

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/LVII

दिनांक/Date: 27.01.2020.

SDGM, PFA, CAO (Con), PCE, PCOM, CSO, PCCM,
PCME, President/SCRSA, PCSTE, MRA, PCEE,
PCPO, PCMD, PCSC, PCMM, CPRO,
All DRMs & All CWMs

Sub: 65th Railway Week Awards-2020 at Zonal level.

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65th Railway Week would be celebrated from 10th to 16th April, 2020 at Zonal Headquarters, Secunderabad. **This year, the Award Function is fixed to be held on Thursday, i.e., 09.04.2020.** 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 of Officers/staff are invited for this year's award. Guidelines to be followed while screening/forwarding Nominations, are enclosed at **Annexure-I**.
3. While forwarding the nominations, category under which nomination is being made be clearly indicated along with priority number against each nomination. One official be nominated for only one category.
4. Brief citation (six lines maximum) bringing out specific outstanding work/performance, for which the Officer/staff is nominated, may be sent **in quadruplicate**, as per the prescribed proforma enclosed at **Annexure-II**. The Employees so recommended should not figure in D&AR and/or Vigilance case(s).
4. Nominations complete in all respects and in one bulk (prepared in MS Word) and soft copy in CD, may be sent to this Office latest by **Friday, 14th February-2020** positively.

Encl: As above.

(एन. श्रीनिवास रेड्डी N. SREENIVAS REDDY)

उप महाप्रबंधक/सा Dy. General Manager/G

C/- AGM - for kind information.

Guidelines for sending nominations for 65th Rly. Week Award-2020 at Zonal Level

1. Category under which Nomination to be sent is to be indicated at relevant column of proforma at Annexure-II.

Following are the categories:

- (a) New innovations/processes/procedures leading to economies in expenditure, improvement in productivity, import substitution etc.;
 - (b) Meritorious acts even in disregard to personal safety leading to protection of life and property on Railways;
 - (c) Special efforts made to increase earnings and to tackle ticketless travel, thefts etc.;
 - (d) Exemplary work done to improve operations, security and safety, better maintenance and utilization of assets;
 - (e) Completion of projects etc. in record time.
 - (f) Outstanding performance in the field of sports leading to national/international recognition;
 - (g) Outstanding performance in any other field.
2. One official be nominated for only one category.
 3. Brief Citation/write up in respect of category under which nomination(s) is being made be indicated in the proforma at relevant column.
 4. Nominations be made for the work done upto December-2019 only.
 5. Nominations be made in the cases of outstanding/exemplary work only, but not for routine work.
 6. Officers/staff working in the field may preferably be nominated; and only in exceptional cases, Officers/staff working in Offices be recommended.
 7. 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.

8. Employees, who had received Railway Week Award at Zonal level during last three years, shall normally **not** be recommended again. Employees who had received MR Award shall normally not be recommended again.
9. Nominations be sent in the order of preference, irrespective of nominee's designation.
10. Nominations from Divisions, in respect of Individuals & Group Awards, shall be forwarded to concerned PHODs, 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.
11. **Suitable representation shall be given for all the Divisions, while forwarding Nominations.**
12. **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. Vig., PRO & Rajbhasha)	4
2.	Accounts	3
3.	Commercial	10
4.	Electrical	25
5.	Engineering	40
6.	Construction	2
7.	Mechanical	35
8.	Personnel	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 fixed quota may invariably be mentioned, else serial number would be treated as priority number.

Handwritten signature/initials

13. The upper limit fixed for Group Award to different Departments is as per the details given below (Maximum 5 Members in each Group):

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

14. Citations shall be in brief and not exceeding 6 lines.
15. Four recent passport size colour photographs (3.5 cm & 4.5 cm) may be pasted at the place indicated in the proforma. (no scanned photos/scanned documents please).
16. No abbreviations shall be used and no column be left blank while filling in the Proforma.
17. Nominations be sent in the following format:

Sl. No.	Name (S/Sri)	Design.	Office	DOB	PF No. (11 digit)	Bank Details (Salary A/c No., Bank Name, Branch & IFSC)
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18. **Last date** for nominations to reach DGM/G, GM/O/SC is **14.02.2020**.

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(TO BE FILLED IN QUADRUPLICATE)

PROFORMA FOR NOMINATION OF
RAILWAY WEEK AWARDS-2020 AT ZONAL LEVEL
(no abbreviations should be used)

Part-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)

Name of Category: -----

- B. Details of Work Done/Citation in respect of Category as indicated above:

Part-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. Bank Details :
(Salary A/c No, Bank Name, Branch and IFSC)
15. Railway Contact No./Mobile No. &
E-mail ID of the Nominee

SPECIAL INSTRUCTIONS

1. While sending nominations as per the quota, please ensure that they are sent with priority number, irrespective of designation, **Gazetted or Non-Gazetted.**
2. Please ensure that all Nominations sent to this office are in prescribed number of copies i.e., 4 sets including 4 photos (original) on Annexure-II. Also soft copy in MSWord format is to be sent to this Office through CD/Pen drive/Email (dgmgsr@gmail.com).
3. Please ensure giving 11 digit PF Number.
4. Also, please mention the bank details in the Nomination Form i.e., Account Number (salary account), Name of the Bank, Branch, IFSC, for quick disposal of the award amount through bank.

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