



ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡ.
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- 7085

/Dated, 16.04.2021

CIRCULAR

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.

All Unit/Branch Heads are 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.

All precautionary measures issued by the Department vide letter No.13365/Gen dtd.08.06.2020 and 14020 dtd.12.06.2020 to prevent spread of COVID infection shall be strictly followed by the all the units under OPTCL as well as the employees. In case detection of any COVID case among the employees, the concerned office will follow the protocol issued by the Government vide Letter No.17290 dtd.23.07.2020.

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.


DGM (HRD) Gen. Admn.

Memo No. 7086

/Dated, 16.04.2021

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. C.G.M (IT),I/C is requested to upload the above O/O in Official Website.


DGM (HRD) Gen. Admn.

Memo No. 7087

/Dated, 16.04.2021

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.