

**Guidelines for Railways/PUs to be Followed While Sending Nominations for Railway Week Award, 2011.**

- I. Category under which Nomination be sent:-
  - (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.
  
- II. Group 'C' and '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.**
  
- III. No recommendation for Group Award be sent as Group Awards are neither considered nor given during the Railway Week Central Function.
  
- IV. Railway Week MR Award is a life time award as such names of those officers/staff who have received the award once in the past should not be nominated again. An undertaking in this regard as per **Annexure-III** is to be invariably obtained from the concerned employee whose name is being proposed and to be enclosed in the proforma. **Nomination without undertaking will not be processed.**
  
- V. In the forwarding DO letter/Bio-data of the nominee, it should be clearly indicated that no D&AR and/or Vigilance case(s) is pending against the concerned employee.
  
- VI. Three Big passport size colour photographs should be pasted at the place indicated in the proforma.
  
- VII. No abbreviations should be used and no column be left blank while filling in the proforma.
  
- VIII. Category of the nominee viz Group 'D', Group 'C' or Gazetted be clearly indicated in the proforma. In addition, with regard to Gazetted officers, their grade ( Group 'B or Junior Scale or Senior Scale or JAG or SG) and grade pay should also be indicated.
  
- IX. **Last date for Nomination to reach Secretary, Railway Board's Office is 22.2.2011.**