



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

No. GL-VII-04 / 2020-

23664

/ Dated, 31-12-2020

CIRCULAR

Sub: Regarding Functioning of Offices during January, 2021

Govt. of Odisha, General Administration & Public Grievance Department have issued order vide No-GAD-COOD-MISC-0001-2018-29555/GEN., Dtd:30.12.2020 regarding functioning of offices during the month of January, 2021.

In line with the above order, all offices under OPTCL in Bhubaneswar & Cuttack shall function with 75% strength of employees (all staff including Group-A Officers) during the month of January, 2021 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 & 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 time.

All offices under OPTCL throughout the state will remain closed on Saturdays during the month of January, 2021. 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 precaution are taken to prevent the spread of Covid-19.

All precautionary measures issued by Govt. of Odisha vide letter No.13365/Gen. dtd.08.06.2020 will be strictly followed by the employees of OPTCL to curtail the spread of Covid-19. In case of detection of any Covid positive case among the employees the protocol prescribed by the Government vide letter No.17290 dtd.23.07.2020 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**.

Memo No.

23665

/ Dated

31-12-2020

(Signature)
Chief General Manager (HRD)

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.

Memo No.

23666

/ Dated

31-12-2020

(Signature)
DGM(HRD)Gen. Admn.

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

(Signature)
DGM(HRD)Gen. Admn.

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