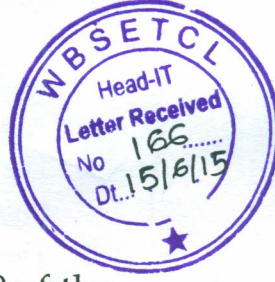


OFFICE ORDER NO. 322/2015

Dated: 13.06.2015

Sub: Clarification of "Pay" for the purpose of  
disbursement of Transfer Grant

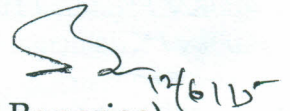


In pursuance of Office Order No.29/2009 dated.25.02.2009 of the Director(HR), disbursement of composite Transfer Grant has been introduced for the Company's employees in case of transfer involving a change of Station located at a distance of or more than 20Km. from each other. Of late it is observed that a good no of cases are referred to this end seeking clarification of the term "Pay" in case of Transfer Grant.

In view of the above, it is hereby clarified that "Pay" in case of Transfer Grant shall comprise of **Pay in the Pay Band and the applicable Grade Pay** only in the post held by the employee substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre.

This order takes immediate effect.Past cases of this nature already disposed of shall not be re-opened.

This order is issued with the approval of the Managing Director.

  
(S.Banerjee)

General Manager(HR&A)(offtg.)