



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.8.
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-

2020

/ Dated, 01-02-2021

CIRCULAR

Sub: Regarding Functioning of Offices during February, 2021 & onwards.

Govt. of Odisha, General Administration & Public Grievance Department have issued order vide No-GAD-COOD-MISC-0001-2018-3393/GEN., Dtd: 29.01.2021 regarding functioning of offices during the month of February, 2021 & onwards.

In line with the above order, all offices under OPTCL shall function with full strength of employees with effect from 01.02.2021 until further orders. Further, all offices under OPTCL throughout the state will remain closed on Saturdays. All the Unit Heads will ensure that adequate precaution are taken to prevent the spread of Covid-19.

All precautionary measures issued by General Administration branch of OPTCL will be strictly followed by the employees to curtail the spread of Covid-19 and all Branch Heads of Hqrs. Office / Heads of Field Unit may ensure the same. In case of detection of any Covid positive case among the employees the protocol prescribed by the Government has to be followed.

All employees shall adhere to the advisories issued by state govt. from time to time in order to prevent the spread of the pandemic.

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

Memo No.

2030

/ Dated 01-02-2021


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

Memo No.

2031

/ Dated 01-02-2021


Chief General Manager (HRD)

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


Chief General Manager (HRD)

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