



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଠ.
ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

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CIRCULAR

Sub: e-Office application Live for testing for designated users of OPTCL H.Qrs, GRIDCO & SLDC.

This is to inform you that the Electronic File System "e-Office" for OPTCL Headquarters, GRIDCO & SLDC has been inaugurated on dated 09.08.2021 by the respected Principal Secretary to Government, Department of Energy, Government of Odisha cum Chairman, OPTCL & GRIDCO.

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

The e-Office application username/ID (domain: @gov.in) have been created & shared to all the designated eOffice users on or after 25.06.2021 in their official contact number. Subsequent to that the operational trainings are also imparted to the designated users.

All the designated e-Office users OPTCL(H.Qrs.)/GRIDCO/SLDC are requested to test/use the e-Office instance for the purpose of acquaintance and understanding of the application.

The URL (link) to access the e-Office application is <https://psu.eofficeodi.nic.in>

The URL (link) to change the existing password is <https://email.gov.in> (Please click on the "Change password" link)

The e-Office User Manual is available in the OPTCL Website under the tab: **Archive→ News Archive→ E-Office User Manual.**

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, the test period is kept till 30th Sept., 2021.

For any further information & clarifications please contact below:

" OPTCL Helpdesk, IT Department, Contact No.: 9438908100

Email ID: helpdesk@optcl.co.in "


Director (SLDC) IT

Memo No. 1250

Date: 02-09-2021

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



Director (SLDC) IT

Memo No. 1251

Date: 02-09-2021

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



Director (SLDC) IT

Memo No. 1252

Date: 02-09-2021

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 tested by the all designated e-Office Users during this testing phase.



Director (SLDC) IT

Memo No. 1253

Date: 02-09-2021.

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



Director (SLDC) IT