

Northern Railway

Headquarters' Office,
Baroda House,
New Delhi.

No: -E-62/VRSP/2024/69th GM Award/E-VI /HRMS

Dated 06.12.2024

All PHODs/N.Rly- PCE, PCSTE, PCEE, PCMM, PCME, PCSO, PCSC/RPF, PCAO/Const., PCCM, PCOM, PFA, PCMD, SDGM & PCPO.

All DRMs/N.Rly- DLI, LKO, MB, UMB & FZR

All CWMs/N.Rly- JUDW, AMV-LKO, CB-LKO, ASR & GZB

Sub: -Calling of e-self nominations through HRMS Award Module for 69th Railway Week "विशिष्ट रेल सेवा पुरस्कार"(VRSP)- 2023-24.

Ref:- Railway Board's letter No. 2023/O&M/12/4 dated 11.04.2023 and No. PC-VII/2024/HRMS/7 dated 31.07.2024.

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Every year, Railway Week is celebrated from 10th to 16th April. During the function, Awards for outstanding services is presented by General Manager to those officers/staff that are selected for विशिष्ट रेल सेवा पुरस्कार"(VRSP) for their exemplary, outstanding and meritorious performance.

The entire award eco-system conferred by Ministry of Railways (Railway Board) has been revised and the following has been decided w.r.t. award given during Railway week from the year 2024 onwards. As desired by Railway Board vide their letter mentioned above, all processes relating to AVRSP/VRSP/RSP will be done through Award module of HRMS which have been operationalized with effect from 01.08.2024 which has already been circulated vide this office letter No. E-62/5/MR Award/2024/EVI dated 05.08.2024.

Officers and employees who have done exemplary, outstanding and meritorious performance can submit their e-self nominations for the grant of "विशिष्ट रेल सेवा पुरस्कार"(VRSP)-2023-24 through HRMS Award Module.

Guidelines for sending e-self nominations through HRMS Award Module for Vishisht Rail Seva Puraskar (VRSP), 2024 (For Northern Railway) is as under:-


1. E-self nominations for the Vishisht Rail Seva Puraskar(VRSP) should be submitted via HRMS Award Module. When filling the form, it should be ensured that information related to Name, Zone, Unit and Designation is accurately provided in Hindi also. The form must include details regarding employees' current post and maximum up to the


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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. Before filling e-self nomination through HRMS Award Module, applicants are advised to go through the User Manual available at HRMS Award Module dashboard.
3. A citation or write-up of up to 1000 characters, 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 March, 2024.
4. 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 General Manager's level may only be selected for the Award.
5. Group 'C' and erstwhile Group 'D' categories of Railway staff may normally be nominated. 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.
6. No recommendation for Group Award be sent as Group Awards are neither considered nor given during the Vishisht Rail Seva Puraskar (VRSP) Presentation.
7. Nomination without mentioning from the concerned employee that he/she has not received the **विशिष्ट रेल सेवा पुरस्कार** (VRSP), during the last three years will not be entertained at all.
8. Details of the pay level (as per 7th Pay Commission) of the nominee should be clearly indicated. In addition, with regard to Gaz. officers, their grade (Group-B/Jr. Scale/Sr. scale/JAG/SG or NFSAG) should invariably be indicated.
9. Photo of the employee is mandatory for submission of e-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.


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10. They should not be figuring in any Vigilance/DAR Case(s). If there is any change in the Vigilance/D&AR status of the nominee in the intervening period between the date of sending nomination to 'P' branch and the date of award, the same may immediately be advised to this office failing which it will be assumed that the status indicated earlier remains same.
11. No abbreviation should be used and no column shall be left blank while filling up the proforma.
12. Contact details viz. Mobile number of the concerned employee (nominee) should be filled in e-self nomination proforma.
13. Last date of submitting e-self nominations is **06.01.2025**. Controlling officers should check their HRMS Award Module dashboard regularly on daily basis and forward the nominations with their "remarks" in the HRMS Award Module by the last date.
14. Maximum number of nominations for "विशिष्ट रेल सेवा पुरस्कार"(VRSP)- 2023-24 award at General Manager Level is 100 over the Northern Railway .
15. Tentative Quota(Department-wise) is as under:-

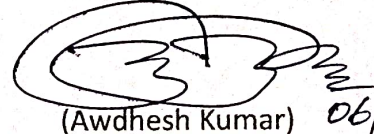
S.N.	Deptt.	Quota
01	Genl. Admin	04
02	AGM	02
03	Vigilance	02
04	Engineering	17
05	Mechanical	15
06	Operating	08
07	Safety	04
08	Commercial	06
09	S&T	06
10	Electrical	08
11	Medical	03
12	Personnel	06
13	Stores	03
14	Accounts	03
15	RPF	03
16	CAO/C & USBRL	04
17	USBRL/JAT	02
18	Misc. (S&G, NRSA, Rajbhasha, Cultural, NRTMA & Territorial Army)	03+01=04
	Total	100


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16. The ultimate discretionary power for Final Selection of Awardees among departments rests with the Committee.
17. Instructions/ Guidelines issued by Railway Board vide letter under reference should be followed strictly.
18. All field Units are requested to give wide publicity of the instructions and provide necessary assistance through concern HRMS Helpdesk that the desired employees are able to submit the nomination through HRMS Award Module in a seamless manner.
19. HRMS Award module may be accessed through the website link (<https://hrms.Indianrail.gov.in/HRMS/login>)

Encl.: - As Above



(Awdhesh Kumar)

Dy.Chief Personnel Officer/IR
For General Manager (P)

Copy to:

Secretary To GM for kind information of GM. Secretary/AGM for kind information of AGM.
Secretary/NRSA, Baroda House, New Delhi. Secretary/NRCA, Baroda House, New Delhi.
Dy.GM/G/HQ/NDLS , मुख्य राजभाषा अधिकारी, प्रधान कार्यालय ,बडोदा हाऊस, नई दिल्ली.
State Chief Commissioner, N.Rly. Bharat Scout & Guide, Baroda House, NDLS.
CAO/C/USBRL/Trikuta Nagar /JAT.,Principal-OGS/Jharipani, Perincipal-ZTS-Chandausi
Chairman/RRBs- CDG & JAT. CMD/NRCH/NDLS.,
Chief Manager, Stationery & Printing Press/Punjabi Bagh/SSB.
WS/Elect.Engg/Dayabasti /NDLS , Dy.CMM/SSB, AMV/LKO & JUDW., Dy.CE/TKJ/NDLS.
Genl. Secy. /IRCA, DRM's Office, Complex, State Entry Road, New Delhi-110055.