

मेट्रो रेलवे
कोलकाता
महाप्रबंधक का कार्यालय

No.MR/DGM (G)/SOP-VOL-2

Date: 02.09.2020

All PHODs/CHODs
Metro Railway
Kolkata

Sub: Policy guidelines for provision of Laptops/Notebooks to Gazetted Officers in Indian Railways.

Ref: Railway Board's letter no. 2011/C&IS/Committee/Laptops/Pt.II dated 08.05.2020

Approval of General Manager is herewith communicated regarding provision of Laptops/Notebooks to Gazetted Officers in Indian Railways in terms of Railway Board's letter under reference.

This has since been uploaded in Metro Railway Official Website under section 'ABOUT US' in sub section 'SCHEDULE OF POWERS' under heading - 3) POLICY GUIDELINES FOR PROVISION OF LAPTOPS/NOTEBOOKS'.

To enable us to improve further, any suggestion, query and feedback may please be sent, for modification of any item of the Model Schedule of Powers.

(प्रत्यूष कुमार घोष Prottyush Kr. Ghosh)
उप महाप्रबंधक (सामान्य) Dy. General Manager (G)
कृते महाप्रबंधक for GENERAL MANAGER

Copy to:

- i) Appellate Authority
- ii) Competent Authority
- iii) Dy. CVO
- iv) CPRO
- v) Sr. Law Officer
- vi) Rajbhasa Adhikari

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