



ଓଡିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ପ୍ରଚାରଣ ନିଗମ ଲି.ଟି.
ODISHA POWER TRANSMISSION CORPORATION LIMITED
 (A Government of Odisha Undertaking)
 Regd. Office: OPTCL TECH TOWER, Janpath, Saheed Nagar, Bhubaneswar-751007.
 Telephone: (0674) 2540051 (EPABX), Website: www.optcl.co.in
 CIN: U4102OR2004SGC007553

No. AW-GE- VI-05/2016 / 1132

/Dated, 20.01.2026

OFFICE ORDER

(SAP O.o No. 1000000139 & 1000000135)/ Sri K. Sundar Jayaram, Deputy General Manager (HRD), [Emp ID- 64192], Zonal HR Head, Southern (O&M) Zone, Berhampur, is hereby transferred and posted at IT Cell for looking after SAP HCM Module with additional Charge of Executive Establishment Branch, OPTCL Hqrs., Bhubaneswar until further orders.

He will be relieved from his present assignment through local arrangement.

No. 1133 (SAP O.o No. 1000000122)/ Sri Rajesh Kumar Sahoo, Deputy Manager (HRD), [Emp ID- 77943], Central (O&M) Zone, Bhubaneswar with additional charges at CPC, OPTCL Hqrs, Bhubaneswar is hereby assigned with the work at O/o CGM (O&M), OPTCL Hqrs, Bhubaneswar in addition to his present assignments until further orders.

No. 1134 (SAP O.o No. 1000000140)/ Sri Ajit Marianus Jate, Assistant Manager (HRD), [Emp ID- 82996], Industrial Relation & Disciplinary Proceeding Cell, with additional charge of Statutory Compliance & Caretaking Branch, OPTCL Hqrs., Bhubaneswar is hereby transferred and posted at MPPR with additional Charge of Disciplinary Proceeding & Care Taking Branch, OPTCL Hqrs, Bhubaneswar until further orders.

He will be relieved from his present assignment at Industrial Relation and Statutory Compliance by handing over the charges to Sri Asheerbad Swain, Assistant Manager (HRD), [Emp ID- 89995]. Sri Jate will initiate the handover process in SAP after joining of Sri Swain.

No. 1135 (SAP O.o No. 1000000133 & 1000000138)/ Sri Asheerbad Swain, Assistant Manager (HRD), [Emp ID- 89995], Land & Estate Branch, OPTCL Hqrs., Bhubaneswar is hereby assigned with the work of Industrial Relations, Disciplinary Proceeding & Statutory Compliance, OPTCL Hqrs., Bhubaneswar in addition to his present assignments until further orders.

No. 1136 (SAP O.o No. 1000000134)/ Ms. Robaleen Nayak, Assistant Manager (HRD), [Emp ID- 89672], O/o Sr. GM (El.), Western (O&M) Zone Burla, is hereby transferred and posted at Non-Executive Establishment, OPTCL Hqrs., Bhubaneswar until further orders.

She will be relieved from her present assignment by handing over the charges to Sri Sawaiyan Sagen Singh, Assistant Manager (HRD), [Emp ID- 89514] posted on transfer. Ms. Nayak will initiate the handover process after joining of Sri Singh.

No. 1137 (SAP O.o No. 1000000136)/ Ms. Alisha Patnaik, Assistant Manager (HRD), [Emp ID- 89515], MPPR & Compensation Benefits, OPTCL Hqrs., Bhubaneswar is hereby transferred and posted at O/o Sr. GM (El.), Southern (O&M) Zone, Berhampur until further orders.

She will be relieved from her present assignment by relinquishing the charges.

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No. **1138** (SAP O.o No. **1000000137**)/ Sri Sawaiyan Sagen Singh, Assistant Manager (HRD), [Emp ID- 89514], Non-Executive Establishment, OPTCL Hqrs., Bhubaneswar is hereby transferred and posted at O/o Sr. GM (El.), Western (O&M) Zone Burla, until further orders.
He will be relieved from his present assignment by relinquishing the charges.

The transfer order shall be carried out in SAP only. All concerned executives are requested to carry out the Relieving, Joining and Charge Handing over processes in SAP, which is linked to payroll. The transferred employees shall initiate the handing over of charge first, in case of Local Arrangement.

This issues with the approval of competent authority.

Memo No: **1139**

Copy to persons concerned for information and necessary action. The detailed Manual of Relieving, Joining and Charge Handing over processes through SAP is enclosed for reference. Upon reporting at the new unit, the transferred employees are requested to immediately register their details in the Biometric Attendance System.

A Mahapatra
CHIEF GENERAL MANAGER (HRD)
/Dated, **20.01.2026**

Memo No: **1140**

Copy to All CGMs / All (O&M) Zones / All SGMs / All Circles / All Divisions / All Sub-Divisions/All Grid Sub-Stations/ All HR Executives through webmail for information.

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ASST. MANAGER (HRD)-EE
/Dated, **20.01.2026**

Memo No: **1141**

Copy to the GM (HRD), SAP / GM (HRD), MPPR/ GM (HRD), NEE /Land Officer/ PA Cell / Vigilance Cell / HR Database Cell, OPTCL Hqrs., Bhubaneswar for information and necessary action.

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ASST. MANAGER (HRD)-EE
/Dated, **20.01.2026**

Memo No: **1142**

Copy forwarded to the CGM (Tel.), I/c IT Cell, OPTCL, Corporate Office, Bhubaneswar for uploading the scanned copy of the Order in the OPTCL official website.

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ASST. MANAGER (HRD)-EE
/Dated, **20.01.2026**

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ASST. MANAGER (HRD)-EE

CC to:

1. Sr. P.S. to C.M.D., OPTCL for kind information of C.M.D., OPTCL.
2. T.A. / P.S. / Steno to Functional Directors of OPTCL / SLDC / GRIDCO Ltd. for kind information of Directors.
3. P.F. of concerned officers.