



ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଃ.  
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- 553

/Dated, 07.01.2022

CIRCULAR

Pursuant to the Order No-GAD-COOD-MISC-0001-2018-503/GEN. Dtd: 06.01.2022 of General Administration and Public Grievance Department, Govt. of Odisha, all offices shall be functioning with 50% strength of employees with effect from 07<sup>th</sup> January 2022 to 31<sup>st</sup> January 2022 (except Officers of the rank of Manager and above shall attend office daily).

All Unit/Branch Heads are to decide the manner of selection of employees who will attend office and prepare roster of duty quickly and make necessary official arrangement to ensure that the office work does not suffer.

All precautionary measures issued by the GA & PG Department vide letter No. 13365/Gen, dated.08.06.2020 to prevent spread of Covid infection shall be strictly followed. In case of detection of any Covid case among the office employees, the concerned office will follow the protocol issued by the Government vide letter No. 17290/Gen, dated.23.07.2020.

It may be ensured that the officers / staff, who are not assigned duty on roster must be available on telephone at all times to attend to any office work of urgent nature, at short notice. The employees with disability & pregnant women employees may be exempted from attending office and work from home. During this period, no employees are allowed to leave headquarter without the prior permission of the authority.

All the field units operating in shifts shall function as usual. But the concerned HoD of field units (Zone, Circle, Division, Sub-Division) will ensure that adequate precautions are taken to prevent the spread of Covid-19.

All precautionary measures like wearing masks, social distances & frequent hand wash as advised earlier shall be strictly followed by the employees.

All precautionary measures issued by the General Admn. Branch from time to time to prevent spread of COVID infection shall be strictly followed by all the units under OPTCL as well as the employees.

This may be treated as Top Most Priority.

Memo No. 554

/Dated, 07.01.2022

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.

  
General Manager(HRD)

Memo No. 555

/Dated, 07.01.2022

Copy to Sr. P.S. to Chairman / P.S to M.D / P.S. / P.A to all Functional Directors of OPTCL for kind information of Chairman, MD and Directors.

  
DGM(HRD)Gen. Admn.

  
DGM(HRD)Gen. Admn.

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