Metro Railway
33/1, J. L. Nehru Road
Kolkata-700071.

No. MRTS/E. 379/Misc dt. 18 .12.2025

To
All PHOD/ HOD/ CHOD, M. Rly/Kol.

Sub : - Prevention of Sexual Harassment at Workplace over the Indian Railways – Activity Regarding.

Ref:- i) Director Estt (LL), Railway Bd's letter no. 2023/E(LL)/SHW/6 dt. 12.12.2025

ii) PCPO/M. Rly/Kol's O. O. No. EO/185/2025 dt. 16.12.2025 (Copy Enclosed)

It is brought to your kind notice that Smt Unkrita Das, CS&WI attached to the Internal Complaints Committee (POSH) is hereby entrusted to handle the official mail Id. poshmetorly.kol23@gmail.com & SH Drop Box under "The Sexual harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013" (Sh Act).

(P. C. Das)
Dy. Chief Personnel Officer/GAZ
for Principal Chief Personnel Officer

No. MRTS/E. 379/Misc dt. 18 .12.2025
Copy forwarded to the following for kind information:
1. Director Estt., Ministry of Railways, Railway Board, New Delhi – 110001.

for Principal Chief Personnel Officer

No. MRTS/E. 379/Misc dt. 18 .12.2025

Copy to the following for information & necessary action:

1. Smt. Anjali Keshri, Dy.CSTE/C & President/Metro Railway, Kolkata.
2. Secy. to GM for kind information of GM. He is also requested to upload said information to Metro Railway's official website.
3. GS/MRMU/M. Rly/Kol.
4. ZS/AISCSTREA/M. Rly/Kol.

for Principal Chief Personnel Officer

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Metro Railway
33/1,J.L.Nehru Road
Kolkata-71

## OFFICE ORDER NO. EO/185/2025

The following orders are issued with the approval of Principal Chief Personnel Officer to have immediate effect:

Smt Unkrita Das, CS&WI, Emp. Id. 22177721457 is attached to Welfare Section in addition to her own assignment and all welfare activities to be managed by the section itself including SBF and she is also attached to the Internal Complaints Committee (POSH).

(P.C.Das)
Dy. Chief Personnel Officer/Gaz

No.MRTS/E.322/2/Pt.IX (Arrangement) Dated: 16.12.2025

Copy to the following for information and necessary action:

1. Chairman, ICC, Metro Railway Kolkata.
2. Secy. to GM /Metro Railway Kolkata.
3. Dy. CPO/NG/Metro Railway Kolkata.
4. APO/M.Rly./Kol.,
5. Ch.OS/Pay Bill/Pass/Welfare/Metro Railway Kolkata.
6. O.O.Book & P.File/Metro Railway Kolkata.
7. Staff concerned

16/12/2

for Principal Chief Personnel Officer

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