

Guidelines For Nominations for Officers/Staff working in Board's office for Railway Week Award, 2011.

(For Railway Board's Officers/Staff)

- 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. Board's Staff belonging to Group 'C' and 'D' categories 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. Three Big passport size colour photographs should be pasted at the place indicated in the proforma.

- VI. No abbreviations should be used and no column be left blank while filling in the proforma.

- VII. 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.

- VIII. **Last date for Nomination to reach Secretary, Railway Board's Office is 22.2.2011.**