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ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.8. 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-

21891

/ Dated, 01-12-2020

CIRCULAR

Sub: Regarding Functioning of Offices during December, 2020.

Govt. of Odisha, General Administration & Public Grievance Department have issued order vide No-GAD-COOD-MISC-0001-2018-26753/GEN., Dtd:28.11.2020 regarding functioning of offices during the month of December 2020.

In line with the above order, all offices under OPTCL in Bhubaneswar and Cuttack shall function with 75% strength of employees (all staff including Group-A Officers) during the month of December, 2020 and ensure that the office work does not suffer. Those employees who are not assigned roster duty must be available to attend to any office work of urgent nature at short notice and be available on telephone at all times.

The head of the concerned offices/branches in Bhubaneswar and Cuttack shall decide the manner of selection of employees who will attend office. It is required that all the concerned heads may ensure that the normal activities do not suffer and services are available at all the times.

Further, all offices under OPTCL throughout the state will remain closed on Saturdays. 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 issued by General Administration branch of OPTCL will be strictly followed by the employees to curtail the spread of Covid-19 and all Branch Heads of Hqrs. Office / Heads of Field Unit may ensure the same. In case of detection of any Covid positive case among the employees the protocol prescribed by the Government has to be followed.

All employees shall adhere to the advisories issued by state govt. from time to time in order to prevent the spread of the pandemic.

This may be treated as **Top Most Priority**.

S. S. Chera

Chief General Manager (HRD)

Memo No.

21892

/ Dated

01-12-2020

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. D.G.M (TC), IT is requested to upload the above in the Official Website.

Memo No.

21893

/ Dated

01-12-2020

Copy to Sr. P.S. to Chairman / P.S. to M.D. / P.S. / P.A. to all functional Directors of OPTCL & GRIDCO for kind information.

for
DGM (HRD) Gen. Admn.

for
DGM (HRD) Gen. Admn.

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