



**GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF INFORMATION & CULTURAL AFFAIRS  
Nabanna, 9<sup>th</sup> Floor  
325, Sarat Chatterjee Road, Howrah – 711102**

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**GUIDELINE FOR AVAILING PHOTO IDENTITY CARD OF RAILWAY CONCESSION  
BY THE ACCREDITED CORRESPONDENTS**

- a) Download the **application form, undertaking and certificate** (two copies each) from our website [www.egiyebangla.gov.in](http://www.egiyebangla.gov.in).
- b) For media persons attached to Kolkata, please fill up the application form & undertaking and submit it to the News Bureau of Information & Cultural Affairs Department at 9th Floor, Room no. 911, Nabanna, 325, Sarat Chatterjee Road, Howrah – 711102.
- c) Media persons accredited in the District will submit filled in application form and undertaking to their respective District Information & Cultural Officer.
- d) Please affix one passport size photo on the Certificate and keep a similar photo for submission with the Certificate before the Railway authorities.
- e) Correspondents of Kolkata may collect the Certificate from Room no. 911, Nabanna and submit it at the Main Booking Office, Howrah Station, Old Complex, Counter no. 49 between Monday to Saturday for issuance of Photo ID card.
- f) For District Correspondents, please collect the Certificate and submit to appropriate railway authority in the districts to collect the Photo Identity Card.