Estt. Srl. No. 08/2025
RBE No- Nil

EAST COAST RAILWAY

प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/
Office of the Principal Chief Personnel Officer
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017
Rail Sadan, IInd Floor, Bhubaneswar-751017

पूतरे/कार्मिक/आर ECoR/Pers/R/Award(AVRSP) Date:09.01.2025

ALL PHODs/CHODs,
DRMs/CWM/CAO&CPM,
East Coast Railway, Bhubaneswar.

Sub: Calling of e-self nomination through HRMS Award Module for Ati Vishisht Rail Seva Puraskar (AVRSP)-2025 (For Railways/Pus & Other Units).

उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं. 2025/O&M/12/4, दिनांक 07.01.2025 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Railway Board's Letter No. 2025/O&M/12/4, dated 07.01.2025 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

(Subash Chandra Hota)
Assistant Personnel Officer - I
For Principal Chief Personnel Officer.

Copy to:-

1. Secy. to GM & AGM,
2. Chairman-RRB&RRC-BBS,
3. Dy.CPOs /Sr.DPOs, DPOs/SPOs, WPO/APOs of Personnel Department,
4. General Secretary's- ECoRSC & ECoRSU.

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

No.2025/O&M/12/4 **Dated:- 07.01.2025**

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) -2025 (For Railways/PUs & Other Units)

Every year, Railway Week is celebrated from 10th to 16th 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 basis of revised norms, e-self nominations are invited for Ati Vishisht Rail Seva Puraskar (AVRSP) – 2025 at Ministry of Railways level through HRMS Award module from eligible Railway Officers and Staff. The salient features for **AVRSP-2025** are as under:

a) Name of Award : **'Ati Vishisht Rail Seva Puraskar-2025'**
'अति विशिष्ट रेल सेवा पुरस्कार-2025'

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.

e) 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), 2025 are 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**

5. Last date for submitting e-self nomination by employees is **31.01.2025** and Last date for forwarding of e-self nominations to Railway Board by Zonal/PU level committee is **28.02.2025**.

6. This notification for **Ati Vishisht Rail Seva Puraskar (AVRSP)-2025** 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
Tele No.:011-23385227
Email ID: secyrb@rb.railnet.gov.in

ANNEXURE-I

Guidelines for sending e-self nominations through HRMS Award Module for Ati Vishisht Rail Seva Puraskar (AVRSP), 2025 (For Railways/PUs & Other Units)

1. Category under which e-self 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. 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 2024**. 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 16th April, 2025.**

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. While forwarding the e-nominations, 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 and uploaded on the HRMS Award Module. 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 of forwarding of e-self nominations to Railway Board by Zonal/PU level Committee through HRMS Award Module is 28.02.2025.**

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Annexure-II

List of Nominations for Ati Vishisht Rail Seva Puraskar(AVRSP), 2025

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_____