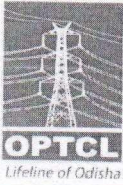


ଓଡିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡ.



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-II-04/2009 (Pt-III) - 1679

/Dated, 31-01-2026

OFFICE ORDER

(SAP O.o No. 1000000125)/ Sri Dilip Kumar Jena, General Manager (EI), [Emp. ID- 61625], Power Training Center (PTC), Chandaka with additional charge of O/o CGM (Safety), OPTCL, Hqrs., Bhubaneswar is hereby assigned to look after the GCC related work in addition to his present assignments until further orders.

No. 1680 (SAP O.o No. 1000000126)/ Ms. Rootuparna Swain, Deputy Manager (EI.), [Emp. ID- 78560], O/o CGM (Safety), Hqrs., OPTCL, Bhubaneswar is here by assigned with GCC related work in addition to her present assignment until further orders.

No. 1681 (SAP O.o No. 1000000127)/ Ms. Chinmayee Patra, Deputy Manager (EI.), [Emp. ID- 64303], O/o CGM (Safety), Hqrs., OPTCL, Bhubaneswar is here by assigned with GCC related work in addition to her present assignment until further orders.

The concerned executives are requested to processes the Joining in SAP, which is linked to payroll.

This issues with the approval of competent authority.

Anahapatra
CHIEF GENERAL MANAGER (HRD)

Memo No: 1682

/Dated, 31-01-2026

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.

\$am
ASST. MANAGER (HRD)-EE

Memo No: 1683

/Dated, 31-01-2026

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

\$am
ASST. MANAGER (HRD)-EE

Memo No: 1684

/Dated, 31-01-2026

Copy to 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.

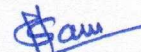
\$am
ASST. MANAGER (HRD)-EE

Memo No:

1685

/Dated, 31.01.2026

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.



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 officer.