

ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡି. 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-

16701

/ Dated, 03-09-2020

CIRCULAR

Govt. of Odisha, General Administration and Public Grievance department have issued order vide No-GAD-COOD-MISC-0001-2018-19831 Dtd:31.08.2020 for functioning of Government Offices during September-2020 to contain & prevent further spread of COVID-19 cases.

In line with the above order, all departments of state govt and sub-ordinate offices in Bhubaneswar and Cuttack shall function with 50% strength of employees (all staffs including Group-A officers) during the month of September-2020.

Since, OPTCL is coming under utilities & essential services category, employees above the rank of Managers shall attend office in full strength and employees in the rank Dy. Manager & below shall attend office on roaster basis in the jurisdiction of Bhubaneswar and Cuttack. 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 precaution measures like wearing masks, social distances & frequent hand wash as advised earlier shall be strictly followed by the employees.

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

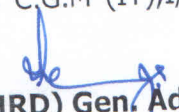

Chief General Manager (HRD)

Memo No.

16702

/ Dated 03-09-2020

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. C.G.M (IT), I/C is requested to upload the above O/O in Official Website.

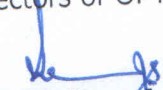

DGM (HRD) Gen. Admn.

Memo No.

16703

/ Dated 03-09-2020

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


DGM (HRD) Gen. Admn.

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