

NOTE

Sub: Issue of PVC identity card to non-Gazetted Employee of MMCT division

All serving employees of MMCT division are here by informed that new PVC ID card are being prepared. You are requested to instruct all staff under you to apply for ID card in e-karmik notification No. DPO/N&O/Misc/2023 along with scanned copy of ID card format (attached as Annexure I) duly forwarded by unit in charge/supervisor.

Following points to be noted before forwarding the application:-

1. The information which will be filled in the e-karmik form by the employee must be accurate. Same will be printed in the identity card.
2. Employee must submit hard copy of ID card form duly verified by their unit in-charge/supervisor to **Help Desk/Ground floor/DRM office**.
3. Physical copy may be dropped in box provided in Help desk/E/Welfare section.
4. ID cards will be handed over to unit in-charge for distribution to concerned staff.
5. In case of loss of Identity card or wrong information being provided by employee duplicate ID card will be issued on charge basis of Rs 100 which is required to be deposited at station in Allocation No. Z-652 and copy of the same should be produced along with application for duplicate ID-card. Additionally FIR copy will also be required along with application in case of loss of Identity card.

(No.DPO/N&O/Misc/2023 dated: 13-01-2023)

All BOs

**RITESH
RANJAN** **DPO/MMCT**

Digitally signed by RITESH RANJAN
DN: c=IN, o=DIVISIONAL RAILWAY MANAGER
OFFICE WESTERN RAILWAY,
2.5.4.20=a67372f5e1f65868172002810b094d2
bffa1af4413fb38beb847b3cc88b3822,
ou=PERSONNEL DEPARTMENT OF WESTERN
RAILWAY MUMBAI CENTRAL,CID = 6844469,
postalCode=400008, st=Maharashtra,
serialNumber=1, cn=RITESH RANJAN
Date: 2023.01.13 18:18:06 +05'30'

C/- DRM for kind info pls

ADRM's for kind info pls

All BOs for necessary action pls

C/- Welfare section: to coordinate and help staff for applying in e-Karmik.

Form for ID card

Annexure I

Name पूरा नाम	
Designation पदनाम	
Department	
Date of Birth	
Date of Appointment	
Blood Group	
IPAS No.	

Photo

Signature or Left Thumb

HRMS ID	
UMID No.	
Full Postal Address of Residence	
	Pin code:
Mobile No.	
Email ID	
Emergency Contact No.	

Signature of Officer with Seal
अधकारी के हस्ताक्षर स्टाम्प के साथ