East Coast Railway

Office of the General Manager
Rail Sadan,1st Floor, South Block
C.S.Pur, Bhubaneswar-751017

No. ECoR/GA/Genl./RWA/GM/2021/ Date.03.09.2021

To
All PHODs/CHODs,
President/ ECoRSA,
State Chief Commissioner/BS&G
Bhubaneswar.

Sub:-66th *Railway Week Awards-2021 at Zonal level.*

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1. It has been decided by the Competent Authority to celebrate 66th Railway week Award function at Zonal level in the **1st week of October, 2021**.

2. It is, therefore, requested that nominations may be screened thoroughly and only the deserving cases be recommended on priority basis in order of excellence. While forwarding nominations, following criteria/aspects may please be kept in view :-

   a) Innovations/ Processes/Procedures leading to economy 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 ticket less travel, theft 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) Officials who perform extraordinary in their work place, go out of the way to perform/complete a work, shoulder responsibilities beyond their assigned duties in public interest etc. needs to be given due consideration.
   h) Employees displaying bravery and valour while performing their tasks in ensuring safe train operation, in taking steps leading to quantum jump in revenue, steps towards arresting leakages of Railways Revenue etc.

Contd....

3. Since the number of awardees is to be restricted to the most deserving, an upper limit for the nomination is also fixed department-wise as under:

Sl No	Department	No. of Awardees to be sent	
		Staff	Officers
01	Accounts	08	01
02	Commercial	10	01
03	Electrical	20	02
04	Engineering	35	05
05	Mechanical	26	02
06	Medical	08	01
07	Operating	31	02
08	Personnel	08	01
09	Signal & telecommunication	10	02
10	Security	08	01
11	Stores	04	01
12	Construction	10	04
13	Safety	04	--
14	Genl. Administration	15	01
15	Trade Unions (Through PCPO)	06	
16	Sports (Through President ECoRSA)	02	
17	Scouts & Guides (Through SCC)	02	
18	Cultural (Through PCPO)	01	
	Total	208	24

4. Besides above, in case of deserving employees, nominations for Group awards may be recommended keeping the maximum no to 10 persons per group and two group per Department.

5. Details of service in the prescribed Proforma together with a brief citation in triplicate along with three recent passport size photographs (in box of the performance) be furnished for all officials recommended for Award (in exceptional cases, officers up to JAG/SG) separately in a sealed cover marked "SECRET" to Dy. General Manager (G) (by name). Nominations complete in all respects may please be sent in one lot latest by **17th September 2021** positively. **No reminder would be issued in case of nominations are not received till last date and the award would be processed without awaiting nominations.**

6. It may also be ensured that no column in the Proforma is left blank against any individual employee and all citations should be signed by PHOD concerned. In addition, it may please be clearly indicated that **"no D&AR and /or vigilance case(s) pending against the concerned employee".**

Contd....

7. It may also to be ensured that employees who have received GM level award during the last 03 (Three) years **(2018-2020) and those already awarded at National Level should not be generally recommended for giving opportunity to other meritorious employees.**

03/09/21

Eccl: One set Proforma

(Ashoka Kumar Mishra)
Dy. General Manager (G)

Copy to :

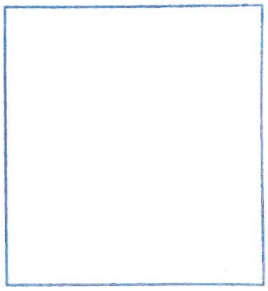
1. Secretary to GM for kind information of GM .
2. Secretary to AGM for kind information of AGM.
3. DRMs/KUR, WAT & SBP, CWM/CRW/MCS. They are requested to send their recommendations in the enclosed proforma in triplicate through the concerned PHOD/CHOD of the department to this office for final compilation.
4. General Secretary, ECoRSC & ECoRSU. They are requested to send their recommendations in the enclosed proforma in triplicate.

03/09/21

(Ashoka Kumar Mishra)
Dy. General Manager (G)

East Coast Railway

PROFORMA



1. (a) Group/ Individual:

   (b) In case of Group, members of the group: -

2. Full Name

   (a) In English:_____

   (b) In Hindi:_____

3. Designation: _____ 4. PF.No.: _____

5. Department:_____ 6. Station: _____

7. Branch Office._____ 8. Controlling Officer_____

9. Category (Group A,B,C): 10. Basic Pay/Level. _____

11. Date of Birth: _____ 12. Date of Appt. _____

13. Date of Appointment to Gazetted Rank. _____

14. (a) Railway Week Award (GM/PHOD/DRM/CWM) or any other Award received during the last three years i.e. 2018, 2019 & 2020 if any: _____ , (b) National Railway Week Award at MR level : _____

15. Whether any DAR/SPE/VIG case pending:_____

16. Contact No. (Rly). _____ 17. Mobile. _____

17. E. Mail ID (If any) : _____

(Citation in 60 words)

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