

INTEGRAL COACH FACTORY, CHENNAI – 600 038.

Office of the PCPO,

No. PB/PC/193/X

Dated: 18/12/2018.

CIRCULAR

Sub: Issue of Smart ID Cards to employees.

- Ref: (i) Rly. Bd's letter 2018/Trans.Cell/Health/Medical cards,
dated 08.06.2018.
(ii) This Office Circulars of even number dated 01.12.2018
& 05.12.2018.
-


Further to the circulars cited above (Ref (ii)) it is informed that Smart Id Cards are issued only for the purpose of utilising the facilities for safe parking of vehicles, medical treatment in RH/ICF and for other facilities that will be provided in future.

Hence, it is proposed to undertake the work of (i) Capturing Photographs of officers (ii) Recording of finger prints of officers (iii) Obtaining the signature of the officers at specific locations in the Offices in Admin Buildings of Shell, Fur and RH/ICF.

In addition to the above, all employees of the Shell & Fur Admin buildings who could not avail the benefit on earlier dates may please avail the benefit on the dates mentioned in the enclosed Annexure – I.

The details of the location date and time is enclosed as Annexure – I.

The Timings shall be from 09.30 hrs to 16.30 hrs.


Asst. Personnel Officer/G
for Principal Chief Personnel Officer

ANNEXURE - I

Venue	Bill Units	Date
PB Sangam Hall	All Gazetted Officers - Shell Division & TTC	21.12.2018

Venue	Bill Units	Date
CWE/Fur Meeting Room	All Gazetted Officers - Furnishing Division, CRM & D & D	21.12.2018

Venue	Bill Units	Date
RH/ICF Conference Hall	All Gazetted Officers - RH/ICF	21.12.2018

Venue	Bill Units	Date
PB Sangam Hall	All employees of Shell division who missed the earlier dates.	24.12.2018

Venue	Bill Units	Date
Fur Hindi Class Room	All employees of Furnishing division who missed the earlier dates.	24.12.2018

TIMINGS: 09:30 hrs to 16:30 hrs.


Asst. Personnel Officer/G
for Principal Chief Personnel Officer