



ଓଡିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.8.

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) – 8916

/Dated, 29.05.2026

OFFICE ORDER

(SAP O.o No. 1000000404) / Ms. Anupama Ratnala, Assistant General Manager (El.), [Emp. ID- 66732], Power Training Center (PTC), Chandaka, Bhubaneswar is hereby transferred and posted at SLDC, Mancheswar, Bhubaneswar, until further orders.

She will be relieved from her present assignment through local arrangement.

The transfer order shall be carried out in SAP only. She is 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.

Anupama
CHIEF GENERAL MANAGER (HRD)

/Dated, 29.05.2026

Memo No: 8917

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

Ham
ASST. MANAGER (HRD)-EE

/Dated, 29.05.2026

Memo No: 8918

Copy to All Zones / All CGMs / CLD, SLDC, Mancheswar / All SGMs / All Circles / Head PTC/ All Divisions / Company Secretary, OPTCL/ All Electrical Executives through webmail for information.

Ham
ASST. MANAGER (HRD), EE

/Dated, 29.05.2026

Memo No: 8919

Copy to GM (HRD) SAP / MPPR/ NEE/ Land Officer / PA Cell / Vigilance Cell / Transport Branch / Power Training Center, Chandaka / Biometric Cell / HR Database Cell / for information and necessary action.

Ham
ASST. MANAGER (HRD), EE

/Dated, 29.05.2026

Memo No: 8920

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.

Ham
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 all Functional Directors of OPTCL /SLDC for kind information of Directors.
3. P.F. of concerned officer.