



ODISHA POWER TRANSMISSION CORPORATION LIMITED
OFFICE OF THE DGM(ELECT) E.H.T. (O & M) DIVISION:
BHUBANESWAR
BACHELOR BARAK,BLOCK NO.1 & 2,GRIDCO,COLONY
PO:BHOINAGAR,BHUBANESWAR-22
PHONE NO.2542287

No.1625

/Dated.30.12.2015

CORRIGENDUM

In partial modification to this Office Order No.1610 Dt.23.12.2015 in Clause (A)Procedure for booking of rooms and sub clause Room rent the booking of room (Maximum one room) may be read as(Maximun two rooms) .All other terms and condition remains unaltered.

Accordingly the requisition form has been also revised as above and enclosed here with for using for booking the rooms.

Encl:-As above.

Sd/-

DEPUTY GENERALMANAGER(EL)

- CC:
1. All Chief General Managers under OPTCL&Gridco.
 2. All Sr. General Managers under OPTCL,Gridco &SLDC.
 3. All General Managers under OPTCL,Gridco&SLDC.The above office order may kindly be circulated among all the DGMs under your circle for wide circulation.
 - 4.Sr. P.S.to CMD ,OPTCL for kind information of CMD,OPTCL.
 - 5.Manager EHT(O&M)Sub Division,Puri.
 - 6.GM(HRD),OPTCL,Bhubaneswar.
 - 7.Company Secretary,OPTCL,Bhaneswar.



ODISHA POWER TRANSMISSION CORPORATION LTD
OFFICE OF THE DGM(ELECT) E.H.T. (O & M) DIVISION: BHUBANESWAR
BACHELOR BARAK,BLOCK NO.1 & 2,GRIDCO,COLONY
PO:BHOINAGAR,BHUBANESWAR-22
PHONE NO.2542287

APPLICATION FORM FOR RESERVATION OF SUITE IN OPTCL TRANSIT HOUSE AT
132/33KV GRID S/S PURI.

(For employees OPTCL/GRIDCO/SLDC only)

Name of the Applicant: _____

Emp.ID:-

Designation : _____

Name of the Organisation: _____

Address (Office) : _____

(Residence) : _____

Telephone No.(s) : (Off.) _____ (Mobile) _____

Purpose of reservation : _____

Period of reservation : From _____ to _____ (days _____)

Category of Suit: (a)Double A.C. (b) Double Non- A.C. (c)Dormitory Non A.C.

GENERAL TERMS & CONDITIONS

1. Reservation can be made before **7 days** & maximum for **3 days** only.
2. An employee of OPTCL/GRIDCO/SLDC can reserve maximum two rooms in his name for his personal use only.
3. The Double Rooms can be occupied by maximum with **two adults and two kids** & the dormitory can be occupied by maximum **one adult** . Under no circumstances deviation from this shall be allowed.
4. The allotment is provisional & subject to cancellation without assigning any reason thereof.
2. Room rent must be paid in advance before occupation otherwise the room will not be allotted.
3. Daily check out time is **8.00 A.M.**
4. Reservation can be made within office hour i.e. from **10.00 AM to 5.00 PM** in all working days.
5. The applicant must sign in the Reservation register / Visitors Book and to produce the identity Proof at the time of occupation.
6. Amount once deposited cannot be refunded back to the depositor under any circumstances.
7. The Room Rent does not include other service charges & food expenses etc.
8. The occupant shall be responsible for any loss/damage of the property of the room during the period of his occupancy.
9. The occupant has to clear up the dues if any & hand over the key of the suit along with all amenities at the time of his departure.
10. All other rules in force by OPTCL are applicable.

I do hereby declare that I shall be abided by the above Terms & Conditions of the Transit House.

Date of submission _____

FULL SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY

Provisional allotment of suite No. _____ is made in favour of the above applicant subject to the terms and conditions mentioned above. The usual rent may be accepted from the applicant.

Deputy General Manager(EI)

