



NAVGATHI

Navgathi Marine Design & Constructions Pvt. Ltd.

Ref: HR/NAV/TL/2425/08

27th March 2025

To

Mr Govind S

Emp ID: 513

Jr Purchase Engineer

Purchase & Procurement Department

Sub: Transfer Letter to Panavally Yard

Dear Govind,

After reviewing our current employee roster and company needs, this is to inform you that you are hereby transferred to **Panavally Yard** with effect from **01st April 2025**.

Instructions to be followed

1. You are directed to report to Mr Midhun Das M D (Asst. Manager - Purchase).
2. You are instructed to mark your attendance in Keka on a regular basis, failing which leaves will be marked on the same days.
3. Daily report to be updated & send to reporting authority on daily basis.

Should you have any questions or concerns regarding this matter, please feel free to contact HR Department.

For Navgathi Marine Design & Constructions Pvt Ltd,

For NAVGATHI MARINE DESIGN &
CONSTRUCTIONS PVT LTD.



NAVGATHI

Director



Authorized Signatory