



**ଓଡିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଓ.**  
**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)- **784**

/Dated, **16.01.2026**

**OFFICE ORDER**

(SAP O.o No. 1000000131)/ Sri Gouri Shankar Jena, Assistant General Manager (Elect.), [Emp ID- 66365], T/L & S/S S/D Paradeep (220/132/33KV), is hereby transferred and posted at EHT (P) Division, Cuttack until further orders.

No. **785** (SAP O.o No. 1000000132)/ Sri Ajit Kumar Mohanty, Manager (El.), [Emp ID- 67317], EHT (P) Division, Cuttack with additional charge of SCRIPS to look after the work of SCB Medical Sub-Station & Associated Underground Cabling Work, is hereby transferred and posted at T/L & S/S S/D Paradeep (220/132/33KV) until further orders.

The above executives will be immediately relieved from their present assignments through local arrangement.

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

This issues with the approval of competent authority.

  
**CHIEF GENERAL MANAGER (HRD)**

Memo No: **786**

/Dated, **16.01.2026**

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.

Upon reporting at the new unit, the transferred employees are requested to immediately register their details in the Biometric Attendance System.

  
**ASST. MANAGER (HRD)-EE**

Memo No: **787**

/Dated, **16.01.2026**

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

  
**ASST. MANAGER (HRD)-EE**



**Memo No:** 788**/Dated,** 16.01.2026

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.

**ASST. MANAGER (HRD)-EE****Memo No:** 789**/Dated,** 16.01.2026

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 for kind information of Directors.
3. P.F. of concerned officers.