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Pers/Admn Deptt, Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai-400021

Ref: CO/Per.Admn./APAR

01/01/2016

**The General Secretary,**

**Re: Draft Transfer & Mobility Policy**

This is further to the discussions held on 16<sup>th</sup> & 17<sup>th</sup> October 2015.

We are enclosing a copy of (Draft) Transfer & Mobility Policy for Class I/Class III employees of the Corporation with this mail.

A copy of Draft Policy will be placed in "Jeevan Sanchar" shortly.

You are requested to give your feedback/comments on the draft policy through the Feedback Module (link provided in Jeevan Sanchar).

**Yours faithfully,**

**Executive Director (Personnel)**

Encl: a/a