



SOUTHERN RAILWAY

Divisional Office,
Personnel Department,
Chennai – 600 003.
20th Aug 2025

M/PB/CS/721/RWA/DRM/2025

All Concerned

Sub: Calling of e-self nominations through HRMS Award module for Rail Seva Puraskar (RSP) – 2025.

Every year during Railway Week, awards are given to employees of Chennai Division at DRM's level for their exemplary, outstanding and meritorious performance.

Based on the Railway Board guidelines, it has been decided to call for e-self nominations for **रेल सेवा पुरस्कार Rail Seva Puraskar (RSP) – 2025** (DRM's Award) from Officers/staff of all the departments of Chennai Division through HRMS Award Module for the work done up to 31.03.2025 duly following the guidelines and instructions given below. Nominations are to be made for the work done up to 31.03.2025.

1. While forwarding the recommendations in HRMS module by the departmental Officer care should be taken to recommend non-gazetted employees and preference shall be given to Officers/staff working in the field.
2. It may be noted that uploading of photograph & signature in HRMS module is mandatory for submission of volunteer award applications and therefore it is advised to upload the same in Employee Self Service Module in HRMS and obtain the approval of the respective Controlling Officer at the earliest. In other words, any gazetted officer can approve the photograph and signature request in HRMS and necessarily need not to be sent to a personnel officer.
3. The Officers/staff who have not received DRM's Award during the last three years, shall be given preference, except on exceptional circumstances. They should be free from DAR/Vig/SPE cases. A declaration to this effect must be filled in the e-self nomination in HRMS.

Cont..d

4. Staff who have given self-nominations for VRSP-2025 (GM level Award) can also apply for RSP-2025. However, the candidates shall apply separately for RSP-2025 without linking to the earlier self-nomination made for VRSP-2025.
5. HRMS Award module may be accessed through the internet link (<https://hrms.indianrail.gov.in/HRMS/login>)
6. A detailed video on '**How to submit self-nominations**' can be accessed through the following link
<https://youtu.be/8DPOQY9pMVE>

All BOs are requested to circulate the above information to all Officers and staff for wide publicity and provide necessary assistance through concerned HRMS help desk for submitting e-self nominations in HRMS award module. In case of any queries with respect to self-nominations, **Shri. A. Joe Antony, Ch.S&WI** may be contacted in CUG No.9003161609.

The last date for e-self nominations through HRMS award module is **19.09.2025 (15.00 hrs).**

Sr.DPO/MAS

Copy to

Secy to PCPO – for kind information of PCPO
PS (Gaz) to DRM – for kind information of DRM
PSs to ADRM-I and ADRM-II – for kind information of ADRMs
All Branch Officers
Ch S&WI - for info and wide publicity by providing necessary assistance to the staff
Website
DS/SRMU
DS/DREU
DS/AIOBC REA
DS/AISCST REA