



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଠ.
ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: Janpath: Bhubaneswar-751022.

Telephone: (0674) 2540051 (EPABX), Website: www.optcl.co.in

CIN:U4102OR2004SGC007553

File No. GL-VII-4/2020-6904

Date. 19.03.2020

CIRCULAR

Sub: Guidelines for containing spreading of COVID-19 disease by modifying working schedule and time in Offices and private establishments with effect from 20.03.2020 to 31.03.2020.

Social distancing has been found to be effective in containing spread of COVID-19 disease in different parts of the country as observed. The government of Odisha has issued guidelines for modifying working schedule in Government offices. In view of the above guidelines issued by Government of Odisha, the following work schedule shall be maintained in OPTCL Corporate Office and field offices:

Corporate Office:

1. All Class-III and Class-IV employees except persons identified by the Controlling Officers may be allowed to confine at home during 20.03.2020 to 31.03.2020.
2. Class-II and Class-I officers will be required to attend the office. The branch heads/ office heads may give effect to roster/rotation of staff considering requirement of smooth management of office work.

Field Office:

The heads of various field office units (Zone/ Circle/Division/Sub-Division) are authorized to decide on the number of employees who are required to come to the office/ units during this period considering the work load and deliverables. They may decide on roster/ rotation etc in deciding the above.

General guidelines:

1. The employees who are allowed to stay at home during this period must confine themselves to home and not move around. The employees allowed to stay at home will not participate in any congregations/ gatherings restricted by Administration during this period. In case of any violation by an employee during this period, the entire period will be treated as "Leave without Pay".
2. The employees are directed to remain available over Phone in case of any exigency.

3. The personnel working in the office during the period to be provided with hand sanitizer and soaps.
4. The cleaning staff/ personnel must be provided with adequate quantity of sanitizing materials for maintaining optimum sanitation level in the offices.
5. Entry of outsiders/visitors are strictly prohibited to the office premises during the above period unless until it is extremely urgent.

This may be treated as **Top Most Priority**.

Encl.: Copy of the Government Circular Enclosed.


Chief General Manager (HRD)

Memo No. 6905

/ Dated 19.03.2020

Copy forwarded to All CGMs /CLD (SLDC)/ All Sr. G.Ms / Company Secretary / E.E. C.W.D. Bhubaneswar / Land Officer / Medical officer Power Hospital / DGM(HRD) Gridco/ All Branch officers of Corporate Office of OPTCL for information. DGM(TC),IT is requested to upload the above Circular in Official Website.


Sr. General Manager (HRD)

Memo No. 6906

/ Dated 19.03.2020

Copy forwarded to All Zonal offices/ Circle Offices/ Division Offices/ Sub-Divisions/ Sections through webmail.


Sr. General Manager (HRD)

Memo No. 6907

/ Dated 19.03.2020

Copy to Sr. P.S. to CMD / PS /P.A to all function Directors of OPTCL & GRIDCO /Sr. PS to ED for kind information ED, GRIDCO for kind information of CMD.


Sr. General Manager (HRD)

Memo No. 6908

/ Dated 19.03.2020

Copy to Authorized Officer, NESCO/SOUTHCO/WESCO/ Sr. GM (HR) CESU for information.


Sr. General Manager (HRD)

CC: Notice Board of AW Building / Finance Building / Multi Storied Building / T.W. Building.