



SOUTHERN RAILWAY

Divisional Office
Personnel Department
Chennai – 600 003
13.01.2025

M/PB/CS/721/RWA/DRM/2024

All Concerned

Sub: Rail Seva Puraskar (DRM Level Award) for the year 2024 – reg

Applications through self-nomination are invited from the employees of Chennai Division for receipt of Rail Seva Puraskar – 2024. The last date for submission of self-nomination through Awards module of HRMS is **24.01.2025 (Friday)**. Link for applying is <https://hrms.indianrail.gov.in/HRMS>

All the willing Officers & Staff shall submit their online application through the controlling officer/supervisor which shall be further shortlisted by the committee nominated for the purpose.

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 (ESS) module in HRMS and obtain the approval of respective controlling officer at the earliest.

The employees who are on long leave or sick shall be intimated by the respective supervisors. The names finalized will be intimated through a separate communication by this office on **28.01.2025** and the final function shall be held on **30.01.2025**.

In case of any assistance required, the employees may contact their sectional Welfare Inspector or Staff Help Desk at Ground Floor of DRM office during any working day.

Sr.DPO/MAS

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PS to DRM – for kind information of DRM
ADRM-I, ADRM-II & CPM/GS
All Branch Officers – for information and wide publicity
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