

I/19825/2021

ÜRGENT



## SOUTH WESTERN RAILWAY

No.P(CN) /641/CSBF/**WOY**/2020-21Office of the  
CAO/CN/BNC  
Personnel Branch  
Dt: 17.06.2021.**All the Concerned/CN/SWR**Sub:- Outstanding Railway Woman Employee of the Financial year  
2020-2021 from CSBF.Ref:- PCPO letter No.SWR/721/Rly.Week/WOY/2020-21/49 dated  
31.03.2021.

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PCPO/SWR vide letter mentioned under reference has communicated that it has been decided to give away "Outstanding Railway Woman Employee of the year" award from CSBF for the year 2020-2021. Terms & Conditions and details are as below:

1. Women employees working in Group "C" and Erstwhile Group "D" are only eligible for the above award.
2. Total awards to be given away by GM during the Railway week function will be 10 nos.. across S.W.Railway.
3. The recommendations shall be based on the overall performance of the Woman employee during the financial year which includes Cultural, Sports, Social Service, Professional excellence etc..
4. The award will consist of Cash of Rs 5,000/- and a certificate which will be presented by the General Manager during the 66<sup>th</sup> Railway Week Celebrations-2021.
5. The recommended employees shall be free from any DAR and Vigilance cases.

Therefore, any recommendations from your unit may be forwarded to this unit in the Prescribed Proforma along with a crisp and clear Citation within 100 words reflecting the achievements made by the employee in the current financial year 2020-2021. The recommendations shall be in duplicate duly accompanied by recent passport size colour Photographs(04 nos.)of the recommended employee of which two photographs shall be pasted on the recommendation letter and Prescribed form and the other two shall be enclosed in a Envelop with a mention of the name of the Name of the Employee & Designation on the reverse of the photos. If there are no recommendations , a "Nil" statement shall be sent to this office.

Last date for the receipt of recommendations to this office is 21.06.2021 by 13.00hrs for processing and onward transmission to the Headquarter office. Recommendations received after last date will not be considered.

**Enclosures:-** Application Proforma.( Christine Borgohain)  
**Dy.CPO/CN/BNC**

**PROFORMA FOR RECOMMEDATION**  
**OF RAILWAY WEEK AWARD - 2021**  
**(Women of the Year)**

Recent  
passport  
size colour  
photo to be  
affixed

- |   |  |
|---|--|
| <p>1. Name (in English &amp; Hindi)<br/><input type="text"/></p> <p>3. Department<br/><input type="text"/></p> <p>5. Contact No. (Mobile &amp; Railway)<br/><input type="text"/></p> <p>7. Office Address<br/><input type="text"/></p> <p>9. Date of first appointment to Rly. Service<br/><input type="text"/></p> <p>11. Whether DAR/Vigilance cases pending:/ Contemplated (Yes/No) If yes, details<br/><input type="text"/></p> <p>13. Particulars of the posts held from time to time since date of appointment<br/><input type="text"/></p> | <p>2. Designation/(Gr. C/erstwhile Gr. D):<br/><input type="text"/></p> <p>4. PF/NPS No.<br/><input type="text"/></p> <p>6. HQ/Division / Workshop<br/><input type="text"/></p> <p>8. Date of Birth<br/><input type="text"/></p> <p>10. Present Pay and Grade with GP<br/><input type="text"/></p> <p>12. Particulars of same or other awards given earlier<br/><input type="text"/></p> |
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Signature of the employee

**CITATION**

Signature of the controlling  
Officer with seal