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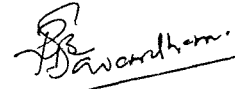
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**ADMINISTRATIVE CIRCULAR NO. 194 DATED 20.11.2008**

**Sub : Transfers.**

The transfer policy is not operative and the general transfers are not being ordered. In view of this the Managing Director has given following directions for considering the transfers in respect of employees/Officers as under:

1. All transfers on administrative grounds and posting on promotion in respect of employees coming under state-wise Seniority and which are to be finalized by the Corporate Office, will be approved by the Managing Director.
2. Any change, cancellation or request on extreme compassionate grounds only will be considered by the Transfer Committee, which is constituted as under:
  1. Managing Director : Chairman
  2. Director, (Finance) : Member
  3. Executive Director, (Commercial) : Member
  4. Executive Director, (C.P.) : Member
  5. Executive Director, (IIR) : Member Secretary
3. The Committee will meet once in a month and finalize the postings and transfers.
4. The above instructions should be followed scrupulously. Any deviation will be viewed seriously.



**Executive Director (HR)**

**Copy submitted to :-**

- 1) The Managing Director, Corporate Office, Mumbai.
- 2) The Director, (Finance), Corporate Office, Mumbai.

**Copy f.w.o.s. to :-**

- 1) All the Executive Directors, Corporate Office, Mumbai.

**Copy to :-**

- 1) All the Head of Departments in Corporate Office & field.