



**ODISHA POWER TRANSMISSION CORPORATION LIMITED**

(A Government of Odisha Undertaking)

Regd. Office: Janpath: Bhubaneswar

CIN-U40102OR2004SGC007553

**OFFICE ORDER**

No. AW-LW-III-5/98/

**28411**

/ Dated, **26.09.2015.**

Sanction is hereby accorded for payment of **Rs.15,000/-** (Rupees Fifteen thousand) only as Special Puja Advance to the Executive & Non-executive Employees of OPTCL during the year 2015-16 subject to the following terms and conditions :-

1. The Special Puja Advance of Rs.15,000/-(Rupees Fifteen thousand) only may be sanctioned for any of the Festivals like "DASAHARA", "KUMAR PURNIMA", "DIPAVALI", "RASHA PURNIMA", "PRATHAMASTAMI", "HOLI", "X-MASS" & ID-UL-FITRE".
2. The employees who will avail normal Festival Advance during the Financial year 2015-16 are also entitled to draw this Special Puja Advance.
3. The Advance now sanctioned shall be recovered in max. **10 (Ten)** consecutive monthly installments @ Rs.1,500/- (Rupees One thousand five hundred) only P.M commencing from the month following the month in which the Advance is drawn.
4. For availing the Special Puja advance, the minimum take home salary of an employee should be Rs.3,000/- after recovery of the monthly installment of the advance.
5. The advance shall not bear any interest.
6. In case of any eventuality leading to non-recovery of such advance within the stipulated period of ten months, the employee concerned shall not be eligible to avail the next Festival Advance till complete recovery of the earlier Festival Advance.

The expenditure is debitible to the appropriate head of Account for the year 2015-16.

**DIRECTOR (HRD)**

Memo No/

**28412 (120)**

/ Dated, **26.09.2015.**

Copy forwarded to All Directors of OPTCL / All Chief General Managers / All Sr. General Managers / All General Managers / All Dy. General Managers / All Asst. General Managers / S.E.(Civil) Bhubaneswar / E.E.(Civil) Bhubaneswar / Burla / All Managers I/c of Telecom. Divisions / D.D.O(Hqrs.) OPTCL / D.D.O., GRIDCO / All Branch Officers of Hqrs. Office, OPTCL for information and necessary action.

**DY. GENERAL MANAGER(HRD) IR**

Memo No.

**28413**

/ Dated, **26.09.2015.**

Copy to Dy. General Manager, I.T. OPTCL Hqrs. Office, Bhubaneswar for information and necessary action. He is requested to upload the office order in the OPTCL Web site.

**DY. GENERAL MANAGER(HRD)IR**

Memo No. -

**28414**

/ Dated, **26.09.2015.**

Copy to Sr. P.S. to CMD, OPTCL for kind information of CMD.