



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

OA.
Circulate to
all.
Hh
19/7/19

No. GL-Admn-I-4/2010 15580 / Dated, 18.07.2019

OFFICE ORDER

Furtherance to Office Memorandum No. 17152 and No. 17155 dated 22.06.2019 issued by General Administration & Public Grievance Department, Government of Odisha regarding rescheduling of working hours in Offices functioning under the State Government, the following decision have been taken to further improve efficiency in OPTCL:

1. Day - to - day working hours of all OPTCL Offices shall be from 10.00 A.M to 5.30 P.M with half an hour lunch break from 1.30 P.M to 2.00 P.M.
2. Herein after fourth Saturday of every month is declared as a general holiday.
3. Earlier holidays such as Sundays and 2nd Saturday of every month shall continue.
4. First half of every fourth Saturday, which has otherwise been declared as general holiday, shall be devoted by the Functional Directors / Sectional Heads at all levels for deliberation among Executives for implementation of 5-Ts of governance (Team Work, Transparency, Technology, Time leading to Transformation) and for training / brainstorming sessions relating to innovative ideas for progress and development of the Corporation and the State.

This order shall come into force with immediate effect.

DIRECTOR (HRD)

Memo No. 15581 (70) / Dated, 18.07.2019

Copy forwarded to all Directors / All CGMs/All Sr. G.Ms/All G.Ms/All D.G.Ms/All A.G.Ms/S.E (Civil) Civil Works Circle, Bhubaneswar/EE (Civil) Civil Works Division, Bhubaneswar/Burla for information and necessary action.

GENERAL MANAGER (HRD) Gen. Admin

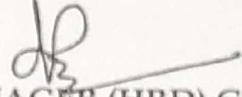
P.T.O

DEH
Approved
19/7/19

-:2:-

Memo No. 15582 /Dated, 18.07.2019

Copy forwarded to DGM (Telecom) IT for information. He is requested to upload the Circular in OPTCL Official Website.



GENERAL MANAGER (HRD) Gen. Admin

- C.c: 1) Sr.P.S to CMD for kind information of CMD.
2) Notice Board of AW Building/Finance Building/Multistoried Building/T.W Building.