 40 spares)
4. The Secretary General, Federation of Railway Officers' Association.

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5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
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

Copy to:-

PSOs/Sr.PPSs/PPSs/PSs/PAs to:-
MR, MoSR(S), MoSR(R), CRB & CEO, MF, MI, M(Tr. & RS), M(Op. & BD), DG/RHS, DG/RPF, DG (Safety), OSD/MR, OSD/Co-ord/MR, Advisor/MR, EDPG/MR, PS/MR, JDPG/MOSR(S), APS/MOSR(R), All Additional Members/Advisors/Executive Directors/Joint Secretaries.

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.
