No. MRK-HQ0PERS(AWRD)/5/2023 (Computer No.7766).   Dated: 23.08.2024

To,
All Concerned,
Metro Railway,
Kolkata.

Sub: Calling of e-self nominations through HRMS Award Module for Ati
Vishisht Rail Seva Puraskar (AVRSP)-2024.

Ref: Railway Boards' Letter. No.2023/O&M/12/4/AVRSP-2024 dated
14.08.2024

1. Every year, Railway Week is celebrated from 10th to 16th April. During the Central Function, awards are presented by the Hon'ble Minister of Railways to selected Officers/staff for their exemplary, outstanding and meritorious performance.
2. The entire award eco-system conferred by Ministry of Railways (Railway Board) was revised and the revised norms were circulated to All Indian Railways/PUs/Other Units/RB vide Board's Letter No. 2023/O&M/12/4 dated 11.04.2023.
3. As per the revised norms, it has been decided to call e-self nomination for 'Ati Vishisht Rail Seva Puraskar-2024' at Ministry of Railways level through HRMS Award Module from Railway Officers/Staff.

4. The salient features for **AVRSP-2024** are as under:

   a) Name of Award: 'Ati Vishisht Rail Seva Puraskar-2024'
      'अति विशिष्ट रेल सेवा पुरस्कार-2024'
   b) Number of awardees: Quota of nomination is restricted to 01(One) from Metro Railway/Kolkata.
   c) No Cash component except in posthumous cases, which would be Rs.50,000/- per case.
   d) Silver Medal & Merit Certificate will be presented to the awardees.

5. E-self nominations of Officers/Staff for grant of 'अति विशिष्ट रेल सेवा पुरस्कार' 'Ati Vishisht Rail Seva Puraskar'-2024 from Metro Railway/Kolkata are invited through HRMS Award Module for further consideration by Board as per the guidelines enclosed.
6. The last date for forwarding of e-self nomination through HRMS Award Module is **06.09.2024**.
7. Details regarding the schedule, venue, and other specifics of the presentation ceremony will be communicated separately.
8. HRMS Award Module may be accessed through the internet link (https://hrms.indianrail.gov.in/HRMS/login).
   This issues with the approval of PCME/Metro Railway/Kolkata.

Encl: Detailed guidelines.

(P. C. Das)
(Senior Personnel Officer/T)
for Principal Chief Mechanical Engineer

Guidelines for sending e-self nominations through HRMS Award Module for Ati Vishisht Rail Seva Puraskar (AVRSP), 2024 (For Railways/PUs & Other Units)

1. Category under which e-self nomination to be sent:-

	Category
I	New Innovations/processes/procedures leading to economies in expenditure, improvement in productivity, import substitution etc.
II	Meritorious acts even in disregard to personal safety leading to protection of life and property on Railways
III	Special efforts made to increase earnings and to tackle ticketless travel, thefts, etc.
IV	Exemplary work done to improve operations, security and safety, better maintenance and utilization of assets
V	Completion of projects etc. in record time
VI	Outstanding performance in the field of sports, leading to national/international recognition
VII	Outstanding performance in any other field

Note: Nomination of official/staff may be restricted to any one of above seven categories.

2. E-self nominations for the **Ati Vishisht Rail Seva Puraskar (AVRSP)** should be submitted via HRMS Award Module. When filling the form, it should be ensured that information related to Name, Zone, Unit, and Designation is accurately provided in Hindi also. The form must include details regarding employees' current post and maximum up to the last five posts held. The applicant must also fill the details (HRMS ID/Name) of his/her controlling officer in the relevant field. The applicant is also required to fill his/her active E-mail ID.

3. Before filling e-self nomination through HRMS Award Module, applicants are advised to go through the **User Manual** available at HRMS Award Module dashboard.

4. **A citation or write-up of up to 1000 characters**, specific to the category under which the nomination is being made, must be entered in the designated section of the e-form within HRMS Award Module. Nominations are to be made for the work done up to the **31st December 2023**. The citation should indicate the exceptional points with respect to category for which nomination is being made.

5. It is advised that officers/staff working in the field and have done exceptional work may submit e-self nomination through HRMS Award Module. Officers/Staff working in Offices may also submit e-self nomination provided they have done exceptional work in real sense, so that, only truly deserving employees meriting recognition at the National level may only be selected for the Award.

6. Group 'C' and erstwhile Group 'D' categories of Railway staff may normally submit e-self nomination. In exceptional cases, Officers upto JA Grade/Selection Grade, who have done exemplary work, may also submit their e-self nomination. **However, officers above the Selection Grade may not submit e-self nomination as scheme does not cover officers above the level of Selection Grade. However, Selection Grade officers in non-functional SAG are also eligible provided they remain in SG till 16th April, 2024.**

7. No recommendation for **Group Award** be sent as Group Awards are neither considered nor given during the Central Function/**Ati Vishisht Rail Seva Puraskar (AVRSP)** Presentation.

8. **Ati Vishisht Rail Seva Puraskar** is a life time award, as such those officers/staff who have received the award (Railway Week National Award/National Railways Award/AVRSP) once in the past, should normally not submit e-self nomination again except in case where some exemplary commendable performance has been shown by them. An undertaking must be filled by the employee in the e-form confirming whether he/she had previously received or been selected for the MR Award, National Railways Award, or AVRSP.

9. In the forwarding letter from Railway, a summary sheet, as per **Annexure-II**, indicating name, designation, deptt., category, pay level, mobile number and email-id may invariably be attached and be clearly indicated that no D&AR and/or Vigilance case(s) is/are pending against the concerned employee. Details for each nominee are indicated separately. It is also clarified that if there is any change in the Vigilance/D&AR status of the nominee in the intervening period between the date of sending nominations to the Board and the date of award, the same may also be intimated to this office. If no report is received in this regard during the intervening period, it will be presumed that the status indicated earlier remains same.

10. No abbreviations should be used and no column be left blank while filling in the e-self nomination form by employees on HRMS.

11. **Contact Details viz. Mobile number of the concerned employee(nominee) and his/her next immediate higher official should invariably be indicated in the Annexure-II** so that the employee may be contacted/informed in case his/her name is selected for award or in case any information is required in connection with processing of award.

12. **Maximum number of nominations is to be forwarded within the quota fixed for different ZRs/PUs/Other Units as mentioned in the letter.**

13. The details regarding **forwarding of e-self nominations by ZRs/PUs/Other Units** through HRMS Award Module are provided in the **User Manual** (available at HRMS Award Module dashboard). Only e-self nominations have to be forwarded to Board's office, **no hard copy of nominations is to be sent.**

14. If any details like name, photo, zone, designation, etc. of the employee on HRMS portal are not correct/up to date, the employee needs to get it corrected in his Employee Master by raising a request through **Employee Self Service (ESS) module.**

15. Detailed guidelines for users and admins for AVRSP, VRSP and RSP are issued vide Railway **Board's Letter No. PC-VII/2024/HRMS/7 dt. 31.07.2024.**

16. **Last date for forwarding e-self nominations through HRMS Award Module in Board's Office is 14.09.2024.**
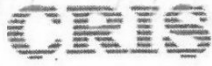
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ANNEXURE-II

USER MANUAL

ON

Ati Vishisht Rail Seva Puraskar

(AVRSP)

SYSTEM : HRMS

MODULE : RAILWAY WEEK AWARDS

Version 1.0

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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.

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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
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 : 1

Clicking on the link "Auhtorised 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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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.

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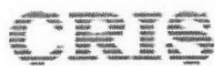
Here AA has the option to grant this privilege to at least one and maximum 3 users by entering their HRMS IDs. If more than 1 users have been granted the privilege, any one of those can log into those links and view the nominations.

Award Category	Activity	Proposal Initiation By		Proposal Verification By		Proposal Approval By
Ati Vishisht Rail Seva Puraskar (AVRSP)	Recommendation for Award		Name: ▇ Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMIN/GENERAL Primary Unit: RBO		Name: ▇ Designation: JOINT DIRECTOR Grade: 12 Department: ADMIN/GENERAL Primary Unit: RBO	Name: ▇ Designation: SECTION OFFICER (SO) Grade: 8 Department: ADMIN/GENERAL Primary Unit: RBO
Ati Vishisht Rail Seva Puraskar (AVRSP)	Selection of Awardees		Name: ▇ Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMIN/GENERAL Primary Unit: RBO		Name: ▇ Designation: JOINT DIRECTOR Grade: 12 Department: ADMIN/GENERAL Primary Unit: RBO	Name: ▇ Designation: SECTION OFFICER (SO) Grade: 8 Department: ADMIN/GENERAL Primary Unit: RBO
Vishisht Rail Seva Puraskar (VRSP)	Selection of Awardees		Name: ▇ Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMIN/GENERAL Primary Unit: RBO		Name: ▇ Designation: JOINT DIRECTOR Grade: 12 Department: ADMIN/GENERAL Primary Unit: RBO	Name: ▇ Designation: SECTION OFFICER (SO) Grade: 8 Department: ADMIN/GENERAL Primary Unit: RBO
Rail Seva Puraskar (RSP)	Selection of Awardees		Name: ▇ Designation: DEPUTY DIRECTOR Grade: 11 Department: ADMIN/GENERAL Primary Unit: RBO		Name: ▇ Designation: JOINT DIRECTOR Grade: 12 Department: ADMIN/GENERAL Primary Unit: RBO	Name: ▇ Designation: SECTION OFFICER (SO) Grade: 8 Department: ADMIN/GENERAL Primary Unit: RBO

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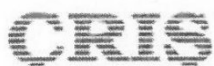
recommended for AVRSP to Railway Board. Last date for forwarding the same needs to be entered here.

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
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 : 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

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	10/08/2024	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 - 5

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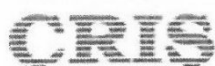
Once the proposal for extension of timelines is initiated, the same needs to be approved by accessing through the link **"Approve Notification (Extension of Timelines)"** (Image : 11).

For Admin Use :

1. Authorised Personnel
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 : 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
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 : 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 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).**

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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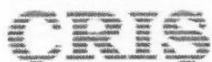
B. Selection of Awardees

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)**.

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)**.

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
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 : 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.
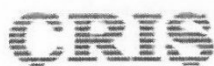

Image : 18

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 tp 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
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 : 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).**

View Self Nominations

Year :	2024	Award Type :	ATI VISHISHT RAIL SEVA PURASKAR
Zone :	RAILWAY BOARD		
Award Category :	Select All		
Sort by :	Pay Grade		

Proceed

Recommendation limit (Nos) : 15

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

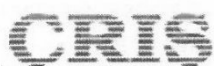| Total Count : 6														
S. No.	App ID	Name HRMS ID	Designation	Department	Pay Level	Unit	Gender	Last Award Date	Award Category	Citation	Controlling Officer Remarks			Action
											Remark Type	Remarks	Supporting Document	
1.	491	AAYUSH LEKXKG	JOINT DIRECTOR	CIVIL ENGINEERING	12	RBO	MALE	N/A	Category 7	Citation	COMPLETELY AGREE		Not Uploaded	☰
2.	437	ABHISHEK JAGAWAT TXSJRG	JOINT DIRECTOR	CIVIL ENGINEERING	12	RBO	MALE	N/A	Category 7	A very hardworking person	Not Remarked			☰
3.	112	ALICE R. TIRKEY HGMTEO	JOINT DIRECTOR	ADMIN/GENERAL	12	RBO	FEMALE	N/A	Category 7	A very diligent person always put her best efforts in work	Not Remarked			☰
4.	438	ANAND KRISHNA SSNOQO	SECTION OFFICER	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 7	A very laborious and skillful person always give his utmost efforts in every official work	Not Remarked			☰
5.	123	AMOD KUMAR HHYNCP	SECTION OFFICER (SO)	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 1	Citation	Not Remarked			☰
6.	113	BALBIR SINGH	SECTION OFFICER	ADMIN/GENERAL	8	RBO	MALE	N/A	Category 1	citation	Not Remarked			☰

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 initated, 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)**

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.

1833744/2024/PC-VII SECTION

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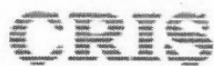
Once all the entries have been made in the proposal, the proposal can be initiated, verified and approved. Once the proposal is approved, the recommendations forwarded by Zonal Railway will automatically start reflecting with the user authorized in Railway Board.

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

Image : 25

CRIS

| | View Recommendations for National Award | | | | | | |

Zone : Select All   **Award Type :** Ati Vishisht

Year : 2024   **Award Category :** Category 1. New Innovations/processes/p

Proceed

Excel

Zone	Employee Name	HRMS ID	Designation	Department	Primary Unit	Pay Level	Award Category	View Application Form
SER	Sri AJOY RAJAK	EWNCBR	ACCOUNTS CLERK/AC	ACCOUNTS	KGPD	2	Category 1. New Innovations/processes/procedures leading to economies in expenditure, improvement in productivity, import substitution etc.	▦
SER	Sri DEBABRATA NASKAR	LGDBEX	JUNIOR CLERK CUM TYPIST	PERSONNEL	KGPD	2	Category 1. New Innovations/processes/procedures leading to economies in expenditure, improvement in productivity, import substitution etc.	▦
SER	Sri ANKIT KUMAR SHAW	PSCOXX	JUNIOR CLERK CUM TYPIST	PERSONNEL	KGPD	2	Category 1. New Innovations/processes/procedures leading to economies in expenditure, improvement in productivity,	▦

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)
1. Submission of Recommendations – By Zonal Railways
a. Initiate
b. Verify
c. Approve
2. View Recommendations submitted by Zonal Railways
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 : 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

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

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

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)**

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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 :	R8		
Year :	2024	Award Type :	ATI VISHISHT RAIL SEVA PURASKAR
Employees on Roll :	XXXXXXXXXXXX	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	WR	WESTERN RAILWAY / HQ	HCHIZG	DHIRAJ BARIA	CHIEF STAFF & WELFARE INSPECTOR	PERSONNEL	64100	MALE	Category 7. Outstanding performance in any other field	☰

Showing 1 to 1 of 1 entries   Previous 1 Next

Committee Shortlist Document :   ☑View

Image : 35

CRIS

Committee Shortlist Document :		View		

Remarks Log :

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

Remarks:

Enter Remarks Here

The character limit for remarks is 200 characters.

[Verify] [Return]

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.

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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 ---