



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

No. GL-VII-4/2020- 704

/ Dated, 10-01-2022

CIRCULAR

Pursuant to this Office Circular No. 553 Dt.07.01.2022, all Unit / Branch Heads are required to make roster arrangement for the employees (Deputy Manager and below) under their control in the following manner during the period **11.01.2022 to 31.01.2022**:

10AM – 2PM : 50% of employees

2.30PM – 6.30PM : Balance 50% of employees

All other instructions / guidelines mentioned in the said Circular shall remain unaltered.

This may be treated as Top Most Priority.

A Mahapatra
General Manager(HRD)

Memo No. 705

/Dated, 10-01-2022

Copy forwarded to All CGMs / All Sr. G.Ms / Company Secretary / All G.Ms / All DGMs / All AGMs / All Managers / E.E. C.W.D. Bhubaneswar / Land Officers / Medical officer, Power Hospital / All Branch officers of Corporate Office of OPTCL for information through E-mail. CGM (IT), is requested to upload the above Circular in Official Website.

A Mahapatra
General Manager(HRD)

Memo No. 706

/Dated, 10-01-2022

Copy to Sr. P.S. to Chairman / P.S to M.D / P.S. / P.A to all Functional Directors of OPTCL & GRIDCO for kind information of Chairman / MD and Directors.

A Mahapatra
General Manager(HRD)

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