

दक्षिण पूर्व रेलवे
SOUTH EASTERN RAILWAY

Office of the
Divl. Railway Manager(P)
Kharagpur
Dated: 09.01.2026

No. SER/P-KGP/RSP-2025

To
All the Branch Officers
South Eastern Railway
Kharagpur

Sub: Calling of E-self Nominations for Rail Seva Puraskar (RSP), 2025 at Divisional Level through HRMS Award Module.

Rail Seva Puraskar, 2025 at Divisional level is planned to be held shortly, wherein DRM/Kharagpur shall reward meritorious employees/units through certificates and shields.

On the revised norms by Railway Board, all the nominations for Rail Seva Puraskar (RSP), 2025 at Divisional level will be submitted through HRMS Award module for Railway employees. Accordingly e-Self nominations of employees of all the units of Kharagpur Division are to be submitted through HRMS Award Module. The guidelines for sending e-self nomination through HRMS Award Module for Rail Seva Puraskar (RSP), 2025 is attached as Annexure-I. Details regarding the schedule, venue, and other specifics of the presentation ceremony will be communicated separately.

Last date for e-self nomination through HRMS by the employee is 08.02.2026.

This notification for RSP, 2025 may be circulated to all offices in Kharagpur Division for wide publicity to ensure that the information reaches all railway employees, including in remote areas. Already, letter regarding launch of Award Module in HRMS had been circulated by Dy.CPO/HQ's office letter no.SER/P-HQ/HRMS/Award/2025/1 dated 21.08.2024.

HRMS Award Module may be accessed through the internet link (<https://hrms.indianrail.gov.in/HRMS/login>).

Encl: As above


for Divl. Railway Manager(P)
S.E.Railway, Kharagpur
9/01/2026

ANNEXURE-I

Guidelines for sending e-self nominations through HRMS Award Module for Rail Seva Puraskar (RSP), 2025.

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 employees may be restricted to any one of above seven categories.

2. E-self nominations for the Rail Seva Puraskar (RSP) should be submitted via HRMS Award Module. No hard copy of nomination is to be sent. 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. It is also informed that those employees who have already self-nominated himself for the AVRSP & VRSP 2025, are required to re-apply for the RSP 2025 award as well.

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

5. 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.


21/12/2024

6. Concerned Controlling Officer should verify DA/Vigilance status of the employee, status of award received in earlier years and the citation submitted by the employee through e-Self nomination and choose suitable Action (COMPLETELY AGREE, PARTIALLY AGREE, NOT AGREE), give suitable remarks and upload supporting documents (DA/Vigilance clearance etc) while submitting 'Controlling Officer Remarks in HRMS.

7. It is advised that officers/staff working in the field and have done exceptional work may submit e-self nomination through HRMS Award Module. Employees 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 Divisional level may only be selected for the Award.

8. No recommendation for **Group Award** be sent as Group Awards are neither considered nor given during the **Rail Seva Puraskar (RSP)** Presentation.

9. **Rail Seva Puraskar** is a life time award, as such those employees who have received the award (Railway Week National Award/National Railways Award/AVRSP/VRSP) 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/VRSP.

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. 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.



9/11/2016