



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



No.2023/O&M/12/4

Dated:- 11.04.2023

**Sub: Transforming of Awards**

Every year, Railway Week is celebrated from 10<sup>th</sup> to 16<sup>th</sup> April. During the Central Function, Award is presented 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) has been revised and the following has been decided w.r.t. **Award at Ministry of Railways level** given during Railway Week from the year 2023 onwards:

- 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- Cash component is withdrawn except in posthumous cases, which would be ₹50,000/- per case.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 16<sup>th</sup> 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 <sup>st</sup> Jan
Last date of self-nomination	-	31 <sup>st</sup> Jan
Shortlisting & forwarding to Board by Zonal/PU level committee	30 <sup>th</sup> Apr	28 <sup>th</sup> Feb
Shortlisting by Board's committee	15 <sup>th</sup> May	31 <sup>st</sup> Mar
Notification of list of Awardees	31 <sup>st</sup> May	16 <sup>th</sup> Apr

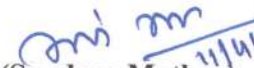
- e-self nomination will be allowed through Human Resource Management System (HRMS) portal from year 2024 onwards.
- Details of screening committees will be made available in public domain.
- Existing system of presentation of rolover shields to Zonal Railways for excellence in particular field will continue.

3. Nominations of Officers/Staff for being considered for grant of अति विशिष्ट रेल सेवा पुरस्कार, 2023 have been called for from Railways/PUs/Other Unit. Accordingly, nominations of Officers/Staff for grant of अति विशिष्ट रेल सेवा पुरस्कार, 2023 in Board's Office (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. In case more than one nomination is being made a summary sheet, as per **Annexure-IV**, indicating name, designation, category, Mobile number, DOB and email-id may invariably be attached along with forwarding note addressed to Secretary/RB.

5. Annexure-I, II, III & IV of this letter are available on IR official website under the link O&M of Secretary's branches for information.
6. Nominations complete in all respects and as per Category (**not as per Directorate or Gazetted/non-gazetted**) may be forwarded to US/O&M at [neenakandpal.rb@gov.in](mailto:neenakandpal.rb@gov.in).
7. Last date for forwarding the soft copy of nominations viz 30.04.2023 be strictly adhered to.

Encl:-4

  
(Sandeep Mathur) 11/4/23  
Secretary/Railway Board  
Tele No.:011-23385227  
Email ID: [secyrb@rb.railnet.gov.in](mailto:secyrb@rb.railnet.gov.in)  
Room No. 227, 2<sup>nd</sup> Floor, Railway Board

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

Copy to

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

Copy for kind information to:

EDPG/MR, EDPG/MSR(D) & EDPG/MOSR(J)

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Room No. 227, Rail Bhawan, Raisina Road, New Delhi-110001

**Guidelines for Sending Nominations for अति विशिष्ट रेल सेवा पुरस्कार, 2023  
(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. 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 31<sup>st</sup>December 2022 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. Accordingly, really deserving employees meriting recognition at National level may only be nominated from Board's Office.**
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 16<sup>th</sup> 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** Presentation function.
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 in past for Railway Week National Award/National Railways Award or not. **Nomination without undertaking will not be processed.**

7. In case Official being nominated is not working under the roll of ERB-I, II or V or is not drawing salary from Railway Board or their service particulars are not being maintained at Board Office, then prior to forwarding their nominations, their D&AR and/ Vigilance clearance be also obtained from their controlling unit and be enclosed with the nomination form. It is also clarified that in case there is any change in the Vigilance/DAR status of such nominee in the intervening period between the date of forwarding nominations to Secy/RB and the date of award, the same may also be advised to JS/RB.

8. In case more than one nomination is being sent by a Directorate or by HAG or higher level officer, a summary sheet, as per **Annexure-IV**, indicating name, designation, category, Mobile number and email-id may invariably be attached along with forwarding note being addressed to Secretary/RB.

9. 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.

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 (Group 'B'/Jr. Scale/Sr. Scale/JAG/SG or NFSAG) should invariably be indicated.

12. **Nomination to be forwarded is to be category wise as mentioned at serial number 1 (one) above and not as per Directorate or Gazetted/Non-Gazetted wise. Shortlisting of nomination would be as per category under which nomination has been made.** 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.

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

14. **Last date for forwarding nominations in soft copy to US/O&M at [neenakandpal.rb@gov.in](mailto:neenakandpal.rb@gov.in) by 30.04.2023.**

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

<b>A. Category under which Nomination is being made</b>		:	
<i>(Refer to Item No.1 &amp; 2 of Annexure-I)</i>			
<b>B. Personal Details</b>			
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 <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 <b>immediate next higher official</b>	:	
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** \_\_\_\_\_