



**ଓଡିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିୟ.**

**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](http://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 (El), [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 (El.), [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 (El.), [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.

*Amrapati*  
**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.