

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

No.MRTS/E.354/1/IDC/Pt.I

Dated.25.02.2019.

All PHODs, Dy.HODs, Secy. to GM, CPRO,
Sr.LO, Dy.GM(O/L), Dy.CVO, Sr.SC/RPF, Metro Railway/Kolkata

Sub:- Programme on photography session towards issue of fresh
Identity Cards to all officers & staff of Metro railway, Kolkata.

It is stated for information that the validity period of existing Identity cards has already been expired.

Accordingly, it has been decided to issue fresh Identity cards to all Officers & staff of Metro Railway/ Kolkata by this Administration.

As such, it has been decided to take photograph of Officers & staff on the following venue and date. To facilitate the programme, it is requested to arrange wide publicity among the Officers & staff under your control so that they can attend the photography session on the scheduled date, time & venue without fail (except genuine causes).

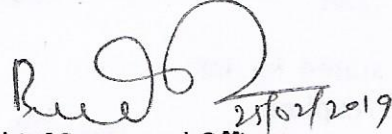
All the staff working under you may please be advised to hand over the data-sheets, duly filled in with **block letters**, to the representative of M/S. MICROVIEWS INFOSYSTEMS PVT LTD at the time of taking photograph.

It is also requested to arrange suitable place in advance for such photography at the venue indicated as under with the facility of electrical points adjacent to the spot & a table with chairs.

Srl No	Staff Working at	Venue	Date	Time
01.	Metro Rail Bhawan (HQ) including RPF	Metro Rail Bhawan	26.02.2019 (Tue) 27.02.2019 (Wed)	11:00 hrs to 17:00 hrs
02.	Noapara Carshed & Noapara Station	Noapara	28.02.2019(Thu) 01.03.2019 (Fri)	11:00 hrs to 17:00 hrs
03.	Stations- KDMI, KBEL, KSHY, KSHO, KGPK and staff of side offices in Civil, Elect, S&T, Stores Deptt. nearer to the above stations.	Dumdum	02.03.2019 (Sat)	11:00 hrs to 17:00 hrs
04.	Stations- KMGR, KCEN, KCWC, KESP, KPKS, KMDN and staff of side offices in Civil, Elect, S&T, Stores Deptt. nearer to the above stations.	Esplanade	04.03.2019 (Mon)	11:00 hrs to 17:00 hrs
05.	Stations- KRSN, KNBN, KJPk, KKGH, KRSB, KMUK and staff of side offices in Civil, Elect, S&T, Stores, Fire & Medical Deptt nearer to the above stations.	Tollygunge	05.03.2019 (Tue)	11:00 hrs to 17:00 hrs

06.	Stations- KNTJ, KMSN, KGTN, KKNZ, KSKD, KKVS and staff of side offices in Civil, Elect, S&T, Stores Deptt. nearer to the above stations.	Kavi Subash	06.03.2019 (Wed)	11:00 hrs to 17:00 hrs
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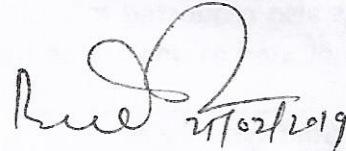
N.B. Those officers & staff appear to be absent on the dates as fixed as above, they may get another chance on 07.03.2019 at Metro Rail Bhawan & on 08.03.2019 at Noapara.



Dy. Chief Personnel Officer
for. Principal Chief Personnel Officer

Copy to:-

- 1) SSE/HQ, Metro Railway/Kolkata. He is requested to keep open the Staff Recreation Club room and keep necessary arrangement for photography on 26.02.019, 27.02.2019 & 07.03.2019 as per schedule programme.
- 2) Secy./Staff Recreation Club for information & necessary action.
- 3) M/S. Microviews Infosystems Pvt Ltd. for information and necessary action.



for. Principal Chief Personnel Officer