



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

Circular

**Sub: Railway Week Awards 2024 -- Vishisht Rail Seva Puraskar-2024 and Rail Seva Puraskar-2024**

Every year during Railway Week, awards are given to shortlisted employees working in Board's Office.

2. The entire award eco-system conferred by Ministry of Railways (Railway Board) was revised and two new categories of Awards i.e. Vishisht Rail Seva Puraskar (VRSP) and Rail Seva Puraskar (RSP) were introduced at Railway Board's level. The brief guidelines of the VRSP and RSP Award are as under:-

- I. These Awards are for Railway Board's officials for their exemplary, outstanding and meritorious work.
- II. From the year 2024, Self nomination may be submitted online by the Officials in Board's Office fulfilling the criteria, duly approved by concerned authority i.e. ED & above Level Officers, through the dedicated HRMS Award Module for these Awards.
- III. Self- Nominations received for these Awards (VRSP &RSP) would be scrutinised and shortlisted by a two members Standing Screening Committee. The members of Standing Screening Committee would be Secretary/RB and AM/Planning.
- IV. The committee would submit its recommendations and shortlisted awardees list by giving Priority Number (three times of quota fixed for VRSP and RSP) for these awards to CRB &CEO.
- V. The final list of awardees of VRSP and RSP at Board's Office would be notified with the approval of CRB &CEO.
- VI. Chairman & CEO, Railway Board would present the merit certificate to the selected officials of VRSP and RSP during Railway Week Function in Board's Office.

3. The criteria for sending self-nominations by Board's Officials for the year 2024 would be as under:-

- i. Employee must be on Board's Payroll;
- ii. Employee should have completed 5 years of continuous service in Railways on the date of notification; and
- iii. The official must not have received any award (AVRSP/VRSP/RSP/MR/CRB/ GM) during last 10 years. The same may be updated in the given column in this regard. Any false statement is deemed to invite disciplinary action against the official.

3.1 The officials fulfilling the above criteria would be further judged based on their citation and last 5 year APARs and other Parameters as deemed fit.

4. In line with the above, the self-nominations from the eligible officials upto Sr. Scale level for above awards (VRSP & RSP) is called through HRMS Award Module. The last date for filling self nominations through portal is 14.09.2024.

**No.2024/O&M/12/2**  
**Dated:-14.08.2024**



**(T. Srinivas)**  
**Joint Secretary/Railway Board**  
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**DG/HR, DG/RPF, DG/RHS, DG/Safety**  
**All AMs/PEDs/EDs (including Independent charge)**

**Copy to:-**

**CRB & CEO, MF, M/Infra, M/O&BD & M/TRS**

**Secretary/Railway Board**

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



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 10<sup>th</sup> to 16<sup>th</sup> 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:

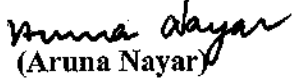
- Name of Award : 'Ati Vishisht Rail Seva Puraskar-2024'  
'अति विशिष्ट रेल सेवा पुरस्कार-2024'
- Number of awardees restricted to maximum 100 numbers.
- No Cash component except in posthumous cases, which would be ₹50,000/- per case.
- Silver Medal & Merit Certificate will be presented to the awardees.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

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](mailto: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, 2<sup>nd</sup> 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:-

	<b>Category</b>
<b>I</b>	New Innovations/processes/procedures leading to economies in expenditure, improvement in productivity, import substitution etc.
<b>II</b>	Meritorious acts even in disregard to personal safety leading to protection of life and property on Railways
<b>III</b>	Special efforts made to increase earnings and to tackle ticketless travel, thefts, etc.
<b>IV</b>	Exemplary work done to improve operations, security and safety, better maintenance and utilization of assets
<b>V</b>	Completion of projects etc. in record time
<b>VI</b>	Outstanding performance in the field of sports, leading to national/international recognition
<b>VII</b>	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 16<sup>th</sup> 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.**

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**Annexure-II**

**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)**

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Every year, Railway Week is celebrated from 10<sup>th</sup> to 16<sup>th</sup> 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**.

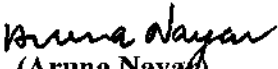
Contd.



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**

  
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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, 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
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<b>II</b>	Meritorious acts even in disregard to personal safety leading to protection of life and property on Railways
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<b>V</b>	Completion of projects etc. in record time
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**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.

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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 16<sup>th</sup> 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.**

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**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** \_\_\_\_\_