

पूर्व मध्य रेल  
(निर्माण संगठन)

कार्यालय,  
मुख्य प्रशासनिक अधिकारी(निर्माण)  
पूमरे/महेन्द्रघाट/पटना

सं० - ECR-HQ0CONS(ESTT)/265/2020 (Computer No- 28219)

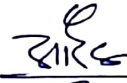
दिनांक 08.07.2025

- All Chief Engineers/Con/ECR/MHX, Patna.  
(NE, Central, Planning, North, SE, NW, SD, South & GB).
- CSTE/Con/North & South/ECR/MHX, Patna.
- CEE/Con/MHX, Patna.
- CPM/GSU/DNR at MHX, CPM/GSU/SEE at MHX, CPM/GSU/DHN.
- Dy. CPM/DNR, DHN, DDU, SEE, SPJ.
- All Dy. CEs/Con/ MHX, Patna (North, South, TS, Design, General, ROB, PM & Survey)
- All Dy. CEs/Con Of Field Units,  
(DNR, RGD, DDU, BRKA, DHN, Renukut, Chopan, Singrauli, HZME-I & II, DOS, KQR, Gaya, Hajipur-I & II, Bettiah, NKE SPJ-I, II, III & IV).
- Dy. CSTE/Con/HQ, North-II, South/MHX/Patna & DNR, DHN, CPU & SPJ, SPJ-II.
- Dy. CEE/Con/MHX/Patna/ South & North/MHX, North (SPJ), & CPU.
- Dy CME, Dy.CE & Dy.CEE/GLP/Patna.
- SMM/Con/MHX, Patna.

विषय : - Attendance Format.

संदर्भ : - उप महाप्रबंधक/सामान्य/पूमरे/हाजीपुर का पत्र सं०- ECR/ADM/TADK/Tender Implementation/  
003 दिनांक 07.07.2025

विषयांकित मामले मुख्यालय हाजीपुर का संदर्भित पत्र इस कार्यालय को प्राप्त हुआ है, जिसकी प्रति संलग्न कर सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित की जा रही है।  
संलग्न- यथोक्त।

  
(सौरभ सावर्ण)  
वकाधि/निर्माण

कृते मुख्य प्रशासनिक अधिकारी/निर्माण

Copy to:-

1. Secy. to CAO/Con/ North for kind information of CAO/C/ North please.
2. Secy. to CAO/Con/South for kind information of CAO/C/ South please.
3. PS to CAO/ GLP for kind information of CAO/GLP please.
4. PS to CAO/Con/RSP/MHX for kind information of CAO/Con/RSP/MHX
5. CA to Dy. CPO/Con/MHX, Patna-for uploading on WEBSITE of Construction Organisation. & disseminating to field unit by concerned nodal officer through e-mail.

East Central Railway

Office of the  
General Manager(Admn.)  
Hajipur

No. ECR/ADM/TADK/Tender Implementation/003

dt. 07.07.2025

**All PHOD**  
**CAO/C/North**  
**CAO/C/South**  
**CAO/DLF/MEW**  
**CAO/GLP/DMH**  
**East Central Railway**

**Sub. :** Attendance Format.

- Ref. :**
- (1) LOA issued vide Store Deptt. L. No. STORES/1725RC01/1130788 Dt. 04.04.2025.
  - (2) This office Contract Agreement No.ECR/ADM/1725RC01/1130788 dt. 08.05.2025
  - (3) Request received from GA DIGITAL WEB WORD PT. LTD. Vide letter no. GAD/ECR/Attendance dt. 03.07.25.

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Vide letter under reference (3), the agency empanelled for supply of attendant in lieu of TADK, has submitted **Attendance Format** to be filled up by Officer concerned for the Attendants to be engaged with the agency. The copy of the same is attached herewith for ready reference.

It is therefore requested to kindly arrange to provide the desired details to this office latest by **10.07.2025** for further submission to the agency.

Please treat it as most urgent.

**Enclosure :** Attendance Format

Signed by  
Deepak Raj Ray  
Date: 07-07-2025 17:44:05  
(Deepak Raj Ray)  
Sr. ADGM  
for Dy. GM(G)

**Copy to :** All Nodal Officers.





## **GA DIGITAL WEB WORD PVT.LTD**

PLOT NO. 1, HARGOVIND ENCLAVE, VIKAS MARG EXTENSION, DELHI-110092.

PH. NO 0120-4156899, 0120-4125729,

EMAIL: [garima1200@hotmail.com](mailto:garima1200@hotmail.com), [qadigitalbihar@gmail.com](mailto:qadigitalbihar@gmail.com), [Shubham.qadigital@gmail.com](mailto:Shubham.qadigital@gmail.com)

### **EAST CENTRAL RAILWAY HAJIPUR BIHAR**

#### **Attendance Sheet of Attendant (Contractual) TADK**

1. Name of Attendant :-
2. Employee Id No./UAN No.-
3. Agency's Name:-GA Digital Web Word Pvt. Ltd.
4. Date of Joining:-
5. Department Name:-

#### **Detail of Absence during the month (Period):-**

S. No.	Month	Period	Remark
Absentee during the month			

(Signature of the Officer)

Name:-

Designation:-

Date:-

Forwarded by concern Nodal officer.

