

NORTHERN RAILWAY

No.E-95/G/LCC/Award/RSP/2025

Divisional Office

Lucknow

Dtd: 21/01/2026

All Branch Officers'

N.Railway, Lucknow

Corrigendum

Sub: Extension of e-self nomination date for "रेल सेवा पुरस्कार" (RSP)-2025

Ref: No.E-95/G/LCC/Award/RSP/2025 dtd 13.01.2026

In continuation to this office letter of even no. dated 13.01.2026, it is informed that the window for submission of e-self nomination for RSP 2025 has been extended till 27.01.2026. The employees can submit their e-self nomination through HRMS Award Module as the last date for submitting e-self nomination is extended. It is requested to kindly follow the last date of application.

This has approval of Competent Authority.

For Sr. Divisional Personnel Officer
Northern Railway Lucknow

Copy to:

1. Secretary to DRM-for kind information to DRM.
2. ADRM I, ADRM II and ADRM BSB for kind information.
3. Divisional Sports Officer, LDSA.NR.
4. Cultural Officer, Divisional Cultural Association, LKO
5. District Commissioner Scouts & Gulde, LKO.
6. Divisional Secretary NRMU, URMU.
7. Divisional Secretary SC/ST Association & OBC Association.

NORTHERN RAILWAY

Divisional Office

Lucknow

Date:- 13-01-2026

No. E-95/G/LCC/Award/RSP/2025

All Branch Officers'

N. Railway, Lucknow.

Sub : Calling of e-self nominations through HRMS Award Module for "रेल सेवा पुरस्कार" (RSP)-2025.

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.

Rail Seva Puraskar Award for the year 2025 shall be held on **28 January, 2026**. During the function, Awards for outstanding services is to be presented by Divisional Railway Manager to those staff that are selected for "रेल सेवा पुरस्कार" (RSP)-2025 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 2025 onwards. As desired by Railway Board vide their letter mentioned above, all processes relating to ARSP/RSP/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/E-VI dated 05.08.2024.

Employees who have done exemplary, outstanding and meritorious performance can submit their e-self nominations for the grant of "रेल सेवा पुरस्कार" (RSP)-2025 through HRMS Award Module.

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

1. E-self nominations for the Rail Seva Puraskar (RSP) should be submitted via HRMS Award Module. While filling the form, it should be ensured that information related to Name, Division, Unit and Designation is accurately provided in Hindi as well as in English, if any information in HRMS is not correct, employee needs to get it corrected in his Employee Master the same may be corrected by raising a request through Employee self service (ESS) module. The form must include details regarding employee's 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. 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 maximum 100 words in both English and Hindi should be entered in the specified section of the e-form within the HRMS Awards Module Nominations are to be made for works done from 01.01.2024 to 31.12.2024.

4. It is advised that officers/staff working in this field and have done exceptional work may submit e-self nomination through HRMS Award Module. Officers/staff working 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 Divisional Railway 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
6. No recommendation for Group Award be sent as Group Awards are neither considered nor given during the Rail Seva Puraskar (RSP) Presentation.
7. Nomination without mentioned from the concerned employee that he/she has not received the "Rail SevaPuraskar" (RSP), 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.
9. Photo of the employee is mandatory for submission on 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.
10. They should not be figuring in any Vigilance/DAR case(s). If there is any change in the Vigilance/DAR 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 nomination is **21.01.2026** upto 12:00 hrs. Controlling officers should check their HRMS Award Module dashboard regularly on the daily basis and forward the nominations with their "remarks" in the HRMS Award Module by the last date.
14. Maximum number of awardees for "रेलसेवापुरस्कार-2025 (RSP)" award at DRM Level is- 63
15. Tentative Quota (Department wise) is as under:-

S.No	Department	Quota
1.	Accounts	4
2.	Gen. Admin	1
3.	Civil Engineering	10
4.	Commercial	4
5.	Electrical	General-2 TRD-2 RSO-2
6.	Mechanical	Diesel-2 C&W-3 E&HM-1
7.	Medical	4
8.	Operating	8
9.	Personnel	4
10.	Security	5

11.	Signal & Telecom	5
12.	Safety	1
13.	Store	1
14.	Misc (Sports, Cultural, Scouts and Guides. Rajbhasha)	4
	Total	63

16. The ultimate discretionary power for Final Selection of Awardees among departments rest with the Divisional Railway Manager/NR/LKO.
17. Instruction/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 instruction 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>).

hr.Indian Railways.gov.in

Encl.: As Above

**For Sr. Divisional Personnel Officer
Northern Railway, Lucknow**

o/c.

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