



ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡି. (DPA)

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-04 / 2020(Pt.)- 7818

CIRCULAR

/Dated, 4-5-2021

Govt. of Odisha, General Administration and Public Grievance department have issued order vide No-GAD-COOD-MISC-0001-2018-11465 Dtd:15.04.2021 for functioning of offices with 50% strength of employees (except officers of the rank of Manager and above who shall attend office daily) with effect from 19th April 2021 onwards and No.GAD-COOD-MISC-0001-2018-12656 / GEN dtd.29.04.2021.

All Unit/Branch Heads are at liberty to decide the manner of selection of employees who will attend office and prepare roster of duty quickly and make necessary official arrangement to ensure that the office work does not suffer.

In view of the above, it has been decided that keeping in view the number of employees infected, the Unit/Branch shall be at liberty to decide the scope of operations so as to further reduce the number of employees who will attend office. In extreme cases, the office may be closed for the purpose of disinfection or function with only skeletal staff in order to ensure that essential works do not suffer. The Officers / staff who have been provided with VPN shall work from home, when not assigned roster duty. They must be available to attend to any office work of urgent nature, at short notice and be available on telephone at all times.

All precautionary measures issued by the Govt. of Odisha from time to time to prevent spread of COVID infection shall be strictly followed by all the units under OPTCL as well as the employees.

Memo No. 7819⁽¹¹⁾

/Dated, 4-5-2021

Sr. General Manager (HRD)

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. D.G.M. (TC) IT is requested to upload the above O/O in Official Website.

Memo No. 7820⁽³⁾

/Dated, 4-5-2021

DGM (HRD) Gen. Admn.

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.

DGM (HRD) Gen. Admn.

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