



दक्षिण पश्चिम रेलवे/SOUTH WESTERN RAILWAY

प्रधान कार्यालय /Headquarter Office,

कार्मिक विभाग/Personnel Department

Rail Soudha/रेल सौधा, हुबबल्लि/Hubballi – 580020

No.SWR/P.378/VRSP/2025

दिनांक/Date: 27.11.2025

All PHODs/HODs/HQ

CAO/CN/BNC

CWM/UBLS & MYSS

Director/MDDTI/SBC & Principal/MDZTI/DWR,

Dy.CE/TMO/YPR, Dy.CMM/GSD/UBL

Sub: Calling of e-self nominations through HRMS Award Module for Rail Seva Puraskar (RSP)-2025 at HQ/Unit Level- for the exceptional work done during the period 1st Jan 2024 to 31st Dec 2024

Ref: This letter of even no dated 18.09.2025 & 15.10.2025

* * * * *

Further to this office letter of even No. dated 18.09.2025 & 15.10.2025, last date for submission of e-self nominations through Award Module for Railway Seva Puraskar (RSP)-2025, which was 31.10.2025, has now been extended upto **10.12.2025.** This is for kind information & necessary action please.

(Shirish Sadashiv Kamble)

Dy.CPO/Gaz & Welfare

For Principal Chief Personnel Officer

Copy to: Secy to GM for kind information of GM.

PS to AGM for kind information of AGM

PS to PCPO for kind information of PCPO.

Sr.DPO/UBL, SBC & MYS for kind information and n/a.

Dy.CPO/CN/BNC & Dy.CPO/MYSS, -for kind information and n/a.

AWPO/UBLS for information and n/a.

GSs/ SWRMU, SWRES, AISCTREA & AIOBCREA for information please.



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No.SWR/P.378/VRSP/2025

दिनांक/Date: 15.10.2025

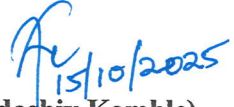
All PHODs/HODs/HQ
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Director/MDDTI/SBC & Principal/MDZTI/DWR,
Dy.CE/TMO/YPR, Dy.CMM/GSD/UBL

Sub: Calling of e-self nominations through HRMS Award Module for Rail Seva Puraskar (RSP)-2025 at Zonal Level- for the exceptional work done during the period 1st Jan 2024 to 31st Dec 2024

Ref: This letter of even no dated 18.09.2025

* * * * *

Further to this office letter of even No. dated 18.09.2025, last date for submission of e-self nominations through Award Module for Railway Seva Puraskar (RSP)-2025, which was 15.10.2025, has now been extended upto **31.10.2025**. This is for kind information & necessary action please.


(Shirish Sadashiv Kamble)
Dy.CPO/Gaz & Welfare
For Principal Chief Personnel Officer

Copy to: Secy to GM for kind information of GM.
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No.SWR/P.378/RSP/2025

दिनांक/Date: 18.09.2025

All PHODs/HODs/HQ

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Sub: Calling of e-self nominations through HRMS Award Module for Rail Seva Puraskar (RSP)-2025 at HQ Unit level-for the exceptional work done during the period 1st Jan 2024 to 31st Dec 2024.

Ref: Railway Board Letter No.2025/O&M/12/4 dtd 07.01.2025.

Every Year, during Railway Week, awards are given to employees of South Western Railway at HQ Units Level for their exemplary, outstanding and meritorious performance.

2. The e-self nominations are hereby called for Rail Seva Puraskar (RSP)-2025 at the HQrs Unit level through HRMS Award module from Railway Officers/staff. The salient features for RSP-2025 are as under.

- Name of Award: Rail Seva Puraskar-2025
- Number of awardees restricted to maximum 22 numbers.
- No cash component
- Quota of awards allotted for the Units is indicated below:

Sl.No	Units	Number of Awards
01	Headquarters, which includes TMO, GSD, Security, MDDTI/SBC & MDZTI/DWR.	07
02	Hubballi Workshop	08
03	Mysuru Workshop	05
04	Construction	02
Total		22

- Accordingly, e-self nominations by Officers/staff of Divisions/Units may be submitted **only through the HRMS Award Module**. The guidelines for forwarding/applying are placed at Annexure which may be followed. **Offline applications will not be accepted.**
- Before filing e-self nomination through HRMS Award Module, applicants are advised to go through the User Manual available at HRMS Award Module dashboard.
- 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.

6. The Officers/staff must not have received Rail Seva Puraskar (RSP) Award during last 3 years. Further, the employee should not have been involved in any accident/breach of safety related cases during the last two years. A declaration to this effect must be filled in the e-self nomination in HRMS.
7. Last date for submission of e-self nominations through HRMS Award Module to employees is **15.10.2025**.
8. This notification for Rail Seva Puraskar (RSP)-2025 maybe circulated to all offices under HQrs/Units for wide publicity to ensure that the information reaches all railway employees, including those in remote areas.
9. HRMS Award Module may be accessed through the internet Link **(<https://hrms.indianrail.gov.in/HRMS/login>)**.

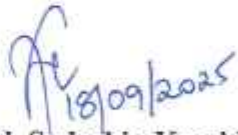


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Dy.CPO/Gaz & Welfare
For Principal Chief Personnel Officer

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Dy.CPO/MYSS & SPO/CN/BNC for kind information and n/a.
AWPO/UBLS for information and n/a.
GSs/ SWRMU, SWRES, AISCTREA & AIOBCREA for information please.

ANNEXURE-I

1. E-self nominations for the Rail Seva Puraskar (RSP) should be submitted via HRMS Award Module only. 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.
2. 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.
3. 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, 2024.
4. No recommendation for Group Award be sent as Group Awards are neither considered nor given during the HQrs/Unit level Rail Seva Puraskar (RSP) Presentation.
5. No abbreviations should be used and no column be left blank while filling in the e-self nomination form by employees on HRMS.
6. If any details like name, photo, zone, and 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.
7. 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.
8. Last date for submission of e-self nominations through HRMS Award Module for VRSP is 15.10.2025.


(Shirish Sadashiv Kamble)
Dy.CPO/Gaz & Welfare
For Principal Chief Personnel Officer

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ANNEXURE-II

USER MANUAL
ON
Ati Vishisht Rail Seva Puraskar
(AVRSP)

SYSTEM : HRMS

MODULE : RAILWAY WEEK AWARDS

Version 1.0

CRIS**Table of Contents**

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1. GENERAL INFORMATION

1.1 Purpose and Scope

Every year Railway Week Awards are organized by Railway Board and individual Zonal Railways at different levels under different award types namely Ati Vishisht Rail Seva Puraskar (AVRSP), Vishisht Rail Seva Puraskar (VRSP) and Rail Seva Puraskar (RSP).

The Award module of HRMS facilitates both employee as well as administration in the process of Railway Week Awards.

Through the Awards module of HRMS, employees can submit their self - nomination applications for the different types of awards for which he is eligible.

Through the Awards module of HRMS, the administration can process for different activities of Railway Week Awards viz issuing of award notifications, recording remarks of controlling officers, forwarding recommendations to Railway Board, constituting Screening Committees, finalization of awardees etc.

CRIS**2. FOR OFFICE USE**

The Railway Week Awards module can be accessed by clicking on the "**Awards**" link given on the left side menu. When the button is clicked upon, the home page for Awards module will open up with a host of links having different functionalities which are explained as follows

2.1 Granting Permission Access : Authorised Personnel

Various links given under the Award module for different functionalities can be accessed by the users who have been granted access for them. Granting access to authorized personnel for various activities is the first step which needs to be completed.

Granting access is a 2 step process. User with Approving Authority (AA) role clicks on the link "**Authorised Personnel**" (**Image : 1**).

For Admin Use :	
1. Authorised Personnel	4. Report on Controlling Officer's Remarks
2. Notification	5. View Nominations
a. Upload Initial Notification	6. Nomination by Admin (For Posthumous cases)
b. Approve Initial Notification	7. Award Statistics
c. Modify Notification (Extension of Timelines)	
d. Approve Notification (Extension of Timelines)	
3. Screening Committees	
a. Create	
b. Verify	
c. Approve	

Image : 1

Clicking on the link "Authorised Personnel" will open the interface as shown below (**Image 2**). The interface will require user to enter the HRMS id of the employees who have to be granted access for a particular activity related to a particular award type which are explained as follows

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Authorisation Personnel

Date: Primary Unit:

Version: 1 | Current Status: Active

Award Category	Activity	Proposed Initiated By	Proposed Approved By
As Vice-Chair Rail Sava Function (AVRSP)	Upload Notification Update Timelines	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD	Name: [REDACTED] Designation: CHIEF DIRECTOR Grade: 12 Department: ADMINISTRATIVE Primary Unit: HRD
Validate Rail Sava Function (VRSF)	Upload Notification Update Timelines	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD	Name: [REDACTED] Designation: CHIEF DIRECTOR Grade: 12 Department: ADMINISTRATIVE Primary Unit: HRD
Rail Sava Function (RSF)	Upload Notification Update Timelines	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD	Name: [REDACTED] Designation: CHIEF DIRECTOR Grade: 12 Department: ADMINISTRATIVE Primary Unit: HRD

Image : 2

Authorisation for Notification (Image : 2) : Under this head, HRMS ids of the employees entered will be granted access to upload the notification as well as issue corrigendum and modify timelines for the award types for which they are authorised.

The process of Uploading Notification or Issuing Corrigendum will again be 2 step process. The employee whose HRMS ID is entered under the column **"Proposal Initiated By"** will initiate the proposal after entering basic details and uploading the notification and the employee whose HRMS ID is entered in the column **"Proposal Approved By"** will approve the proposal submitted to him.

Authorisation for Nominations

Award Category	Activity	View 1	View 2	View 3
As Vice-Chair Rail Sava Function (AVRSP)	View Notifications	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD
Validate Rail Sava Function (VRSF)	View Notifications	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD
Rail Sava Function (RSF)	View Notifications	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD	Name: [REDACTED] Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMINISTRATIVE Primary Unit: HRD

Image : 3

Authorisation for Nominations (Image : 3) : Under this head, HRMS ids of the employees entered will be granted access to view and download self - nominations submitted by various employees for all award types under the jurisdiction of that competent authority.

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Here AA has the option to grant this privilege to at least one and maximum 3 users by entering their HRMS IDs. If more than 1 users have been granted the privilege, any one of those can log into those links and view the nominations.

Authorisation for Recommendations, Selection Committee Members					
Admin/Employee	Activity	Proposed/Authorized By	Proposed/Authorized By	Proposed/Authorized By	Proposed/Authorized By
AVRSP/AVRSP	Recommendation for Award	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]
AVRSP/AVRSP	Selection of Award	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]
AVRSP/AVRSP	Selection of Award	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]
AVRSP/AVRSP	Selection of Award	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]

Image : 4

Authorisation for Recommendations (Image : 4) : The process of submission of recommendations for AVRSP by Zonal Railways and submission of final list of awardees by Railway Board is a 3 step process. The proposal for the same needs to be initiated by one authority, verified by one authority and approved by one authority. The HRMS IDs of respective authorities needs to entered here.

2.2 Uploading Award Notification

Once the entries for authorized personnel has been made into the system, the next step to initiate the process for a particular award type is to issue its notification.

The authority to upload the award notification for AVRSP is available for the authorized personnel of Railway Board only. Unless and until the notification for AVRSP for a particular calendar year is issued by Railway Board, the process of submission of self - nominations and finalization of awardees for AVRSP for that particular calendar year cannot be done in the system.

Issuing of Award notification is also a 2 step process. The personnel authorized to issue notification clicks on the link "Upload initial notification" (Image : 5).

CRIS**For Admin Use :**

- | | |
|--|---|
| 1. Authorised Personnel | 4. Report on Controlling Officer's Remarks |
| 2. Notification | 5. View Nominations |
| a. Upload Initial Notification | 6. Nomination by Admin (For Posthumous cases) |
| b. Approve Initial Notification | 7. Award Statistics |
| c. Modify Notification (Extension of Timelines) | |
| d. Approve Notification (Extension of Timelines) | |
| 3. Screening Committees | |
| a. Create | |
| b. Verify | |
| c. Approve | |

Image : 5

Once the link "Upload Initial Notification" is clicked upon, the following interface (**Image :6**) will open up wherein certain basic details regarding the notification needs to be filled in.

Image :6

At the time of uploading the award notification, the authorized personnel will be required to enter basic details for the same as explained below:

Calendar Year : Here the year for which the Award notification is being issued needs to be selected.

Award Type : Here the Award type (AVRSP/VRSP/RSP) for which the Award notification is being issued needs to be selected.

Description : Here a brief description regarding the award for which notification is being issued needs to be filled in.

Upload Notification Document : Here the pdf document of notification which the administration wants to be made visible to all the users needs to be uploaded.

Last Date for submission of nomination : Here last date for submission of self nomination by employees needs to be filled in by the administration. Once this date is crossed, no employee will be allowed to submit their self nomination for that particular award type.

Last Date for shortlisting of candidates and forwarding to Railway Board by Zonal / PU Committees : Every Zonal Railway is required to finalise and forward the list of employees

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recommended for AVRSP to Railway Board. Last date for forwarding the same needs to be entered here.

Last Date for shortlisting by Railway Board Committee : Once the recommendations for AVRSP are received from Zonal Railways, they are put up to respective screening committees for individual award type for finalization of awardees. Last date for finalization by screening committee is to be entered over here.

Date for notification of awardees : The date on which the final list of awardees will be finalized and notified needs to be entered here.

Once the basic details regarding the award notification are filled in and the proposal is submitted for approval by the initiating authority, the same needs to be approved by approving authority.

In order to approve the notification, the approving authority needs to click on the link **"Approve Initial Notification"** (Image : 7).

For Admin Use :

- | | |
|--|---|
| 1. Authorised Personnel | 4. Report on Controlling Officer's Remarks |
| 2. Notification | 5. View Nominations |
| a. Upload Initial Notification | 6. Nomination by Admin (For Posthumous cases) |
| b. Approve Initial Notification | 7. Award Statistics |
| c. Modify Notification (Extension of Timelines) | |
| d. Approve Notification (Extension of Timelines) | |
| 3. Screening Committees | |
| a. Create | |
| b. Verify | |
| c. Approve | |

Image : 7

Once the notification is approved by the approving authority, the form for self – nomination for that award type will be made open for all eligible employees till the last date for self – nomination.

2.3 Modify Notification (Extension of Timelines)

In case any date for an already approved award notification needs to be updated or any other pdf document needs to be uploaded, corrigendum to that award notification needs to be issued.

In order to do so, the user needs to click on the link **"Modify Notification (Extension of Timelines)"** (Image : 8)

CRIS**For Admin Use :**

- | | |
|---|--|
| <ul style="list-style-type: none"> 1. Authorised Personnel 2. Notification <ul style="list-style-type: none"> a. Upload Initial Notification b. Approve Initial Notification c. Modify Notification (Extension of Timelines) d. Approve Notification (Extension of Timelines) 3. Screening Committees <ul style="list-style-type: none"> a. Create b. Verify c. Approve | <ul style="list-style-type: none"> 4. Report on Controlling Officer's Remarks 5. View Nominations 6. Nomination by Admins (For Posthumous cases) 7. Award Statistics |
|---|--|

Image : 8

Once the link is clicked upon, the following interface will open up requiring user to select the notification against which corrigendum needs to be issued. In such case the link "Issue Corrigendum" in the Action column needs to be clicked upon (**Image :9**).

Corrigendum To Notification : 2024					
Ati Vishisht Rail Seva Puraskar (AVRSP)					
Year	Date of Notification upload	Last Date of Submission of Self-Nomination	Notification of List of Awardees Date	View Notification	Action
2024	31/01/2024	10/09/2024	01/10/2024	Click to View	Issue Corrigendum

Image : 9

Once the link "Issue Corrigendum" is clicked upon, the following interface will open up which will ask user to select and enter the details which needs to be updated. The system will display the existing details for all the field. Any field which needs to be updated, the checkbox given against it needs to be selected which will make the field for new value editable. User can then enter the new value and submit the same for approval (**Image : 10**).

Ati Vishisht Rail Seva Puraskar (AVRSP)			
Corrigendum - 9			
Item	Existing Information (Previous)	Modified Information (Current)	Select
Description	AVRSP 2024		☐
Last Date for Submission of Self Nomination	10-08-2024	dd-mm-yyyy	☒
Last Date for Committee Shortlist	22-09-2024	dd-mm-yyyy	☐
Notification of List of Awardees Date	01-10-2024	dd-mm-yyyy	☐
Upload Document	Choose File No file chosen	Upload	
Remarks			
Submit Close			

Image : 10

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Once the proposal for extension of timelines is initiated, the same needs to be approved by accessing through the link "**Approve Notification (Extension of Timelines)**" (**Image : 11**).

For Admin Use :	
1. Authorised Personnel	4. Report on Controlling Officer's Remarks
2. Notification	5. View Nominations
a. Upload Initial Notification	6. Nomination by Admin (For Posthumous cases)
b. Approve Initial Notification	7. Award Statistics
c. Modify Notification (Extension of Timelines)	
d. Approve Notification (Extension of Timelines)	
3. Screening Committees	
a. Create	
b. Verify	
c. Approve	

Image : 11

Once the corrigendum is approved, the updated timelines included in the proposal come into force.

2.4 Screening Committees

In order to scrutinize and finalise the list of awardees, in case administration wants to create committees, same can be done. In order to do so, the link "**Create Screening Committees**" needs to be clicked upon (**Image : 12**).

For Admin Use :	
1. Authorised Personnel	4. Report on Controlling Officer's Remarks
2. Notification	5. View Nominations
a. Upload Initial Notification	6. Nomination by Admin (For Posthumous cases)
b. Approve Initial Notification	7. Award Statistics
c. Modify Notification (Extension of Timelines)	
d. Approve Notification (Extension of Timelines)	
3. Screening Committees	
a. Create	
b. Verify	
c. Approve	

Image : 12

Once the link for creation of screening committee is clicked upon, the following interface will open up asking the user to select the award type and the type of committee that is required to be made (**Image : 13**).

CRIS

Screening Committee

Year: 2024

Zone: RB

Award Type: AT/ VISHNUT RAIL SEVA PURASKAR

Primary Unit: RBO

Committee Type: Zonal Recommendation

Proceed

Image : 13

In case of AVRSP, there are 2 types of screening committees that are required to be made

A. Zonal Recommendation

First type of committee that is required to be made is for Zonal Recommendations. This committee is to be formed by all the Zonal Railways and Railway Board. This committee will be required to shortlist and forward the final list of employees recommended for AVRSP for that particular Zonal Railway.

In order to create Zonal Recommendation committee, the user at Zonal Railway HQ needs to select the award type as AVRSP and committee type as Zonal Recommendation and click on Proceed (**Image : 14**).

Screening Committee

Year: 2024

Zone: RB

Award Type: AT/ VISHNUT RAIL SEVA PURASKAR

Primary Unit: RBO

Committee Type: Zonal Recommendation

Proceed

Sr. No.	HRMS Id	Employee Details	Add/Remove
1. (Comment)	ENTER HRMS ID	Name: Designation: Grade: Department: Primary Unit:	+ -

Submit for Approval

Image : 14

On clicking proceed, a table will open up wherein HRMS Id of the member proposed to be part of the committee needs to be entered. The moment HRMS ID of the member is entered, system will automatically fetch all his details and will display alongside.

In order to add members, simply + button given at the end of the table needs to be clicked upon which will add another row.

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B. Selection of Awardees

Second type of committee that is required to be made. This committee is to be formed by Railway Board, separately for every award category in AVRSP. The members of this committee will be able to view all the recommendations forwarded by all Zonal Railways for a particular award category of which they are member. Also the convener of this type of committee will be able to enter the priority number in the list of recommendations received by Zonal Railways.

In order to create committee for selection of Awardees, the user at Railway Board needs to select the award type as AVRSP and committee type as Selection of Awardees and a particular award category and click on Proceed (Image : 15).

Screening Committee

Year: 2024
 Zone: RR
 Primary Unit: RBC
 Award Type: ATV VISHRAT RAIL SEVA PURASKAR
 Committee Type: Selection of Awardees
 Award Category: [Select One]

Select One

- Category 1. Near Innovations/Processes/Methods leading to economies in expenditure, improvement in productivity, import substitution etc.
- Category 2. Meritorious activities in safeguarding personal safety leading to protection of life and property on Railways
- Category 3. Special efforts made to increase earnings and to tackle non-carrier transit, thefts, etc.
- Category 4. Exemplary work done to improve operations, security and safety, better maintenance and utilization of assets.
- Category 5. Completion of projects etc. in record time.
- Category 6. Outstanding performance in the field of sports, leading to national/international recognition.
- Category 7. Outstanding performance in any other field.

Image : 15

On clicking proceed, a table will open up wherein HRMS Id of the member proposed to be part of the committee needs to be entered. The moment HRMS ID of the member is entered, system will automatically fetch all his details and will display alongside.

In order to add members, simply + button given at the end of the table needs to be clicked upon which will add another row (Image : 16).

Screening Committee

Year: 2024
 Zone: RR
 Primary Unit: RBC
 Award Type: ATV VISHRAT RAIL SEVA PURASKAR
 Committee Type: Selection of Awardees
 Award Category: Exemplary work done to improve operations, security and safety, better maintenance and utilization of assets

Proceed

SL No.	HRMS ID	Member Details	Action
1	10000000000000000000	Name: Designation: Grade: Department: Primary Unit:	+ Add

Save & Approve

Image : 16

CRIS

Once the proposal for creation of screening committee is submitted duly entering the names of all the committee members, the same needs to be verified and approved by accessing the link "Verify Screening Committees" (Image : 17).

For Admin Use :

- | | |
|--|---|
| 1. Authorised Personnel | 4. Report on Controlling Officer's Remarks |
| 2. Notification | 5. View Nominations |
| a. Upload Initial Notification | 6. Nomination by Admin (For Posthumous cases) |
| b. Approve Initial Notification | 7. Award Statistics |
| c. Modify Notification (Extension of Timelines) | |
| d. Approve Notification (Extension of Timelines) | |
| 3. Screening Committees | |
| a. Create | |
| b. Verify | |
| c. Approve | |

Image : 17

Once the Verify button is clicked upon, the following interface is opened up (Image : 18) through which the user can verify the proposal for committee formation.

Proposal No.	Award Type	Committee Type	Control	Action
1.	AWARDABLE A&L 2024 POSTHUMOUS	Zone Recommendation	RA	Click to verify

Screening Committee

Year: 2024

Primary Unit: 1003

Award Type: AWARDABLE A&L 2024 POSTHUMOUS

Committee Type: Zone Recommendation

Sr. No.	CRMS ID	Employee Details
1.		Name: [REDACTED] Designation: JOINT DIRECTOR Grade: E Department: ACCOUNTS Primary Unit: 1003
2.		Name: [REDACTED] Designation: SECTION OFFICER Grade: E Department: ACCOUNTS Primary Unit: 1003

Remarks:

Verify

Cancel

Image : 18

Once the committee is verified, it needs to be approved following the same process.

2.5. View Self Nominations

The self nominations submitted by employees and remarked upon by their controlling officers can be seen by administration for finalisation of final list of employees to be recommended to Railway Board for AVRSP.

CRIS

In order to see the list of self – nominations, the user needs to click on the link “View Nominations” (Image : 19)

For Admin Use :

- | | |
|--|---|
| 1. Authorised Personnel | 4. Report on Controlling Officer's Remarks |
| 2. Notification | 5. View Nominations |
| a. Upload Initial Notification | 6. Nomination by Admin (For Posthumous cases) |
| b. Approve Initial Notification | 7. Award Statistics |
| c. Modify Notification (Extension of Timelines) | |
| d. Approve Notification (Extension of Timelines) | |
| 3. Screening Committees | |
| a. Create | |
| b. Verify | |
| c. Approve | |

Image : 19

Once clicked upon, the following interface will open up wherein the user will be required to enter the details in the filter for which the nominations need to be seen (Image : 20).

Image : 20

After setting the appropriate values in the filters, once the Proceed button is clicked upon, the following interface will open up displaying the entire list of self - nominations.

Against every nomination, the remarks of the controlling officer can also be seen. The individual self nomination form of an employee can also be seen by clicking on the form icon under the action column. Also the detailed list can be exported into the excel format by clicking on excel button given on top right corner (Image : 21).

CRIS

Total Count : 6

Export

S. No.	App ID	Name	Designation	Department	Pay Level	Unit	Gender	Last Award Date	Award Category	Citation	Controlling Officer Remarks			Action
											Remarks Type	Remarks	Supporting Document	
1	401	ANUSH BROOD	JOINT DIRECTOR	CIVIL ENGINEERING	12	BBG	MALE	N/A	Category 7	Character	Not Uploaded			
2	407	ABHISHEK JAGGERI V/SAR	JOINT DIRECTOR	CIVIL ENGINEERING	12	BBG	MALE	N/A	Category 7	A very hardworking person	Not Uploaded			
3	110	ALEXA TRUSTY HONTO	JOINT DIRECTOR	ADMINISTRATIVE	12	BBG	FEMALE	N/A	Category 7	A very diligent person always give her best efforts in work	Not Uploaded			
4	406	ANAND KUBSARA SAROD	SECTION OFFICER	ADMINISTRATIVE	8	BBG	MALE	N/A	Category 7	A very sincere and ethical person always give his utmost efforts in every official work	Not Uploaded			
5	102	AMAR KUMAR HINDEP	SECTION OFFICER SOI	ADMINISTRATIVE	8	BBG	MALE	N/A	Category 7	Character	Not Uploaded			
6	112	SALUR SHOH	SECTION OFFICER	ADMINISTRATIVE	8	BBG	MALE	N/A	Category 7	Character	Not Uploaded			

Image : 21

2.6. Submission of Recommendations for AVRSP – By Zonal Railways

Every Zonal Railways, after having received self nominations by employees for AVRSP, they are required to forward a final list of employees recommended for AVRSP to Railway Board.

Forwarding of recommendations to Railway Board is a 3-step process wherein the proposal consisting the names of recommended employees is initiated, verified and approved for forwarding.

Ati Vishisht Rail Seva Puraskar (AVRSP)	Vishisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 22

CRIS

In order to initiate the proposal, the user needs to click upon the link Initiate submission of recommendations (**Image : 22**), clicking on which will open up the following interface (**Image : 23**)

Submit Recommendations for AVRSP

Zone : RG

Year : 2024

Award Type : ALL VORIGHT RAILSEVR PURASCHN

Forward To : Railway Board

Recommendation limit (Max) : 75

S. No.	HRMS ID	Name	Designation	Unit	Department	Pay Band	Gender	Last Award Date	Award Category	Citation	View Form	Notification Type
1	HRMS ID											
2	HRMS ID											
3	HRMS ID											
4	HRMS ID											
5	HRMS ID											

Upload Documents

D&AR Vigilance Clearance :

Document 2 :

Document 3 :

Choose File
No file chosen
Upload

Choose File
No file chosen
Upload

Choose File
No file chosen
Upload

Remarks :

The character limit for remarks is 200 (max/line).

☐ It is certified that all the employees mentioned above who are being recommended for AVRSP are free from any D&AR/Vig case.

Cancel Initiate Proposal

Image : 23

Once the interface for adding the recommended names gets opened up, user needs to enter the HRMS IDs of the recommended employees. Every Zonal Railway can add only that many number of recommendations as per the quota allotted to them by Railway Board. The system will automatically display only that number of rows to which HRMS ID of the recommended employees can be added.

After creating the list of recommendations, the user then needs to upload the D&AR/Vig clearance document for all the recommended employees. Provision is also made for Zonal Railway to upload any other document in the proposal if they wish to.

Also before submission of the proposal, a checkbox regarding the declaration that all the employees are free from D&AR/Vig cases needs to be checked.

CRIS

Once all the entries have been made in the proposal, the proposal can be initiated, verified and approved. Once the proposal is approved, the recommendations forwarded by Zonal Railway will automatically start reflecting with the user authorized in Railway Board.

2.7. View Recommendations Submitted by Zonal Railways

Once the proposal of list of employees recommended for AVRSP by Zonal Railways is approved, it will automatically start reflecting with the Railway Board. These recommendations can be seen by clicking on the link "**View Recommendations Submitted by Zonal Railways**" clicking on which will open up the following interface (**Image : 24**)

Ati Vishisht Rail Seva Puraskar (AVRSP)	Vishisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 24

Once the link is clicked upon the entire list of recommendations can be seen as shown below (**Image : 25 & 26**) based on the selection made for Zonal Railway and Award Category

View Recommendations for National Award

Zone :

Award Type :

Year :

Award Category :

Category 1: New innovations/processes/procedures leading to economies in expenditure, improvement in productivity, import substitution etc.
 Category 6: Outstanding performance in the field of sports leading to national/international recognition

Image : 25

CRIS

View Recommendations for National Award

Zone : Award Type :

Year : Award Category :

Zone	Employee Name	HRMS ID	Designation	Department	Primary Unit	Pay Band	Award Category	View Application Form
SR	SHRADDY RAJAK	EWNER	ACCOUNTS CLERK/C	ACCOUNTS	SCPD	2	Category 1: New Innovations/processes/procedures leading to economies in expenditure, improvement in productivity, report submission etc.	View
SR	SH DEBPRASAD NAKHAR	GLDDEZ	ARBOUR CLERK CUM TYPIST	POST OFFICE	SCPD	2	Category 1: New Innovations/processes/procedures leading to economies in expenditure, improvement in productivity, report submission etc.	View
SR	SH KINOT KUMAR ENAGE	PKCDK	ARBOUR CLERK CUM TYPIST	POST OFFICE	SCPD	2	Category 1: New Innovations/processes/procedures leading to economies in expenditure, improvement in productivity	View

Image : 26

2.8. Priority Entry for AVRSP

For all the recommendations forwarded by Zonal Railways for AVRSP, the screening committee for selection of awardees is required to enter their priorities for all the employees recommended in individual award categories.

Only the convener of the screening committee for selection of awardees can use this functionality by clicking on the link "AVRSP Priority Entry" given under the links for AVRSP (Image : 27).

Ati Vishisht Rail Seva Puraskar (AVRSP)

- Submission of Recommendations – By Zonal Railways
 - Initiate
 - Verify
 - Approve
- View Recommendations submitted by Zonal Railways
- AVRSP Priority Entry**
- View Finalised Priority Entry
- Selection of Final Awardees
 - Initiate
 - Verify
 - Approve
 - Publish
- View Awardee Details

Image : 27

Once the link is clicked upon, the following interface (Image : 28) gets opened up wherein the convener will be required to select the category for which priority needs to be entered.

CRIS
Image : 28

Once the appropriate Award Category is selected and Proceed button is clicked upon, the following interface will open up **(Image : 29)** displaying the list of all recommendations from all Zonal Railways with the provision to take input for Priority numbers

S.No.	Employee Name	Award ID	Designation	Department	Priority	Date
1	CHANDU BABA	100000	CHIEF STAFF & INSURANCE INSPECTOR	INSURANCE	1	10/01/2024
2	CHANDU BABA	100000	CHIEF STAFF & INSURANCE INSPECTOR	INSURANCE	2	10/01/2024
3	CHANDU BABA	100000	CHIEF STAFF & INSURANCE INSPECTOR	INSURANCE	3	10/01/2024
4	CHANDU BABA	100000	CHIEF STAFF & INSURANCE INSPECTOR	INSURANCE	4	10/01/2024
5	CHANDU BABA	100000	CHIEF STAFF & INSURANCE INSPECTOR	INSURANCE	5	10/01/2024
6	CHANDU BABA	100000	CHIEF STAFF & INSURANCE INSPECTOR	INSURANCE	6	10/01/2024
7	CHANDU BABA	100000	CHIEF STAFF & INSURANCE INSPECTOR	INSURANCE	7	10/01/2024
8	CHANDU BABA	100000	CHIEF STAFF & INSURANCE INSPECTOR	INSURANCE	8	10/01/2024
9	CHANDU BABA	100000	CHIEF STAFF & INSURANCE INSPECTOR	INSURANCE	9	10/01/2024
10	CHANDU BABA	100000	CHIEF STAFF & INSURANCE INSPECTOR	INSURANCE	10	10/01/2024

Image : 29

Once the convener has entered the priority numbers against all the employees, he will be required to submit the proposal which will lead to generation of PDF of the same proposal which needs to be digitally signed by the convener.

2.9. View Finalised Priority Entry

Once the proposal for entering the priority numbers is submitted and digitally signed by the convener, it becomes final and can be seen by the authorized personnel through the link View Finalised Priority Entry **(Image : 30)**.

CRIS
Image : 30

Clicking on the View Finalised Priority Entry, the following interface will get opened up (**Image : 31**) which will show the complete list of recommendations long with the priority number assigned to them

Priority No.	Employee Name	HRMS ID	Designation	Department	Priority No.	Zone	Pay Band	New Application Form
1	DR. SUBHJIT SAHA	Q8994	SENIOR CLERK CUM TRNGT	TECHNICAL	SOUTH EASTERN RAILWAY (HQ)	SOUTH EASTERN RAILWAY	1	
2	KR. CHIRAJIT HOTRI	R1943	SENIOR CLERK CUM TRNGT	TECHNICAL	SOUTH EASTERN RAILWAY (HQ)	SOUTH EASTERN RAILWAY	2	
3	SR. RAJAT SAHA	A0995	SENIOR CLERK CUM TRNGT	TECHNICAL	SOUTH EASTERN RAILWAY (HQ)	SOUTH EASTERN RAILWAY	4	
4	SR. RAJAT SAHA	1805	SENIOR CLERK CUM TRNGT	TECHNICAL	SOUTH EASTERN RAILWAY (HQ)	SOUTH EASTERN RAILWAY	5	
5	SR. RAJAT SAHA	80995	SENIOR CLERK CUM TRNGT	TECHNICAL	SOUTH EASTERN RAILWAY (HQ)	SOUTH EASTERN RAILWAY	6	
6	SR. RAJAT SAHA	10995	SENIOR CLERK CUM TRNGT	TECHNICAL	SOUTH EASTERN RAILWAY (HQ)	SOUTH EASTERN RAILWAY	7	

Image : 31

2.10. Selection of Awardees for AVRSP

Once the list of awardees finalized for AVRSP has been decided, same needs to be entered into the system.

The declaration of final awardees for AVRSP through the system is a 4-step process wherein the proposal for final awardees is initiated, verified, approved and then published.

CRIS

In order to initiate the proposal for selection of final awardees, the user needs to click on the link **Initiate Selection of Final Awardees (Image :32)**

Ati Vishisht Rail Seva Puraskar (AVRSP)	Vishisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 32

Once the link is clicked upon, the following interface will get opened up **(Image : 33)** wherein the user will be required to enter the HRMS IDs of final awardees of AVRSP

Submit Awardees for AVRSP

Date: ID:

File: 2024 Award Type: 10-HONORARY AWARD/REGULAR

Employees on Roll: 2000000000 Shortlisting roll (New): 100

Status: Pending Approval

S No.	HRMS ID	Name	Designation	Class	Department	Pay Level	Gender	Train Award Roll	Award Category	Status	App. Name	Recommendation Type
1	1000000000											
2	1000000000											
3	1000000000											
4	1000000000											
5	1000000000											
6	1000000000											
7	1000000000											

Image : 33

Once the required number of awardees are entered into the system and the proposal is submitted, the same needs to be verified which can be done by clicking on the link **verify Selection of Final Awardees (Image : 34)**

CRIS

Ati Vishisht Rail Seva Puraskar (AVRSP)	Vishisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 34

Once the link is clicked upon, it will open up the following interface (Image : 35 & 36) which will display the proposal consisting of list of final awardees with the option with the user to verify the same.

Selection of Awardees for AVRSP

Zone :

SB

Year :

2024

Award Type :

Ati Vishisht Rail Seva Puraskar

Employees on Roll :

000000000000

Shortlisting Limit (Nos) :

1

Status: Pending Verification

Show 50 entries

Search:

S. No.	Zone	Primary Unit	HRMS ID	Employee Name	Designation	Department	Pay Level	Gender	Award Category	Action
1	SB	WESTERN RAILWAY HQ	PCN021	CHIRAL KUMAR	CHIRAL KUMAR & SURESH KUMAR	PERSONNEL	SA100	MALE	Category T Outstanding performance in long term field	

Showing 1 to 1 of 1 entries
Previous 1 Next

Download Shortlist Document



Image : 35

CRIS

Committee Member Document : [View](#)

S. No.	Remarks By	Last Remark	Date
1	Initiator		24/06/2024

Remark:

The character limit for remark is 250 characters.

Image : 36

On similar lines, the proposal needs to be approved and finally published to make the final list of awardees available to all employees and make appropriate entries into the e-SR of final awardees.

CRIS

3. DISCLAIMER

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

--- End of Document ---

CRIS

ANNEXURE-III

USER MANUAL
ON
Vishisht Rail Seva Puraskar
(VRSP)

SYSTEM : HRMS

MODULE : RAILWAY WEEK AWARDS

Version 1.0

CRIS**Table of Contents**

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CRIS

1. GENERAL INFORMATION

1.1 Purpose and Scope

Every year Railway Week Awards are organized by Railway Board and individual Zonal Railways at different levels under different award types namely Ati Vishisht Rail Seva Puraskar (AVRSP), Vishisht Rail Seva Puraskar (VRSP) and Rail Seva Puraskar (RSP).

The Award module of HRMS facilitates both employee as well as administration in the process of Railway Week Awards.

Through the Awards module of HRMS, employees can submit their self - nomination applications for the different types of awards for which he is eligible.

Through the Awards module of HRMS, the administration can process for different activities of Railway Week Awards viz issuing of award notifications, recording remarks of controlling officers, forwarding recommendations to Railway Board, constituting Screening Committees, finalization of awardees etc.

CRIS**2. FOR OFFICE USE**

The Railway Week Awards module can be accessed by clicking on the "**Awards**" link given on the left side menu. When the button is clicked upon, the home page for Awards module will open up with a host of links having different functionalities which are explained as follows

2.1 Granting Permission Access : Authorised Personnel

Various links given under the Award module for different functionalities can be accessed by the users who have been granted access for them. Granting access to authorized personnel for various activities is the first step which needs to be completed.

Granting access is a 2 step process. User with Approving Authority (AA) role clicks on the link "**Authorised Personnel**" (Image : 1).

**Image : 1**

Clicking on the link "Authorised Personnel" will open the interface as shown below (Image 2). The interface will require user to enter the HRMS id of the employees who have to be granted access for a particular activity related to a particular award type which are explained as follows

CRIS

Authorised Personnel

Date: Strategy unit:

Year:

Variable 1: Current Status:

Authorisation for Notification

Award Category	Activity	Proposed Initiated By	Proposed Approved By
All Variable Post Basic Promotion (A/PBB)	Upload Notification Update Timeline	Name: Designation: Grade: Department: Primary Unit:	Name: Designation: Grade: Department: Primary Unit:
Variable Post Basic Promotion (V/PBB)	Upload Notification Update Timeline	Name: Designation: Grade: Department: Primary Unit:	Name: Designation: Grade: Department: Primary Unit:
Post Basic Promotion (PBP)	Upload Notification Update Timeline	Name: Designation: Grade: Department: Primary Unit:	Name: Designation: Grade: Department: Primary Unit:

Image : 2

Authorisation for Notification (Image : 2) : Under this head, HRMS ids of the employees entered will be granted access to upload the notification as well as issue corrigendum and modify timelines for the award types for which they are authorised.

The process of Uploading Notification or Issuing Corrigendum will again be 2 step process. The employee whose HRMS ID is entered under the column **"Proposal Initiated By"** will initiate the proposal after entering basic details and uploading the notification and the employee whose HRMS ID is entered in the column **"Proposal Approved By"** will approve the proposal submitted to him.

Authorisation for Nominations

Award Category	Activity	Viewer 1	Viewer 2	Viewer 3
All Variable Post Basic Promotion (A/PBB)	View Nominations	Name: Designation: Grade: Department: Primary Unit:	Name: Designation: Grade: Department: Primary Unit:	Name: Designation: Grade: Department: Primary Unit:
Variable Post Basic Promotion (V/PBB)	View Nominations	Name: Designation: Grade: Department: Primary Unit:	Name: Designation: Grade: Department: Primary Unit:	Name: Designation: Grade: Department: Primary Unit:
Post Basic Promotion (PBP)	View Nominations	Name: Designation: Grade: Department: Primary Unit:	Name: Designation: Grade: Department: Primary Unit:	Name: Designation: Grade: Department: Primary Unit:

Image : 3

Authorisation for Nominations (Image : 3) : Under this head, HRMS ids of the employees entered will be granted access to view and download self - nominations submitted by various employees for all award types under the jurisdiction of that competent authority.

CRIS

Here AA has the option to grant this privilege to at least one and maximum 3 users by entering their HRMS IDs. If more than 1 users have been granted the privilege, any one of those can log into those links and view the nominations.

Authorisation for Recommendations, Award, Specialize Award						
Award Category	Authority	Proposed Selection By	Proposed Notification By	Proposed Approval By		
All Railway Rail Serv. Personnel (AVRSP)	Recommendation for Award	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]		
All Railway Rail Serv. Personnel (AVRSP)	Submission of Awardees	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]		
All Railway Rail Serv. Personnel (AVRSP)	Selection of Awardees	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]		
Rail Serv. Personnel (RSP)	Selection of Awardees	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]		

Image : 4

Authorisation for Recommendations (Image : 4) : The process of submission of recommendations for AVRSP by Zonal Railways and submission of final list of awardees by Railway Board is a 3 step process. The proposal for the same needs to be initiated by one authority, verified by one authority and approved by one authority. The HRMS IDs of respective authorities needs to entered here.

2.2 Uploading Award Notification

Once the entries for authorized personnel has been made into the system, the next step to initiate the process for a particular award type is to issue its notification.

The authority to upload the award notification for AVRSP is available for the authorized personnel of Railway Board only. Unless and until the notification for AVRSP for a particular calendar year is issued by Railway Board, the process of submission of self - nominations and finalization of awardees for AVRSP for that particular calendar year cannot be done in the system.

Issuing of Award notification is also a 2 step process. The personnel authorized to issue notification clicks on the link "Upload initial notification" (Image : 5).

CRIS**For Admin Use :**

- | | |
|--|---|
| 1. Authorised Personnel | 4. Report on Controlling Officer's Remarks |
| 2. Notification | 5. View Nominations |
| a. Upload Initial Notification | 6. Nomination by Admin (For Posthumous cases) |
| b. Approve Initial Notification | 7. Award Statistics |
| c. Modify Notification (Extension of Timelines) | |
| d. Approve Notification (Extension of Timelines) | |
| 3. Screening Committees | |
| a. Create | |
| b. Verify | |
| c. Approve | |

Image : 5

Once the link "Upload Initial Notification" is clicked upon, the following interface (**Image :6**) will open up wherein certain basic details regarding the notification needs to be filled in.

Image :6

At the time of uploading the award notification, the authorized personnel will be required to enter basic details for the same as explained below:

Calendar Year : Here the year for which the Award notification is being issued needs to be selected.

Award Type : Here the Award type (AVRSP/VRSP/RSP) for which the Award notification is being issued needs to be selected.

Description : Here a brief description regarding the award for which notification is being issued needs to be filled in.

Upload Notification Document : Here the pdf document of notification which the administration wants to be made visible to all the users needs to be uploaded.

Last Date for submission of nomination : Here last date for submission of self nomination by employees needs to be filled in by the administration. Once this date is crossed, no employee will be allowed to submit their self nomination for that particular award type.

Last Date for shortlisting of candidates and forwarding to Railway Board by Zonal / PU Committees : Every Zonal Railway is required to finalise and forward the list of employees.

CRIS

recommended for AVRSP to Railway Board. Last date for forwarding the same needs to be entered here.

Last Date for shortlisting by Railway Board Committee : Once the recommendations for AVRSP are received from Zonal Railways, they are put up to respective screening committees for individual award type for finalization of awardees. Last date for finalization by screening committee is to be entered over here.

Date for notification of awardees : The date on which the final list of awardees will be finalized and notified needs to be entered here.

Once the basic details regarding the award notification are filled in and the proposal is submitted for approval by the initiating authority, the same needs to be approved by approving authority.

In order to approve the notification, the approving authority needs to click on the link **"Approve Initial Notification" (Image : 7).**

For Admin Use :

- | | |
|--|---|
| 1. Authorised Personnel | 4. Report on Controlling Officer's Remarks |
| 2. Notification | 5. View Nominations |
| a. Upload Initial Notification | 6. Nomination by Admin (For Posthumous cases) |
| b. Approve Initial Notification | 7. Award Statistics |
| c. Modify Notification (Extension of Timelines) | |
| d. Approve Notification (Extension of Timelines) | |
| 3. Screening Committees | |
| a. Create | |
| b. Verify | |
| c. Approve | |

Image : 7

Once the notification is approved by the approving authority, the form for self - nomination for that award type will be made open for all eligible employees till the last date for self - nomination.

2.3 Modify Notification (Extension of Timelines)

In case any date for an already approved award notification needs to be updated or any other pdf document needs to be uploaded, corrigendum to that award notification needs to be issued.

In order to do so, the user needs to click on the link **"Modify Notification (Extension of Timelines)" (Image : 8)**

CRIS**For Admin Use :**

1. Authorised Personnel
2. Notification
 - a. Upload Initial Notification
 - b. Approve Initial Notification
 - c. Modify Notification (Extension of Timelines)
 - d. Approve Notification (Extension of Timelines)
3. Screening Committees
 - a. Create
 - b. Verify
 - c. Approve
4. Report on Controlling Officer's Remarks
5. View Nominations
6. Nomination by Admin (For Posthumous cases)
7. Award Statistics

Image : 8

Once the link is clicked upon, the following interface will open up requiring user to select the notification against which corrigendum needs to be issued. In such case the link "Issue Corrigendum" in the Action column needs to be clicked upon (Image :9).

Corrigendum To Notification : 2024					
Vishisht Rail Seva Puraskar (VRSP)					
Year	Date of Notification upload	Last Date of Submission of Self Nomination	Notification of List of Awardees Date	View Notification	Action
2024	31/01/2024	14/05/2024	17/05/2024	Click to View	Issue Corrigendum

Image : 9

Once the link "Issue Corrigendum" is clicked upon, the following interface will open up which will ask user to select and enter the details which needs to be updated. The system will display the existing details for all the field. Any field which needs to be updated, the checkbox given against it needs to be selected which will make the field for new value editable. User can then enter the new value and submit the same for approval (Image : 10).

All Vishisht Rail Seva Puraskar (VRSP) Corrigendum - 5			
Item	Existing Information (Previous)	Modified Information (Correct)	Select
Description	AVRSP-2024		☐
Last Date for Submission of Self Nomination	14-06-2024	dd-mm-yyyy	☒
Last Date for Committee Shortlist	22-06-2024	dd-mm-yyyy	☐
Notification of List of Awardees Date	01-07-2024	dd-mm-yyyy	☐
Upload Document	Choose File No file chosen	Upload	
Remarks			

Image : 10

CRIS

Once the proposal for extension of timelines is initiated, the same needs to be approved by accessing through the link **"Approve Notification (Extension of Timelines)"** (Image : 11).

For Admin Use :	
1. Authorised Personnel	4. Report on Controlling Officer's Remarks
2. Notification	5. View Nominations
a. Upload Initial Notification	6. Nomination by Admin (For Posthumous cases)
b. Approve Initial Notification	7. Award Statistics
c. Modify Notification (Extension of Timelines)	
d. Approve Notification (Extension of Timelines)	
3. Screening Committees	
a. Create	
b. Verify	
c. Approve	

Image : 11

Once the corrigendum is approved, the updated timelines included in the proposal come into force.

2.4 Screening Committees

In order to scrutinize and finalise the list of awardees, in case administration wants to create committees, same can be done. In order to do so, the link **"Create Screening Committees"** needs to be clicked upon (Image : 12).

For Admin Use :	
1. Authorised Personnel	4. Report on Controlling Officer's Remarks
2. Notification	5. View Nominations
a. Upload Initial Notification	6. Nomination by Admin (For Posthumous cases)
b. Approve Initial Notification	7. Award Statistics
c. Modify Notification (Extension of Timelines)	
d. Approve Notification (Extension of Timelines)	
3. Screening Committees	
a. Create	
b. Verify	
c. Approve	

Image : 12

Once the link for creation of screening committee is clicked upon, the following interface will open up asking the user to select the award type and the type of committee that is required to be made (Image : 13).

CRIS
Image : 13

For Zonal Railways, in case of VRSP only committee that needs to be created is For Selection of Awardees. The committee members will be able to view all the self nominations submitted by the employees along with the remarks submitted against them by their controlling officers.

On clicking proceed, a table will open up wherein HRMS Id of the member proposed to be part of the committee needs to be entered. The moment HRMS ID of the member is entered, system will automatically fetch all his details and will display alongside.

In order to add members, simply + button given at the end of the table needs to be clicked upon which will add another row (**Image : 14**).

Sr. No.	HRMS ID	Employee Details	Action
1	2021010001	Name: Designation: Grade: Department: Primary Unit:	+ -

Image : 14

Once the proposal for creation of screening committee is submitted duly entering the names of all the committee members, the same needs to be verified and approved by accessing the link **"Verify Screening Committees"** (**Image : 15**).

CRIS**For Admin Use :**

1. Authorised Personnel
2. Notification
 - a. Upload Initial Notification
 - b. Approve Initial Notification
 - c. Modify Notification (Extension of Timelines)
 - d. Approve Notification (Extension of Timelines)
3. Screening Committees
 - a. Create
 - b. Verify**
 - c. Approve
4. Report on Controlling Officer's Remarks
5. View Nominations
6. Nomination by Admin (For Posthumous cases)
7. Award Statistics

Image : 15

Once the Verify button is clicked upon, the following interface is opened up (**Image : 16**) through which the user can verify the proposal for committee formation.

Proposal No.	Award Type	Committee Type	Category	Action
1	ADVISEMENT AWARD FOR PUNISHMENT	Joint Recommendation	NA	Click to Verify

Screening Committee

Year: 2024

Primary Unit: RSO

Award Type: ADVISEMENT AWARD FOR PUNISHMENT

Committee Type: Joint Recommendation

Sr. No.	HRMS ID	Employee Details
1		Name: [REDACTED] Designation: ASST DIRECTOR Grade: 10 Department: ACCOUNTS Primary Unit: RSO
2		Name: [REDACTED] Designation: SECTION OFFICER Grade: 8 Department: ADMIN/GENERAL Primary Unit: RSO

Remarks:

Verify

Approve

Image : 16

Once the committee is verified, it needs to be approved following the same process.

2.5. View Self Nominations

The self nominations submitted by employees and remarked upon by their controlling officers can be seen by administration for finalisation of final list of employees selected for VRSP.

In order to see the list of self - nominations, the user needs to click on the link "View Nominations" (**Image : 17**)

CRIS**For Admin Use :**

- | | |
|--|---|
| 1. Authorised Personnel | 4. Report on Controlling Officer's Remarks |
| 2. Notification | 5. View Nominations |
| a. Upload Initial Notification | 6. Nomination by Admin (For Posthumous cases) |
| b. Approve Initial Notification | 7. Award Statistics |
| c. Modify Notification (Extension of Timelines) | |
| d. Approve Notification (Extension of Timelines) | |
| 3. Screening Committees | |
| a. Create | |
| b. Verify | |
| c. Approve | |

Image : 17

Once clicked upon, the following interface will open up wherein the user will be required to enter the details in the filter for which the nominations need to be seen (**Image : 18**).

View Self Nominations

Year: 2024 Award Type: ATTENTION RAIL SEWA PURASKAR

Zone: RAILWAY ZONE

Award Category: Select All

Sort by: Pay Grade

Proceed

Recommendation Limit (Max): 10

Image : 18

After setting the appropriate values in the filters, once the Proceed button is clicked upon, the following interface will open up displaying the entire list of self - nominations.

Against every nomination, the remarks of the controlling officer can also be seen. The individual self nomination form of an employee can also be seen by clicking on the form icon under the action column. Also the detailed list can be exported into the excel format by clicking on excel button given on top right corner (**Image : 19**).

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Total Count : 6

S. No.	App ID	Name	Designation	Department	Pay Level	Unit	Gender	Last Award Date	Award Category	Citation	Controlling Officer Remarks			Action
											Remark Type	Remarks	Supporting Document	
1	455	ARUPSH VERMA	JOINT DIRECTOR	ENR. PROBABILITIES	12	RBD	MALE	N/A	Category 7	Citation	Initiated for award		Not Submitted	
2	457	ABHIRAM JAGANNATHAN	JOINT DIRECTOR	ENR. ENGINEERING	12	RBD	MALE	N/A	Category 7	A very hardworking person	Not Submitted		Not Submitted	
3	112	ALICE THAKUR HOSMID	JOINT DIRECTOR	ADMIN/GENERAL	12	RBD	FEMALE	N/A	Category 7	A very diligent person always put her best efforts to work	Not Submitted		Not Submitted	
4	458	ABANU KASHAN SINGH	SECTION OFFICER	ADMIN/GENERAL	8	RBD	MALE	N/A	Category 7	A very laborious and efficient person always give his utmost efforts in every official work	Not Submitted		Not Submitted	
5	122	VIKAS KUMAR BIRNIA	SECTION OFFICER	ADMIN/GENERAL	8	RBD	MALE	N/A	Category 7	Citation	Not Submitted		Not Submitted	
6	112	SALIM CHAKI	SECTION OFFICER	ADMIN/GENERAL	8	RBD	MALE	N/A	Category 7	Citation	Not Submitted		Not Submitted	

Image : 19

2.6. Selection of Awardees for VRSP

Once the list of awardees finalized for VRSP has been decided, same needs to be entered into the system.

The declaration of final awardees for VRSP through the system is a 4-step process wherein the proposal for final awardees is initiated, verified, approved and then published.

In order to initiate the proposal for selection of final awardees, the user needs to click on the link **Initiate Selection of Final Awardees (Image : 20)**

Ati Vishisht Rail Seva Puraskar (AVRSP)	Vishisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 20

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Once the link is clicked upon, the following interface will get opened up (**Image : 21**) wherein the user will be required to enter the HRMS IDs of final awardees of AVRSP

Submit Awardees for VRSP

Zone : 18
 Name : 254
 Award Type : WEIGHT AWARD
 Employees in Roll : 2000000000
 Awarding Year (Roll) : 100

Submit (Loading...)

☐ Show All Employees
☐ Show Awarded Only

S. No.	HRMS ID	Name	Designation	Unit	Department	Pay Level	Gender	Zone Award Roll	Award Category	Status	View Form	Recommendation Type
1	1000000000											
2	1000000000											
3	1000000000											
4	1000000000											
5	1000000000											
6	1000000000											
7	1000000000											

Image : 21

Once the required number of awardees are entered into the system and the proposal is submitted, the same needs to be verified, approved and published to make the final list of awardees available to all employees and make appropriate entries into the e-SR of final awardees.

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3. **DISCLAIMER**

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

--- End of Document ---

CRIS

ANNEXURE-IV

USER MANUAL
ON
Rail Seva Puraskar
(RSP)

SYSTEM : HRMS

MODULE : RAILWAY WEEK AWARDS

Version 1.0

CRIS**Table of Contents**

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1. GENERAL INFORMATION

1.1 Purpose and Scope

Every year Railway Week Awards are organized by Railway Board and individual Zonal Railways at different levels under different award types namely Ati Vishisht Rail Seva Puraskar (AVRSP), Vishisht Rail Seva Puraskar (VRSP) and Rail Seva Puraskar (RSP).

The Award module of HRMS facilitates both employee as well as administration in the process of Railway Week Awards.

Through the Awards module of HRMS, employees can submit their self - nomination applications for the different types of awards for which he is eligible.

Through the Awards module of HRMS, the administration can process for different activities of Railway Week Awards viz issuing of award notifications, recording remarks of controlling officers, forwarding recommendations to Railway Board, constituting Screening Committees, finalization of awardees etc.

CRIS**2. FOR OFFICE USE**

The Railway Week Awards module can be accessed by clicking on the "**Awards**" link given on the left side menu. When the button is clicked upon, the home page for Awards module will open up with a host of links having different functionalities which are explained as follows

2.1 Granting Permission Access : Authorised Personnel

Various links given under the Award module for different functionalities can be accessed by the users who have been granted access for them. Granting access to authorized personnel for various activities is the first step which needs to be completed.

Granting access is a 2 step process. User with Approving Authority (AA) role clicks on the link "**Authorised Personnel**" (**Image : 1**).

**Image : 1**

Clicking on the link "Authorised Personnel" will open the interface as shown below (**Image 2**). The interface will require user to enter the HRMS id of the employees who have to be granted access for a particular activity related to a particular award type which are explained as follows

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Authorisation Personnel

User: Primary User:

Year:

Version: 1.1 Current Status: Active

Award Category	Activity	Proposed Initiated By	Proposed Approved By
Ad Valorem Rent Sums Forester (AVRF)	Upload Notification Update Timelines	Name: Designation: JSP/17 Grade: 10 Department: JSP/17/10/10/10 Primary Unit: 100	Name: Designation: JSP/17/10/10/10 Grade: 12 Department: JSP/17/10/10/10 Primary Unit: 100
Variable Rent Sums Forester (VRFP)	Upload Notification Update Timelines	Name: Designation: JSP/17 Grade: 10 Department: JSP/17/10/10/10 Primary Unit: 100	Name: Designation: JSP/17/10/10/10 Grade: 12 Department: JSP/17/10/10/10 Primary Unit: 100
Sp 4 Sums Forester (S4F)	Upload Notification Update Timelines	Name: Designation: JSP/17 Grade: 10 Department: JSP/17/10/10/10 Primary Unit: 100	Name: Designation: JSP/17/10/10/10 Grade: 12 Department: JSP/17/10/10/10 Primary Unit: 100

Image : 2

Authorisation for Notification (Image : 2) : Under this head, HRMS ids of the employees entered will be granted access to upload the notification as well as issue corrigendum and modify timelines for the award types for which they are authorised.

The process of Uploading Notification or Issuing Corrigendum will again be 2 step process. The employee whose HRMS ID is entered under the column **"Proposal Initiated By"** will initiate the proposal after entering basic details and uploading the notification and the employee whose HRMS ID is entered in the column **"Proposal Approved By"** will approve the proposal submitted to him.

Authorisation Personnel

Award Category	Activity	View 1	View 2	View 3
Ad Valorem Rent Sums Forester (AVRF)	View Notifications	Name: Designation: JSP/17 Grade: 10 Department: JSP/17/10/10/10 Primary Unit: 100	Name: Designation: JSP/17 Grade: 10 Department: JSP/17/10/10/10 Primary Unit: 100	Name: Designation: JSP/17/10/10/10 Grade: 12 Department: JSP/17/10/10/10 Primary Unit: 100
Variable Rent Sums Forester (VRFP)	View Notifications	Name: Designation: JSP/17 Grade: 10 Department: JSP/17/10/10/10 Primary Unit: 100	Name: Designation: JSP/17 Grade: 10 Department: JSP/17/10/10/10 Primary Unit: 100	Name: Designation: JSP/17/10/10/10 Grade: 12 Department: JSP/17/10/10/10 Primary Unit: 100
Sp 4 Sums Forester (S4F)	View Notifications	Name: Designation: JSP/17 Grade: 10 Department: JSP/17/10/10/10 Primary Unit: 100	Name: Designation: JSP/17 Grade: 10 Department: JSP/17/10/10/10 Primary Unit: 100	Name: Designation: JSP/17/10/10/10 Grade: 12 Department: JSP/17/10/10/10 Primary Unit: 100

Image : 3

Authorisation for Nominations (Image : 3) : Under this head, HRMS ids of the employees entered will be granted access to view and download self - nominations submitted by various employees for all award types under the jurisdiction of that competent authority.

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Here AA has the option to grant this privilege to at least one and maximum 3 users by entering their HRMS IDs. If more than 1 users have been granted the privilege, any one of those can log into those links and view the nominations.

Award Category	Activity	Proposed Authority By	Finance Authority By	Finalized Authority By
All Railway Rail Svc Personnel (AVRSP)	Recommendation for Award	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]
All Railway Rail Svc Personnel (AVRSP)	Selection of Awardees	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]
All Railway Rail Svc Personnel (AVRSP)	Selection of Awardees	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]
Rail Svc Personnel (RSP)	Selection of Awardees	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]	Name: [Redacted] Designation: [Redacted] Grade: [Redacted] Department: [Redacted] Primary Unit: [Redacted]

Image : 4

Authorisation for Recommendations (Image : 4) : The process of submission of recommendations for AVRSP by Zonal Railways and submission of final list of awardees by Railway Board is a 3 step process. The proposal for the same needs to be initiated by one authority, verified by one authority and approved by one authority. The HRMS IDs of respective authorities needs to entered here.

2.2 Uploading Award Notification

Once the entries for authorized personnel has been made into the system, the next step to initiate the process for a particular award type is to issue its notification.

The authority to upload the award notification for AVRSP is available for the authorized personnel of Railway Board only. Unless and until the notification for AVRSP for a particular calendar year is issued by Railway Board, the process of submission of self - nominations and finalization of awardees for AVRSP for that particular calendar year cannot be done in the system.

Issuing of Award notification is also a 2 step process. The personnel authorized to issue notification clicks on the link **"Upload initial notification"** (Image : 5).

CRIS**For Admin Use :**

- | | |
|--|---|
| 1. Authorised Personnel | 4. Report on Controlling Officer's Remarks |
| 2. Notification | 5. View Nominations |
| a. Upload Initial Notification | 6. Nomination by Admin (For Posthumous cases) |
| b. Approve Initial Notification | 7. Award Statistics |
| c. Modify Notification (Extension of Timelines) | |
| d. Approve Notification (Extension of Timelines) | |
| 3. Screening Committees | |
| a. Create | |
| b. Verify | |
| c. Approve | |

Image : 5

Once the link "Upload Initial Notification" is clicked upon, the following interface (**Image :6**) will open up wherein certain basic details regarding the notification needs to be filled in.

The screenshot shows the 'Upload Notifications' form with the following fields:

- Calendar Year:** A dropdown menu currently showing '2024'.
- Award Type:** A dropdown menu currently showing 'AVRSP/VRSP/RSP'.
- Description:** A text area for providing a brief description of the award.
- Upload Notification Document:** A button labeled 'Upload File' next to a file input field.
- Last Date for submission of nomination:** A date picker field showing '30-06-2025'.
- Last Date for shortlisting of candidates and forwarding to Railway Board by Zonal / PU Committees:** A date picker field showing '30-06-2025'.

Image :6

At the time of uploading the award notification, the authorized personnel will be required to enter basic details for the same as explained below:

Calendar Year : Here the year for which the Award notification is being issued needs to be selected.

Award Type : Here the Award type (AVRSP/VRSP/RSP) for which the Award notification is being issued needs to be selected.

Description : Here a brief description regarding the award for which notification is being issued needs to be filled in.

Upload Notification Document : Here the pdf document of notification which the administration wants to be made visible to all the users needs to be uploaded.

Last Date for submission of nomination : Here last date for submission of self nomination by employees needs to be filled in by the administration. Once this date is crossed, no employee will be allowed to submit their self nomination for that particular award type.

Last Date for shortlisting of candidates and forwarding to Railway Board by Zonal / PU Committees : Every Zonal Railway is required to finalise and forward the list of employees

CRIS

recommended for AVRSP to Railway Board. Last date for forwarding the same needs to be entered here.

Last Date for shortlisting by Railway Board Committee : Once the recommendations for AVRSP are received from Zonal Railways, they are put up to respective screening committees for individual award type for finalization of awardees. Last date for finalization by screening committee is to be entered over here.

Date for notification of awardees : The date on which the final list of awardees will be finalized and notified needs to be entered here.

Once the basic details regarding the award notification are filled in and the proposal is submitted for approval by the initiating authority, the same needs to be approved by approving authority.

In order to approve the notification, the approving authority needs to click on the link **"Approve Initial Notification"** (Image : 7).

For Admin Use :

- | | |
|--|---|
| 1. Authorised Personnel | 4. Report on Controlling Officer's Remarks |
| 2. Notification | 5. View Nominations |
| a. Upload Initial Notification | 6. Nomination by Admin (For Posthumous cases) |
| b. Approve Initial Notification | 7. Award Statistics |
| c. Modify Notification (Extension of Timelines) | |
| d. Approve Notification (Extension of Timelines) | |
| 3. Screening Committees | |
| a. Create | |
| b. Verify | |
| c. Approve | |

Image : 7

Once the notification is approved by the approving authority, the form for self – nomination for that award type will be made open for all eligible employees till the last date for self – nomination.

2.3 Modify Notification (Extension of Timelines)

In case any date for an already approved award notification needs to be updated or any other pdf document needs to be uploaded, corrigendum to that award notification needs to be issued.

In order to do so, the user needs to click on the link **"Modify Notification (Extension of Timelines)"** (Image : 8)

CRIS**For Admin Use :**

1. Authorised Personnel
2. Notification
 - a. Upload Initial Notification
 - b. Approve Initial Notification
 - c. Modify Notification (Extension of Timelines)
 - d. Approve Notification (Extension of Timelines)
3. Screening Committees
 - a. Create
 - b. Verify
 - c. Approve
4. Report on Controlling Officer's Remarks
5. View Nominations
6. Nomination by Admin (For Posthumous cases)
7. Award Statistics

Image : 8

Once the link is clicked upon, the following interface will open up requiring user to select the notification against which corrigendum needs to be issued. In such case the link "Issue Corrigendum" in the Action column needs to be clicked upon (**Image : 9**).

Corrigendum To Notification : 2024					
Rail Sema Parasakar (RSP)					
Year	Date of Notification upload	Last Date of Submission of Self Nomination	Notification of List of Awardees Date	View Notification	Action
2024	31/05/2024	11/09/2024	10/07/2024	Click to View	Issue Corrigendum

Image : 9

Once the link "Issue Corrigendum" is clicked upon, the following interface will open up which will ask user to select and enter the details which needs to be updated. The system will display the existing details for all the field. Any field which needs to be updated, the checkbox given against it needs to be selected which will make the field for new value editable. User can then enter the new value and submit the same for approval (**Image : 10**).

All Validated Rail Sema Parasakar (AVRSP)			
Corrigendum - 5			
Item	Existing Information (Previous)	Modified Information (Current)	Select
Description	AVRSP-2024		☐
Last Date for Submission of Self Nomination	10-09-2024	dd-mm-yyyy ☐	☒
Last Date for Committee Shortlist	22-09-2024	dd-mm-yyyy	☐
Notification of List of Awardees Date	01-10-2024	dd-mm-yyyy	☐
Upload Document	Choose File no file chosen	Upload	
Remarks			
Submit Close			

Image : 10

CRIS

Once the proposal for extension of timelines is initiated, the same needs to be approved by accessing through the link **"Approve Notification (Extension of Timelines)" (Image : 11).**

For Admin Use :	
1. Authorised Personnel	4. Report on Controlling Officer's Remarks
2. Notification	5. View Nominations
a. Upload Initial Notification	6. Nomination by Admin (For Posthumous cases)
b. Approve Initial Notification	7. Award Statistics
c. Modify Notification (Extension of Timelines)	
d. Approve Notification (Extension of Timelines)	
3. Screening Committees	
a. Create	
b. Verify	
c. Approve	

Image : 11

Once the corrigendum is approved, the updated timelines included in the proposal come into force.

2.4 Screening Committees

In order to scrutinize and finalise the list of awardees, in case administration wants to create committees, same can be done. In order to do so, the link **"Create Screening Committees"** needs to be clicked upon **(Image : 12).**

For Admin Use :	
1. Authorised Personnel	4. Report on Controlling Officer's Remarks
2. Notification	5. View Nominations
a. Upload Initial Notification	6. Nomination by Admin (For Posthumous cases)
b. Approve Initial Notification	7. Award Statistics
c. Modify Notification (Extension of Timelines)	
d. Approve Notification (Extension of Timelines)	
3. Screening Committees	
a. Create	
b. Verify	
c. Approve	

Image : 12

Once the link for creation of screening committee is clicked upon, the following interface will open up asking the user to select the award type and the type of committee that is required to be made **(Image : 13).**

CRIS
Image : 13

In case of RSP only committee that needs to be created is For Selection of Awardees. The committee members will be able to view all the self nominations submitted by the employees along with the remarks submitted against them by their controlling officers.

On clicking proceed, a table will open up wherein HRMS Id of the member proposed to be part of the committee needs to be entered. The moment HRMS ID of the member is entered, system will automatically fetch all his details and will display alongside.

In order to add members, simply + button given at the end of the table needs to be clicked upon which will add another row (**Image : 14**).

Image : 14

Once the proposal for creation of screening committee is submitted duly entering the names of all the committee members, the same needs to be verified and approved by accessing the link "Verify Screening Committees" (**Image : 15**).

CRIS**For Admin Use :**

- | | |
|--|---|
| 1. Authorised Personnel | 4. Report on Controlling Officer's Remarks |
| 2. Notification | 5. View Nominations |
| a. Upload Initial Notification | 6. Nomination by Admin (For Posthumous cases) |
| b. Approve Initial Notification | 7. Award Statistics |
| c. Modify Notification (Extension of Timelines) | |
| d. Approve Notification (Extension of Timelines) | |
| 3. Screening Committees | |
| a. Create | |
| b. Verify | |
| c. Approve | |

Image : 15

Once the Verify button is clicked upon, the following interface is opened up (**Image : 16**) through which the user can verify the proposal for committee formation.

Image : 16

Once the committee is verified, it needs to be approved following the same process.

2.5. View Self Nominations

The self nominations submitted by employees and remarked upon by their controlling officers can be seen by administration for finalisation of final list of employees selected for RSP.

In order to see the list of self-nominations, the user needs to click on the link "View Nominations" (**Image : 17**)

CRIS**For Admin Use :**

- | | |
|--|---|
| 1. Authorised Personnel | 4. Report on Controlling Officer's Remarks |
| 2. Notification | 5. View Nominations |
| a. Upload Initial Notification | 6. Nomination by Admin (For Posthumous cases) |
| b. Approve Initial Notification | 7. Award Statistics |
| c. Modify Notification (Extension of Timelines) | |
| d. Approve Notification (Extension of Timelines) | |
| 3. Screening Committees | |
| a. Create | |
| b. Verify | |
| c. Approve | |

Image : 17

Once clicked upon, the following interface will open up wherein the user will be required to enter the details in the filter for which the nominations need to be seen **(Image : 18)**.

View Self Nominations

Year: 2024 Award Type: ATV VISHNUT RAIL SEWA PURASKAR

Zone: RAILWAY BOARD

Award Category: Select All

Sort by: Pay Grade

Proceed

Recommendation (Self (None)): 0

Image : 18

After setting the appropriate values in the filters, once the Proceed button is clicked upon, the following interface will open up displaying the entire list of self - nominations.

Against every nomination, the remarks of the controlling officer can also be seen. The individual self nomination form of an employee can also be seen by clicking on the form icon under the action column. Also the detailed list can be exported into the excel format by clicking on excel button given on top right corner **(Image : 19)**.

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Total Count : 5

S. No.	App ID	Name	Designation	Department	Pay Level	Stat	Gender	Last Award Date	Award Category	Citation	Controlling Officer Remarks			Action
											Remark Type	Remarks	Supporting Document	
1	455	ADYUSH LADAK	JOINT DIRECTOR	CNC ENGINEERING	12	REG	MALE	NA	Category 7	Citation	AWARDED AWARD		Not Submitted	
2	457	ARUNDEE JAGANNATH EKKAD	JOINT DIRECTOR	CNC ENGINEERING	12	REG	MALE	NA	Category 7	A very hardworking person	Not Submitted		Not Submitted	
3	162	ALEX R TIBER HOMERO	JOINT DIRECTOR	ADMINISTRATIVE	12	REG	MALE	NA	Category 7	A very diligent person who put her best efforts to work	Not Submitted		Not Submitted	
4	458	ANUDE ESHWAR SANKOD	SECTION OFFICER	ADMINISTRATIVE	8	REG	MALE	NA	Category 7	A very intelligent and ethical person who give his utmost efforts in every official work	Not Submitted		Not Submitted	
5	122	ANOD KUNAS HANWOT	SECTION OFFICER	ADMINISTRATIVE	8	REG	MALE	NA	Category 7	Citation	Not Submitted		Not Submitted	
6	112	BALUR SACH	SECTION OFFICER	ADMINISTRATIVE	8	REG	MALE	NA	Category 7	Citation	Not Submitted		Not Submitted	

Image : 19

2.6. Selection of Awardees for RSP

Once the list of awardees finalized for VRSP has been decided, same needs to be entered into the system.

The declaration of final awardees for VRSP through the system is a 4-step process wherein the proposal for final awardees is initiated, verified, approved and then published.

In order to initiate the proposal for selection of final awardees, the user needs to click on the link Initiate Selection of Final Awardees (Image : 20)

Ati Vishisht Rail Seva Puraskar (AVRSP)	Vidhisht Rail Seva Puraskar (VRSP)	Rail Seva Puraskar (RSP)
1. Submission of Recommendations – By Zonal Railways a. Initiate b. Verify c. Approve	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish	1. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish
2. View Recommendations submitted by Zonal Railways	2. View Published Awardees List	2. View Published Awardees List
3. AVRSP Priority Entry		
4. View Finalised Priority Entry		
5. Selection of Final Awardees a. Initiate b. Verify c. Approve d. Publish		
6. View Awardee Details		

Image : 20

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Once the link is clicked upon, the following interface will get opened up (**Image : 21**) wherein the user will be required to enter the HRMS IDs of final awardees of AVRSP

Submit Awardees for VRSP

Zone: Award Type:

Name: Submitting Unit (HRMS ID):

Employees on Roll:

Default: Pending Approval

S. No.	HRMS ID	Name	Designation	Post	Department	Pay Level	Gender	Last Award Date	Award Category	Checkbox	User Name	Modification Date
1	100001-01											
2	100002-01											
3	100003-01											
4	100004-01											
5	100005-01											
6	100006-01											
7	100007-01											

Image : 21

Once the required number of awardees are entered into the system and the proposal is submitted, the same needs to be verified, approved and published to make the final list of awardees available to all employees and make appropriate entries into the e-SR of final awardees.

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3. DISCLAIMER

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

--- End of Document ---

CRIS

ANNEXURE-V

USER MANUAL
FOR
EMPLOYEES

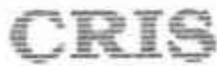
SYSTEM : HRMS

MODULE : RAILWAY WEEK AWARDS

Version 1.0

CRIS**Table of Contents**

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1. GENERAL INFORMATION

1.1 Purpose and Scope

Every year Railway Week Awards are organized by Railway Board and individual Zonal Railways at different levels under different award types namely Ati Vishisht Rail Seva Puraskar (AVRSP), Vishisht Rail Seva Puraskar (VRSP) and Rail Seva Puraskar (RSP).

The Award module of HRMS facilitates both employee as well as administration in the process of Railway Week Awards.

Through the Awards module of HRMS, employees can submit their self - nomination applications for the different types of awards for which he is eligible.

Through the Awards module of HRMS, the administration can process for different activities of Railway Week Awards viz issuing of award notifications, recording remarks of controlling officers, forwarding recommendations to Railway Board, constituting Screening Committees, finalization of awardees etc.

CRIS**2. FOR EMPLOYEES' USE**

The Railway Week Awards module can be accessed by clicking on the "Awards" link given on the left side menu after logging into HRMS. When the button is clicked upon, the following screen will open up (**Image : 1**) with different functionalities which are explained as follows:

Railway Week Awards						
Ati Vishisht Rail Seva Puraskar (AVRSP)						
Year	Date of issue of Notification	Last date of application submission	Notification	Self Nomination	Submitted Application	List of Awardees
2024	17/12/2023	31/01/2024	Click to View	Nomination Done	Click to view your application Withdraw application	Click to view Current Status
Vishisht Rail Seva Puraskar (VRSP)						
Year	Date of issue of Notification	Last date of application submission	Notification	Self Nomination	Submitted Application	List of Awardees
2024	18/12/2023	31/01/2024	Click to View	Nomination Done	Click to view your application Withdraw application	Click to view Current Status
Rail Seva Puraskar (RSP)						
Year	Date of issue of Notification	Last date of application submission	Notification	Self Nomination	Submitted Application	List of Awardees
No notification for this award has been issued by the competent Authority						

Image : 1

If a particular type of award (AVRSP/VRSP/RSP) has been notified by the competent authority for the logged in user, the details of the awards will be shown to him as shown above, else message will be displayed "No notification for this award has been issued by the Competent Authority".

Once the notification for an award type has been issued certain basic details will be visible in the tab for the same, viz Date of Notification, Last date for submission of application (self nomination) etc.

The page shows different links tabulated under three broad categories of Awards types – **Ati Vishisht Rail Seva Puraskar (AVRSP)**, **Vishisht Rail Seva Puraskar (VRSP)** and **Rail Seva Puraskar (RSP)** all of which are explained as follows:

Year : It will display the calendar year for which all the details for that award type are being shown.

Date of issue of notification : Here that date will be shown on which the notification for that Award type has been issued by the administration.

Last date of application submission : This field will display the last date till which the employee can submit self - nomination for that particular award type. Once the date mentioned here is crossed, no employee will be allowed to submit their self - nomination for that particular award type.

Notification : This field will display the link of the detailed award notification which has been issued and uploaded by the administration. On clicking upon the link, the notification uploaded by the administration will get opened up.

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Self Nomination : This field will display the link through which the employee can submit his self - nomination for that particular award type. The link for submission of self nomination will be

Submitted Application : This field will show the link of the self - nomination application submitted by the employee. Clicking on the link, the submitted application will get opened up.

Withdraw Application : This field will enable employee to withdraw his submitted application in case he wants to make changes in his application and resubmit the same. Once the application is withdrawn, the employee will again be allowed to submit the self - nomination for that award type.

List of awardees : This field will display the link of final awardees as and when the same is finalized and uploaded by the administration.

2.1 Submitting Self Nomination

In order for employee to submit the self nomination, the same can be done by clicking on the link given under the field "**Self Nomination**" for a particular award type, clicking on which will open up the form as shown below (**Image : 2**):

Proforma for Nomination Application For ATI VISHISHT RAIL SEVA PURASKAR

Calendar Year: 2024

Notification Link: [Click to View](#) Application Status: [Click](#)

Award Category:

Employee Basic Details

Name:

Name in Hindi:

Zone:

Zone in Hindi:

Unit:

Unit in Hindi:

Designation:

Designation in Hindi:

Image : 2

Award Category : This field needs to be filled in case of Award type AVRSP only and is not required to be filled in case of other award types (VRSP and RSP). Here the employee is required to select the category (out of 7 categories) in which he wishes to self - nominate himself. (**Image : 3**)

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Proforma for Nomination Application For ATI VISHISHT RAIL SEVA PURASKAR

Calendar Year: 2024

Notification Link : [Click to View](#) Application Status : [Click](#)

Award Category

Employee Basic Details

Name :

Name in Hindi :

Zone :

Zone in Hindi :

Unit :

Unit in Hindi :

Select Award Category

Category 1: New Inventions/Processes/Procedures leading to economies in expenditure, improvement in productivity, input substitution etc.

Category 2: Meritorious acts even in the field of personal safety leading to protection of life and property on Railways.

Category 3: Special efforts made to increase earnings and to tackle ticketless travel, thefts, etc.

Category 4: Exemplary work done to improve operations, security and safety, better maintenance and utilization of assets.

Category 5: Completion of projects etc. in record time.

Category 6: Outstanding performance in the field of sports leading to national/international recognition.

Category 7: Outstanding performance in any other field.

Designation in Hindi :

Unit : RAJASAB CORE / CRU



Image : 3

Employee Basic Details : Here most of the details including photograph of the employee are picked up by the system and displayed over here. In case any of the details being displayed is not correct / up to date, the employee needs to get it corrected in his Employee Master. In order to do so, the employee will be required to raise a service request through Employee Self Service tab indicating the changes which are required to be made which, once approved by the concerned establishment dealing Clerk, Verification Authority and Approving authority, will start reflecting over here.

Photo : Photo of the employee is mandatory for submission of self - nomination form. In case the photo of the employee is missing, the same may be uploaded or updated in the employee master by the employee by raising a service request through Employee Self Service (ESS) module.

Designation in Hindi : The employee is required to enter his designation in Hindi.

E-Mail Id : Here the employee is required to enter his email id.

Controlling Officer Details : Every self- nomination form submitted by every employee will be directed to his controlling officer for recording his remarks. Here in this field, the employee is required to enter the HRMS ID / name of his controlling officer to which his self - nomination form will be directed for recording his remarks. **(Image : 4)**

Controlling Officer :

Search Range : **Modify Search Range**

HRMS ID : **Name :**

Zone : **Unit :**

Designation : **Mobile No :**

Image : 4

Past Awards : Here in this field, the employee will be required to furnish whether he has received any Railway Week Award in the past or not, and if yes, details for the same needs to be

CRIS

furnished in this field. Multiple rows regarding the same may be added by clicking on the + button given in the table for it. (Image : 5)

Past Awards

Whether any Railway Week Award received was? Yes

Please Provide Details:

#	Type of Award	Year	Description	Add/Remove Row
1	GM AWARD	2019	Test data for GM award	+ -
2	DRM / CSM AWARD	2015	Test data for DRM award	+ -

The character limit for each description is 500 characters.

Image : 5

Posts Held : Here the employee is required to give details regarding his current and past posts held. It is mandatory for the employee to give details atleast for his current post. Multiple rows regarding the same may be added by clicking on the + button given in the table for it. (Image : 6)

Posts Held *

#	Description	Place of Posting	Organisation / Zone	Pay level	Grade	From Date	To Date	Add/Remove Row
1	Sr Clerk	Bansal	NCR	5	GROUP C	22-01-2017	01-01-2021	+ -
2	Office Suptd	Bansal	NCR	6	GROUP C	01-01-2021	22-07-2024	+ -

Only add last 3 pending details.

Image : 6

Work Done / Citation : Here the employee is required to furnish the details of his achievements he wishes to highlight in support of his self - nomination. (Image : 7)

Work Done / Citation *

Enter Citation

The character limit for citation is 1000 characters.

Declaration :

☐ I, SONUPRHEER OF WORKING AS OFFICE SUPERINTENDENT IN ALLAHABAD CORE / SPU DO HEREBY DECLARE THAT DURING MY ENTIRE RAILWAY SERVICE,

I HAVE RECEIVED/SELECTED BY RST FOR RAILWAY WEEK NATIONAL AWARD/NATIONALS RAILWAYS AWARD DURING 2019-2020.

I DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND NOTHING HAS BEEN CONCEALED THEREOF AND IN FUTURE, IF THE ABOVE INFORMATION IS FOUND TO BE FALSE, NECESSARY ACTION AS DEEMED FIT MAY BE TAKEN AGAINST ME.

HRMS ID:
OFFICE SUPERINTENDENT
ALLAHABAD CORE / SPU

Save Cancel

Image : 7



Declaration : Before submission of application form, the employee will be required to check the appropriate declaration being shown by the system and then submit his self - nomination form. (Image : 7)

Note : Self nomination for only that award type will be submitted for which the employee has clicked on Self nomination link and filled the form. In case the employee wishes to submit his self - nominations in more than one award type, the employee needs to fill the self nomination form for those award type separately.

For example, in case self - nomination for an employee is open for all 3 award types (AVRSP, VRSP & RSP) and the employee wants to nominate himself in all three award types, the employee needs to click on self nomination link of all three award types separately and fill individual forms for all three award types.

2.2 View Self - Nomination

In case the employee wishes to view the self - nomination submitted by him for a particular award type, the same can be seen by clicking on the link **"Click to view your self - nomination"** (Image : 8) which will open the submitted form as shown below (Image : 9):

The screenshot shows the 'Railway Week Awards' application form. At the top, there is a dropdown menu for 'Award Year' set to '2024'. Below it, the text 'AVRSP, VRSP & RSP' is displayed. The form is divided into several sections. The 'Submitted Application' section contains a table with the following data:

No.	Date of issue of notification	Last date of application submission	Notification	Self Nomination	Submitted Application	List of Award type
004	15/01/2024	14/02/2024	Click to view	Submission Done	Click to view your self nomination without application	Click to view

Image : 8

CRIS**View Nomination****Award Type : ATI VISHISHT RAIL SEVA PURASKAR**

Calendar Year: 2024

Application Status : Submitted

Award Category : Category 7: Outstanding performance in any other field

Employee Basic Details

Name : 

Name in Hindi : 

Zone : RE

Zone in Hindi : रेल मंडल

Unit : RAILWAY BOARD / RE

Unit in Hindi : रेल बोर्ड

Designation : JOINT DIRECTOR

Designation in Hindi : संयुक्त निदेशक

DOB : 



Gazetted / Non-Gazetted : (GAZETTED)

Grade (only for Gazetted) :

Basic Pay : 90000

Pay Level :

T8

Mobile Number : 1234567890

E-Mail ID :



Department/ Directorate : ADMIN/CONTRM

Controlling Office / Submitted

HRMS ID : 

Zone : RE

Designation : ADDITIONAL MEMBER

Name : 

Unit : R&O

Mobile No : 1234567890

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Whether any Railway Week Award received earlier?

No

Posts Held

#	Designation	Place of Posting	Organization / Zone	Pay Level	Grade	From Date	To Date
1	Joint Director	DELHI	RAILWAY BOARD	12	JUNIOR ADMINISTRATION GRADE	01-01-2020	01-02-2024

Work Done / Citation

A very diligent person always put her best efforts to work

Declaration :

I, **SONDAUGHTER OF** WORKING AS **JOINT DIRECTOR IN RAILWAY BOARD / RB** DO HEREBY DECLARE THAT DURING MY ENTIRE RAILWAY SERVICE:

I HAVE NEVER RECEIVED/SELECTED IN PAST FOR RAILWAY WEEK NATIONAL AWARDS NATIONAL RAILWAYS AWARD.

I DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND NOTHING HAS BEEN CONCEALED THEREOF AND IN FUTURE, IF THE ABOVE INFORMATION IS FOUND TO BE FALSE, NECESSARY ACTION AS DEEMED FIT MAY BE TAKEN AGAINST ME.

Employee Name: **SONDAUGHTER OF**HRMS ID: **SONDAUGHTER OF**Designation: **JOINT DIRECTOR**

Image : 9

2.3 Withdraw Self - Nomination

Once the self nomination has been done by an employee for a particular award type, he has the option to withdraw the same. The same can be done by clicking on the link "**Withdraw Application**" clicking on which will prompt employee to confirm his input and once confirmed, the application will be withdrawn. (Image : 10)

Image : 10

Once the application is withdrawn, the employee can submit his self nomination for that particular award type in case last date for self nomination is not over yet.

Note : In case an employee wishes to make any change in his self nomination application after submission, the employee will be required to withdraw his previously submitted application

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and submit fresh self nomination application provided last date for submission of self nomination is not over yet.

2.4 Recording Remarks by Controlling Officers

Provision has been made in the system for recording remarks of controlling officer against the every self nomination application of the employee for every award type.

Once the employee submits his self nomination application and selects his controlling officer in his application form, on submission of his application, the same will be shown to the controlling officer to submit his remarks as shown below (Image : 11)

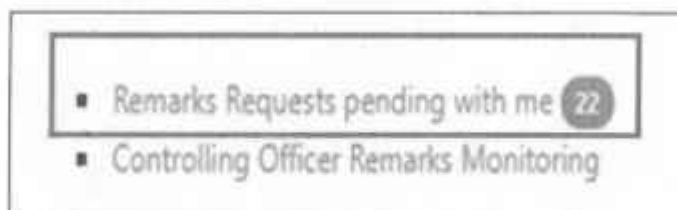


Image : 11

Once the link "Remarks requests pending with me" is clicked upon, it will open up the following interface showing the list of all applications which are pending with the controlling officer for recording his remarks as shown below (Image : 12):

Calendar Year : 2024

S. No.	Date	Priority Rank	Employee Name	HRMS ID	Department	Designation	Reg Level	Award Type	Award Category	Status	Submitted On	Action
1	02/07/2024	1000	ABHIJITH SHARMA	AC001	STORES	OFFICE SUPERVISOR/INCHARGE	4	ANNUAL BONUS	Category 1	Pending		Edit
2	03/07/2024	1001	ABHIJITH SHARMA	AC001	STORES	OFFICE SUPERVISOR/INCHARGE	4	ANNUAL BONUS	Category 1	Pending		Edit
3	03/07/2024	1002	ABHIJITH SHARMA	AC001	PERSONNEL	OFFICE ASSISTANT (PERSONNEL)	1	ANNUAL BONUS	Category 1	Pending		Edit
4	04/07/2024	1003	ABHIJITH SHARMA	AC001	STORES	OFFICE SUPERVISOR/INCHARGE	4	ANNUAL BONUS	Category 1	Pending		Edit
5	04/07/2024	1004	ABHIJITH SHARMA	AC001	STORES	OFFICE SUPERVISOR/INCHARGE	4	ANNUAL BONUS	Category 1	Pending		Edit
6	04/07/2024	1005	ABHIJITH SHARMA	AC001	STORES	OFFICE SUPERVISOR/INCHARGE	4	ANNUAL BONUS	Category 1	Pending		Edit
7	04/07/2024	1006	ABHIJITH SHARMA	AC001	STORES	OFFICE SUPERVISOR/INCHARGE	4	ANNUAL BONUS	Category 1	Pending		Edit
8	04/07/2024	1007	ABHIJITH SHARMA	AC001	STORES	OFFICE SUPERVISOR/INCHARGE	4	ANNUAL BONUS	Category 1	Pending		Edit
9	04/07/2024	1008	ABHIJITH SHARMA	AC001	STORES	OFFICE SUPERVISOR/INCHARGE	4	ANNUAL BONUS	Category 1	Pending		Edit
10	04/07/2024	1009	ABHIJITH SHARMA	AC001	STORES	OFFICE SUPERVISOR/INCHARGE	4	ANNUAL BONUS	Category 1	Pending		Edit
11	04/07/2024	1010	ABHIJITH SHARMA	AC001	STORES	OFFICE SUPERVISOR/INCHARGE	4	ANNUAL BONUS	Category 1	Pending		Edit

Image : 12

In order to record the remarks against any application, the controlling officer needs to click upon the Edit button given under the Action column, clicking on which will open up the following interface as shown below (Image : 13):

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I HAVE RECEIVED/SELECTED IN PAST FOR RAILWAY WEEK NATIONAL AWARD/NATIONAL RAILWAYS AWARD DURING 2010 - 2012.

I DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND NOTHING HAS BEEN CONCEALED THEREOF AND IN FUTURE IF THE ABOVE INFORMATION IS FOUND TO BE FALSE, NECESSARY ACTION AS DEEMED FIT MAY BE TAKEN AGAINST ME.

Employee Name: [REDACTED]
 HRMS ID: [REDACTED]
 Designation: OFFICE SUPERINTENDENT
 Div: CHITTARANJAN LOCOMOTIVE WORKS / PD
 Submitted On: 18/01/2024

Controlling Officer Remark:

Action:

Remarks:

Upload Supporting Document:

Choose file: No file chosen [Upload]

[Submit] [Done]

Image : 13

Here the self nomination application submitted by the employee will be shown with the option for controlling officer to record his remarks. Following options will be shown to the controlling officers:

1. **Completely Agree** : In case the controlling officer completely agrees with the citation and works done by the employee as indicated by him in his application form, this option needs to be selected.
2. **Partially Agree** : In case the controlling officer agrees partially with the information furnished by the employee in his self nomination form, this option needs to be selected. But here the controlling officer will be required to furnish his remarks also.
3. **Not Agree** : In case the controlling officer does not agrees with the information furnished by the employee in his self nomination form, this option needs to be selected. Here also the controlling officer will be required to furnish his remarks.
4. **Not pertaining to me, hence forwarded** : In case the controlling officer feels that self nomination application has been sent mistakenly to him and the employee is not working under him or for any reason the remarks against this application are not to be recorded by him but by someone else, he can select this option and forward the application to the actual officer to whom it pertains for recording his remarks.

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3. DISCLAIMER

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Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

--- End of Document ---