



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

CIN: U4102OR2004SGC007553

No. AW-GE-II-04/2009 (Pt-III) - 6499

/Dated, 17.04.2026

OFFICE ORDER

(SAP O.o No. 1000000312 & 1000000313)/ Sri Manas Ranjan Mohapatra, Assistant General Manager (El.), [Emp ID- 67205], EHT (P) Division, Bhubaneswar (I/c EHT (P) S/D, Baliana) is hereby transferred and posted at GIS S/S Baliana (220/132/ 33KV) under EHT (O&M) Division, Bhubaneswar, as SDO until further orders.

He will be relieved from his present assignments through local arrangement and relinquish the additional charges.

No. 6500 (SAP O.o No. 1000000314)/ Ms. Suchita Toppo, Manager (El.), [Emp. ID- 67995], T/L & S/S S/D Brajaraj Nagar (132/33KV), is hereby transferred and posted at GIS S/S Satyanagar (132/33KV) under EHT(O&M) Division, Bhubaneswar, until further orders.

She will be relieved from her present assignments by handing over the charges to Ms. Mamina Patel, Assistant Manager (El), [Emp. ID- 83258].

No. 6501 (SAP O.o No. 1000000315)/ Sri Siba Prasad Sahu, Deputy Manager (El), [Emp. ID- 64910], T/L & S/S S/D Bhanjanagar (220/132/33KV), is hereby transferred and posted at GIS S/S Baliana (220/132/ 33KV) under EHT (O&M) Division, Bhubaneswar, until further orders.

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

As per Clause 10.5 of OPTCL Transfer Policy for Executives, no Transfer T.A. / TTA / DA shall be admissible to the above employee as this is the case of transfer on request.

No. 6502 (SAP O.o No. 1000000316)/ Sri Manoj Kumar Behera, Assistant Manager (El.), [Emp. ID- 64613], T/L & S/S S/D Lephripada (132/33KV), is hereby transferred and posted at GIS S/S SCB (132/33KV) under EHT (O&M) Division, Cuttack, until further orders.

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

As per Clause 10.5 of OPTCL Transfer Policy for Executives, no Transfer T.A. / TTA / DA shall be admissible to the above employee as this is the case of transfer on request.

The transfer order shall be carried out in SAP only. All concerned executives are requested to process the Relieving, Joining and Charge Handing over in SAP, which is linked to payroll.

This issues with the approval of competent authority.


CHIEF GENERAL MANAGER (HRD)

Memo No: 6503**/Dated,** 17.04.2026

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

**ASST. MANAGER (HRD)-EE****Memo No:** 6504**/Dated,** 17.04.2026

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.

**ASST. MANAGER (HRD)-EE****Memo No:** 6505**/Dated,** 17.04.2026

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

**ASST. MANAGER (HRD)-EE****Memo No:** 6506**/Dated,** 17.04.2026

Copy forwarded to the CGM (HRD), 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 for kind information of Directors.
3. P.F. of concerned officers.