

To,  
The SPO/T & Asstt. Election Officer,  
Metro Railway Recreation Club Election,  
Metro Railway, Kolkata

Sub:- Requisition of "**POSTAL BALLOT PAPER**" for MRRC/Election on  
27<sup>th</sup> September 2024.

In connection to the subject above, I \_\_\_\_\_,  
Designation & Department: \_\_\_\_\_, Bill Unit No: \_\_\_\_\_,  
PF/Emp Sl. No: \_\_\_\_\_ would like to collect "**POSTAL BALLOT PAPER**"  
for MRRC/ Election on 27<sup>th</sup> September 2024.

I hereby declare that, I will be on Official Duty at \_\_\_\_\_  
on the Date of Polling i.e. 27<sup>th</sup> September 2024.

Date:

Signature: \_\_\_\_\_

Name (Block Letter): \_\_\_\_\_

Designation & Department: \_\_\_\_\_

PF/Emp. Sl. No. \_\_\_\_\_

Bill Unit No. \_\_\_\_\_

Forwarded:

It is certified that, the above employee will be on Official Duty on the date of MRRC/  
Election i.e. 27<sup>th</sup> September 2024.

Signature: \_\_\_\_\_

Controlling Officer with Official Stamp