



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଡି.
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

Ref. No. TW-IT-538/2020/ 1512

Date: 30.10.2021

CIRCULAR

Ref: Circular on eOffice application Live for testing for designated users of OPTCL Headquarters, GRIDCO & SLDC vide ref. no. TW-IT-538/2020/1249 date: 02.09.2021 & TW-IT-538/2020/1058 date: 07.10.2021

Sub: Go-Live of eOffice application for OPTCL (Headquarters & Field Offices under Project Wing), GRIDCO & SLDC from 01st Nov, 2021 onwards.

It is to inform that the Electronic File System "eOffice" for OPTCL Headquarters, GRIDCO & SLDC has been inaugurated on dated 09.08.2021 by the Hon'ble Principal Secretary to Government, Department of Energy, Government of Odisha cum Chairman, OPTCL & GRIDCO.

The eOffice has been adopted to provide a single, simplified, responsive & effective digital platform to carry out the office procedures electronically and paperless.

In order to make the users more acquainted with new system and adapt to the change from manual file system to the electronic file system, all the designated eOffice users of OPTCL Headquarters, GRIDCO & SLDC were requested to test & practice. Two circulars in this regard was issued on dated 02.09.2021 & 07.10.2021, respectively. Around 60 days' time period (02.09.2021 to 31.10.2021) has been given to the end users for trail & testing.

The management is pleased to inform you that the **e-Office application will Go-Live on 01st November, 2021** for OPTCL (Headquarters & Nominated Field Offices under Project Wing), GRIDCO & SLDC. All the designated users are hereby requested to carry out all the file works through e-Office only.

For any further information & clarifications please contact below:

OPTCL Helpdesk, IT Department

Contact No.: 9438908100

Email ID: helpdesk@optcl.co.in

The URL (link) to access the eOffice application: <https://psu.eofficeodi.nic.in>

Managing Director
OPTCL

Memo No. 1513

Date: 30.10.2021 30.10.21

Copy to PS to Managing Director, GRIDCO for kind information of MD, GRIDCO.

Director (SLDC) IT

Memo No. 1514

Date: 30.10.2021

Copy to all Directors of OPTCL/ GRIDCO/ SLDC for kind information.



Director (SLDC) IT

Memo No. 1515

Date: 30.10.2021

Copy to all Chief General Managers/ Sr. General Managers of OPTCL Headquarters/ GRIDCO/ SLDC for information and necessary action. They are requested to widely circulate so that the eOffice application shall be used by the maximum designated eOffice users during this phase.



Director (SLDC) IT

Memo No. 1516

Date: 30.10.2021

Copy to Chief General Manager (IT), OPTCL for information. He is requested to upload the circular in OPTCL website.



Director (SLDC) IT

