

**NAVGATHI**

Navgathi Marine Design &amp; Constructions Pvt. Ltd.

**Ref: HR/NAV/TL/2425/08****27<sup>th</sup> March 2025****To****Mr Govind S**

Emp ID: 513

Jr Purchase Engineer

Purchase &amp; 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 **01<sup>st</sup> 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**