

माझगांव डॉक शिपबिल्डर्स लिमिटेड
Mazagon Dock Shipbuilders Limited
महाप्रबंधक (मा सं) का ज्ञापन
General Manager (HR)'s Memorandum
म प्र (मा सं)/42/2020
GM (HR)/42/2020

All Employees

Sub: Updation of details for obtaining QR Code for Railway Travel Pass

Reference GM (HR) Memorandum No. GM(HR)/36/2020 dated 01 Jul '20. Indian Railways had allowed all MDL employees to travel by local train. Meanwhile, Railway Authority has mandated QR Code based access for Railway Travel Pass w.e.f. 20 Jul '20. With a view to facilitate employees in obtaining QR Code, certain information are to be submitted to Railway Authorities by 17 Jul '20, which are mentioned below and is **most immediate**:

- i. Mobile number (Mobile should be a smart phone having WhatsApp),
 - ii. Local Line (i.e. Western or Central or Harbour),
 - iii. Boarding Station (Boarding station should be the nearest station where employee is residing where essential service local train halts),
 - iv. Alighting Station (Alighting station should be the nearest station to Dockyard Road where employee will alight to come to MDL),
3. HoDs/HoS/OICs are requested to submit the requisite details of their department by 10:00 AM on 17 Jul '20 in the excel sheet sent through email. All are requested to reply to the email providing the updated details.
4. Standard Operating Procedure (SoP) for generating QR Code by employee is annexed herewith as **Annexure I**.

संतोष कु. मल्लिक
(एस के मल्लिक) / (S K Mallick)

महाप्रबंधक (मा सं) / General Manager (HR)

मुंबई / Mumbai: 400 010

दिनांक : 16 जुलाई / Jul '20

प्रति / Copy to:

अ प्र नि / CMD

निदेशक गण / Directors

मु स अ / CVO

EDs/GMs/AGMs/DGMs/HoDs/HoSs

Annexure-I

to GM(HR)/42/2020 dated 16 Jul '20

Process Flow Chart for Generating QR Code Railway Travel Pass

