ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି଼.
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

OPTCL
Lifeline of Odisha

**No. OPTCL-14015/25/2025-EE-** 1871 **/Dated,** 04.02.2026

## OFFICE ORDER

**(SAP O.o No. 1000000187)** / Ms. Bhadra Bharadwaj, Manager (Law), [Emp ID- 70577], Legal Cell, Hqrs Office, OPTCL, Bhubaneswar is hereby deputed to GRIDCO Ltd., Bhubaneswar, as per the existing deputation terms and conditions until further orders.

She will be relieved from her present assignments by relinquishing her charges.

**The deputation order shall be carried out in SAP only. The concerned Executive is requested to process the Relieving and Charge Handing over in SAP.**

This issues with the approval of the Competent Authority.

A Mahapatra
**CHIEF GENERAL MANAGER (HRD)**

**Memo No.:** 1872 **/ Dated,** 04.02.2026

Copy to person concerned for information and necessary action. The detailed Manual of Relieving and Charge Handing over processes through SAP is enclosed for reference.

**ASST. MANAGER (HRD) EE**

**Memo No.:** 1873 **/ Dated,** 04.02.2026

Copy to All CGMs /All (O&M) Zones /Company Secretary, OPTCL / All Sr. GMs / All Circles through webmail for information and necessary action.

**ASST. MANAGER (HRD) EE**

**Memo No.:** 1874 **/ Dated,** 04.02.2026

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

**ASST. MANAGER (HRD) EE**

**Memo No.:** 1875 **/ Dated,** 04.02.2026

Copy forwarded to the CGM (Tel) I/c IT Cell, OPTCL, Bhubaneswar for uploading the scanned copy of the Order in the OPTCL Official Website.

**ASST. MANAGER (HRD) EE**

**Cc to:-**

1) Sr.PS/PS to CMD, OPTCL/MD, GRIDCO for kind information of CMD, OPTCL and MD, GRIDCO.
2) TA / PS / Steno to Functional Directors of OPTCL / GRIDCO Ltd., for kind Information to Directors.
3) Personal File of concerned Officer.

## ANNEXURE- I

## TERMS AND CONDITIONS OF DEPUTATION FOR THE EMPLOYEES OF OPTCL

1. **Deputation:** The deputation period will be counted from the date of relieve of the officer from OPTCL till his/her re-joining on reversion to OPTCL service.
2. **Deputation Period:** The deputation will be initially for a period of two years and extendable up to a maximum of seven years at any instances.
3. **Pay on Deputation:**

   During the period of deputation, the employee will have the option either to get his/her pay fixed in the deputation post under the operation of normal rules in borrowing office or to fix his/her pay of the post held in parent department i.e OPTCL. In both the cases pay shall be drawn at borrowing office.

   The option once exercised shall be final except that on each occasion when such an employee receives proforma promotion in parent department or reverted to a lower grade in the parent department, a fresh option is allowed to the employee.
4. **Dearness Allowances:** During the period of deputation, the employee will be entitled to draw the Dearness Allowances under the rules of the parent Department or under the rules of the borrowing Department according to the option exercised to draw the scale of pay under parent Department or in the scale attached to the post in borrowing office.
5. **Accommodation & Licenses fees /House Rent Allowance:**

   During period of deputation the employee can retain the OPTCL quarters occupied by him/her. The concerned DDO will intimate the license fee etc. of the said quarter to the DDO of the borrowing office who in turn deduct the exact amount from the salary of the employee and deposit the same with the DDO, OPTCL regularly.

   OR

   The employee will be allowed to draw House Rent Allowance (HRA) under the rules of the parent Department or under the rules of the borrowing Department according to the option exercised to draw the scale of pay.
6. **TA, TTA, Transit Pay, Other dues:**
   a) The transit pay and TA for joining in the post of deputation and for re-joining on reversion from deputation on expiry of terms of deputation shall be borne by the borrowing office.
   b) During the period of deputation, the employee will draw TA, TTA under rules of the borrowing office or under the rules of the parent employer as per his/her option exercised to draw the scale of pay and the expenditure shall be borne by the borrowing office.
   c) During the period of deputation, the employee will be governed by the LTC rules of the parent employer i.e OPTCL and shall be borne by the borrowing office.
   (d) The employee shall have the option to avail the medical facilities admissible under rules of the borrowing department or under the rules of the parent department as per his/her option exercised to draw the scale of pay and shall be borne by the borrowing office.
7. **Promotion:** If the employee is considered for promotion to any post by the borrowing office, the borrowing office shall obtain prior concurrence of the parent office.

8. **Service:** The employee will continue to be borne in the OPTCL service during the period of his/ her deputation.
9. **(i) Contribution under GPF:**
   (a) Provident Fund contribution at the rate 10% of Basic Pay for each month to be deducted from the salary of the employee.
   (b) Employer's Pension contribution rate on Basic Pay for each month of deputation period will be borne by the borrowing office. (The rate will be as per Appendix-9 of OSC).
   (c) Leave salary contribution at the rate of 11% of the pay per month or at the rates in force from time to time.
   (d) Gratuity contribution at the rate of 4% of the pay per month
   (e) The monthly amount as per (a), (b) (c) & (d) is to be remitted to OPTCL.

   **(ii) Contribution under NPS:**
   (a) Employees share of NPS contribution at the rate 10% of Basic Pay and DA for each month is to be deducted from the salary of the employee.*
   (b) Employer's share of NPS contribution at the rate 14% of Basic Pay and DA for each month of deputation period will be borne by the borrowing office.*
   (c) Leave salary contribution will be borne by the borrowing office at the rate of 11% of the pay per month or at the rate in force from time to time.
   (d) Gratuity contribution at the rate of 4% of the pay and DA per month.
   (e) The remittance of the monthly amount as per (a), (b) (C) & (d) is to be remitted to the Funds Section, OPTCL with intimation to the executive establishment, OPTCL.

   *The rate of Employee / Employer share may change as and when the change is notified by Govt.

10. **Charges for delay in contribution payment.**
    a) Contributions are due to be paid within seven days from the month in which the pay relating to the month to which the contribution relate is drawn by the officer concerned.
    b) Interest on unpaid contributions shall be levelled at the rate of two paise per ₹100 a day upon the amount due, from the date of expiry of seven days up to the date on which the contribution is finally paid.
11. **DA on Leave Salary:** The borrowing office shall be liable to bear DA on leave salary in respect of leave taken by the officer during the period of his/her deputation or on termination thereof.
12. **Leave salary in respect of any disability:** The borrowing office shall also be liable to pay leave salary in respect of any disability incurred in and through deputation Service even though such disability manifests just after termination of deputation Service.
13. **Financial Benefits:** The employee shall not be entitled to any other remuneration or concession or pecuniary value unless it is specified in the terms of the deputation without specific sanction of the parent employer.
14. **Over payment:** Over payment if any made by the borrowing office / authority, will be recovered from the official even after the expiry of terms of deputation Service.

## ANNEXURE- II

1) The NPS Employee's & Employer's contribution on monthly basis may be remitted to

Bank : UNION BANK OF INDIA.
Branch : Main Branch, Bhubaneswar.
Account Name: OSEB EPF TRUSTEE BOARD-NPS A/C
A/C No.: 380802010020965
IFSC : UBIN0538086

2 ) Leave Salary, Pension & Gratuity contribution on monthly basis may be remitted to

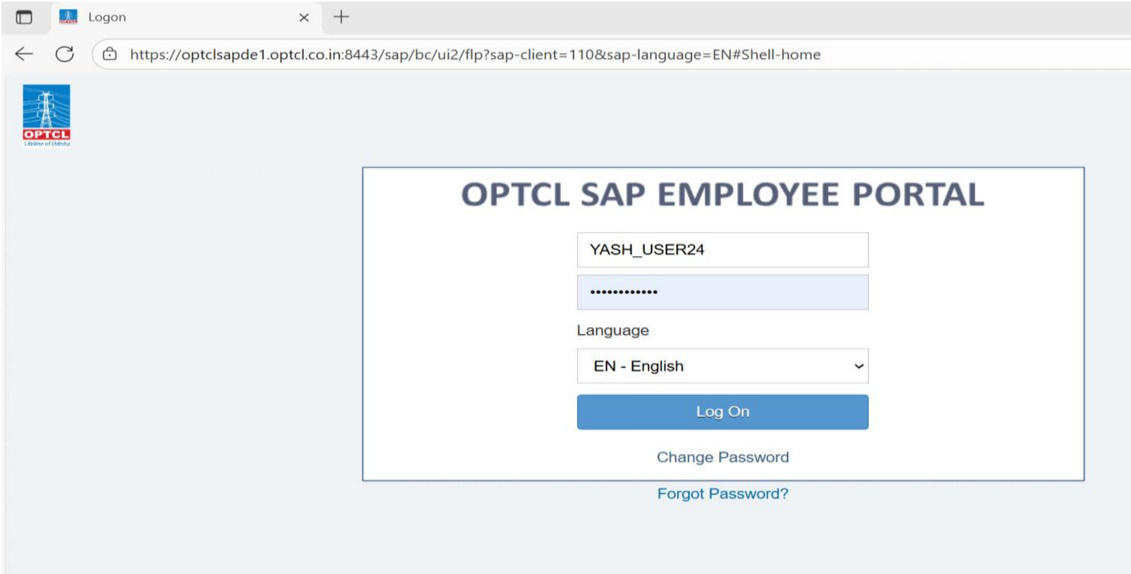
Bank Name- UNION BANK OF INDIA
Account Name- ODISHA POWER TRANSMISSION CORPN.LTD
Branch Code- 538086
Account Number- 380801010035093
MICR Number- 751026002
IFSC/RTGS Code- UBIN0538086
Branch Address- Bhubaneswar Main Branch

# Charge Report & Joining Report Submission Process in SAP

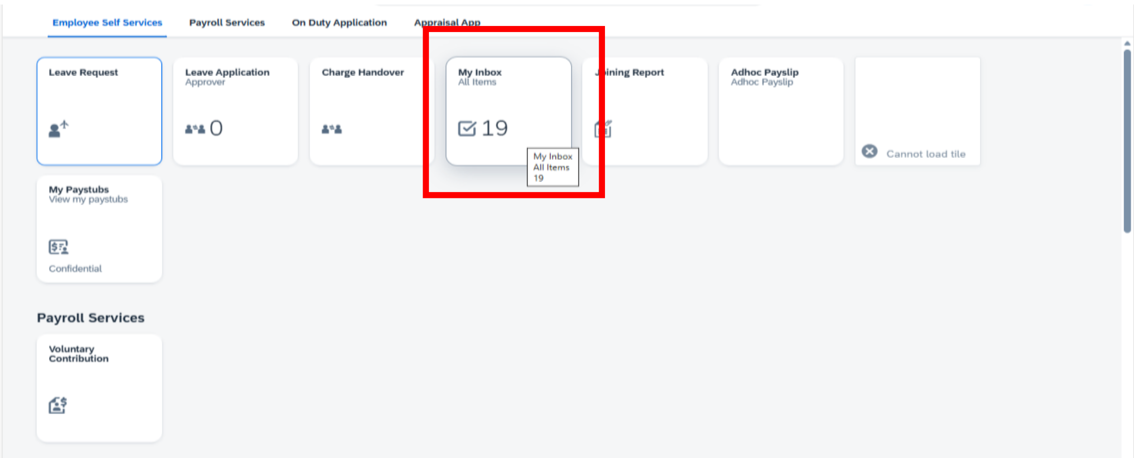
*(In case of Transfer/ Promotion/ Additional Charge)*

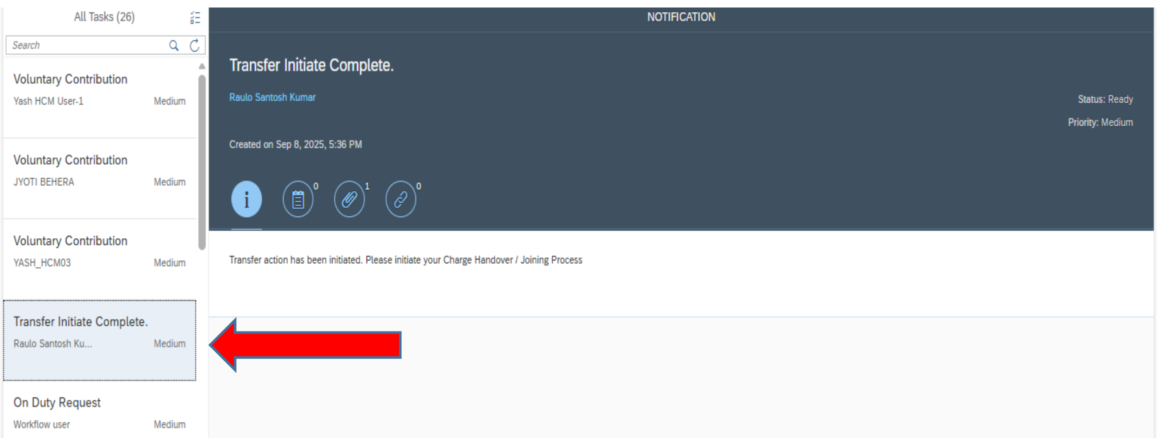
## 1. Transfer/ Promotion Initiation Notification:

a) Log in to SAP FIORI




b) Click on My Inbox Tile to check notification

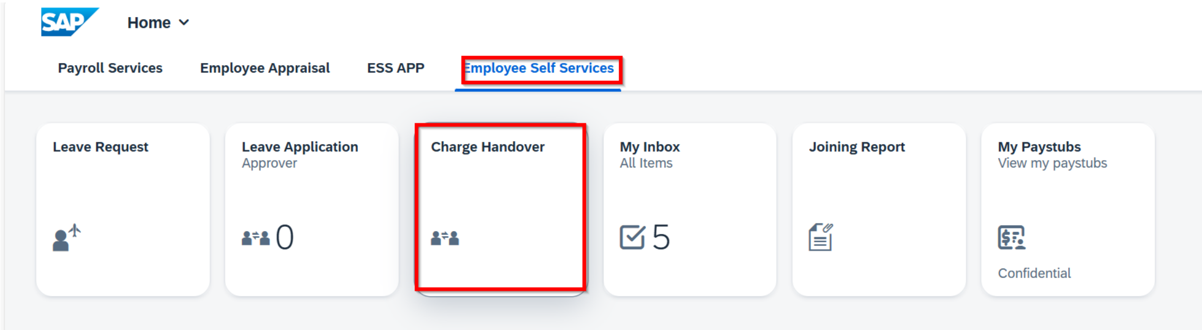


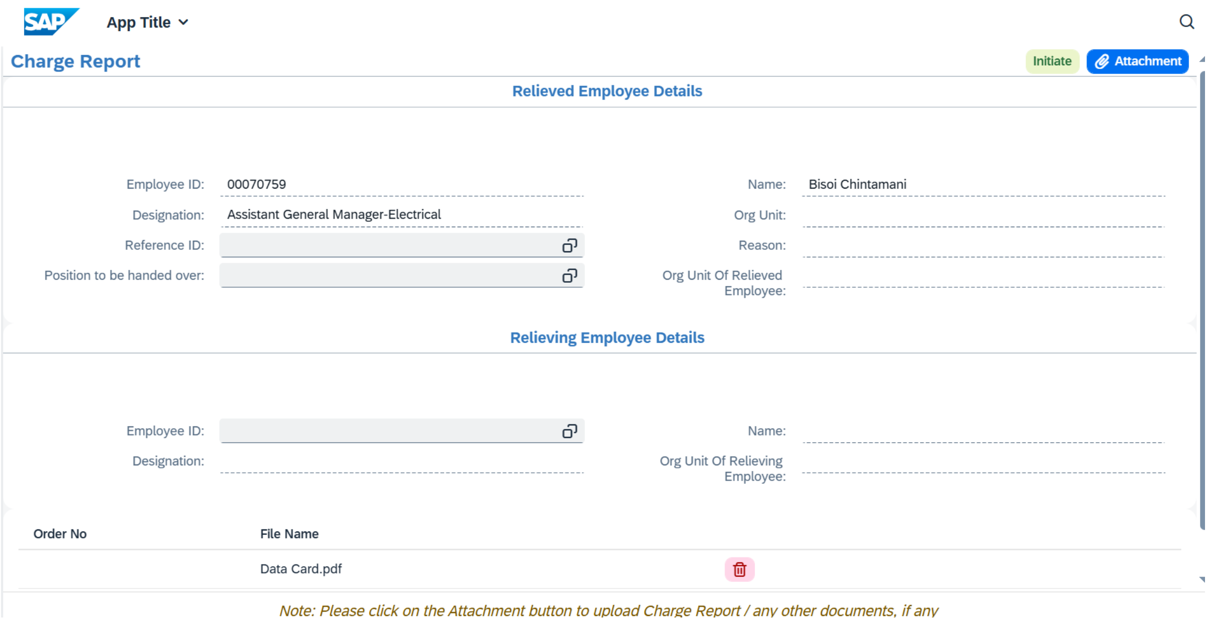
## 2. Charge Report submission:

### A. Charge handover

a) **Log in as employee**
b) **Go to charge handover tile**

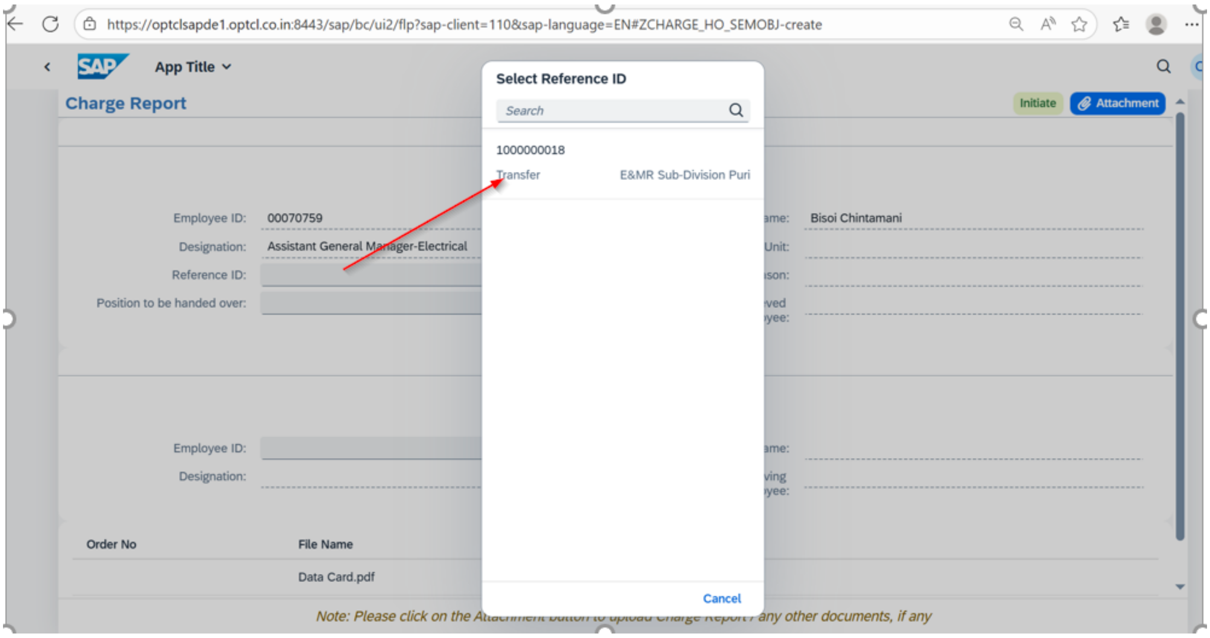


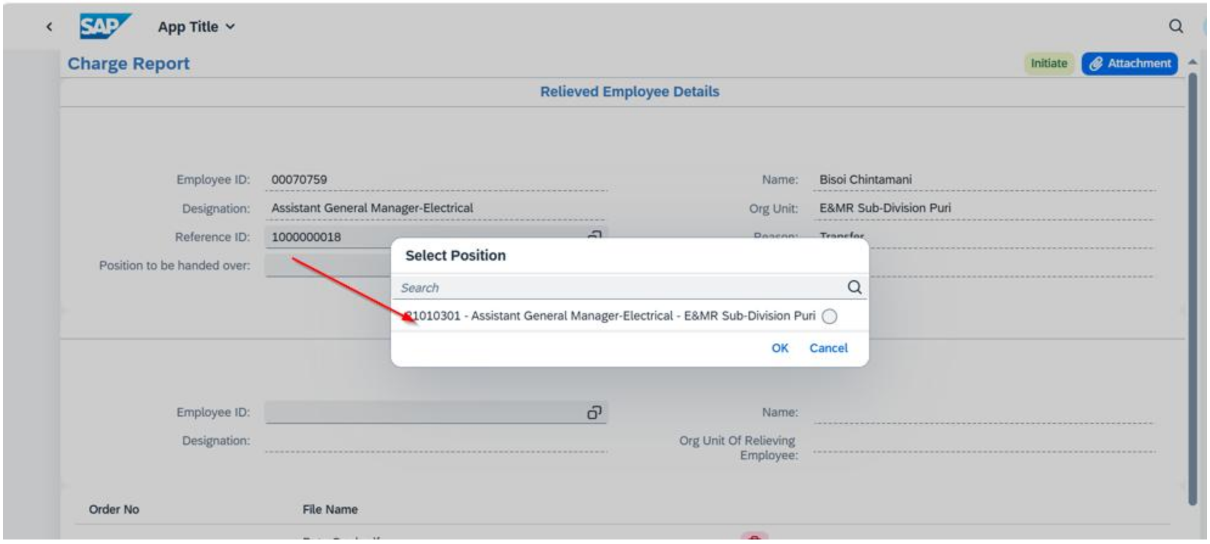

**The following screen will open.**



**Relieved employee details**

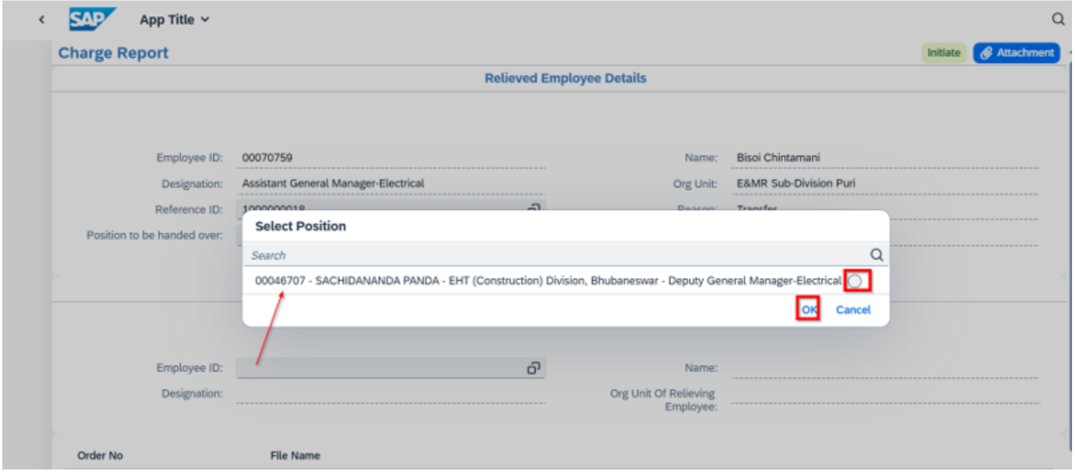
c) Search drop down **Reference ID**
d) Select **"Position to Handover"** from dropdown



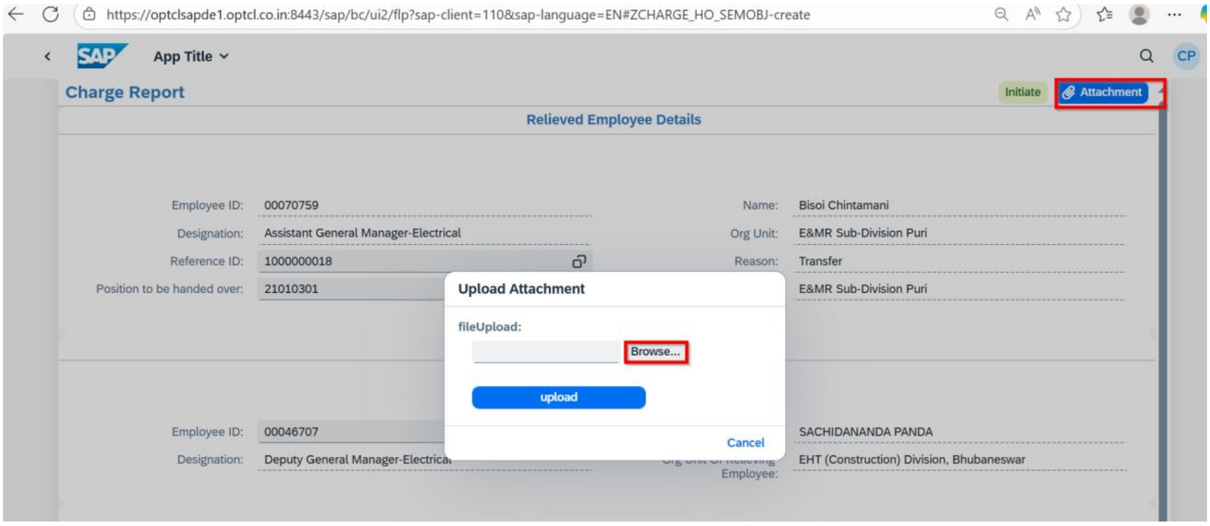



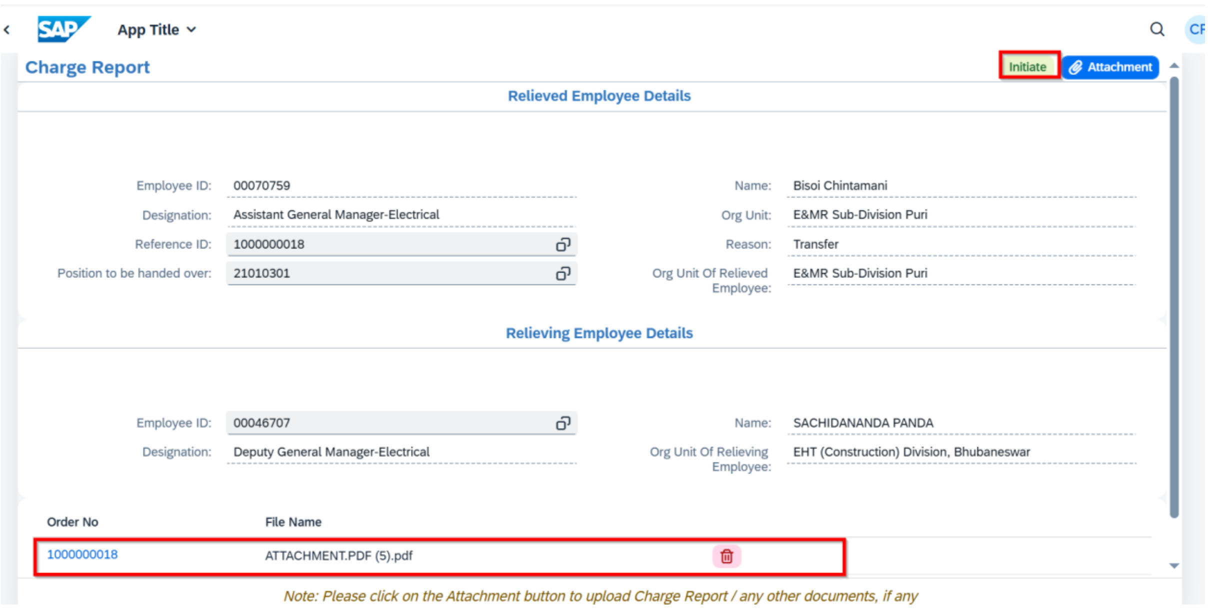
### Relieving employee Details

e) Select **employee ID** from drop down to handover the charge




f) Click on attach document to upload documents related to Charge Handover

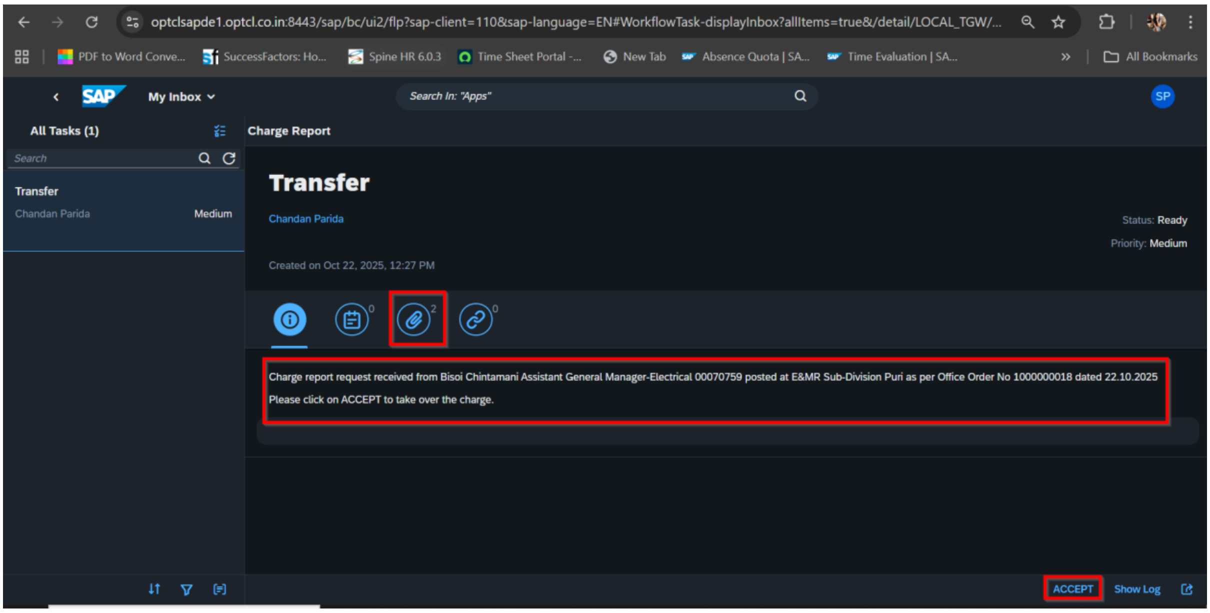


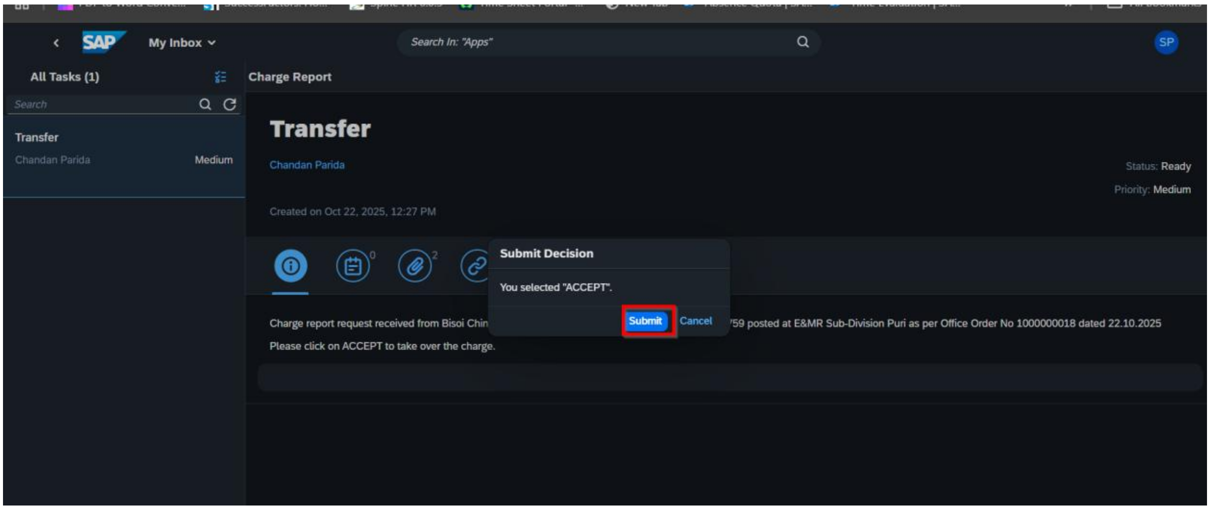

g) After successfully filling all the details, **Click on Initiate button (top right corner)** to submit the Charge Handover process

## B. Charge take over (Relieving Officer)

a) Relieving employee shall Log in SAP-FIORI and click on “My Inbox” Tile to view the charge handover details initiated by the Relieved Employee.

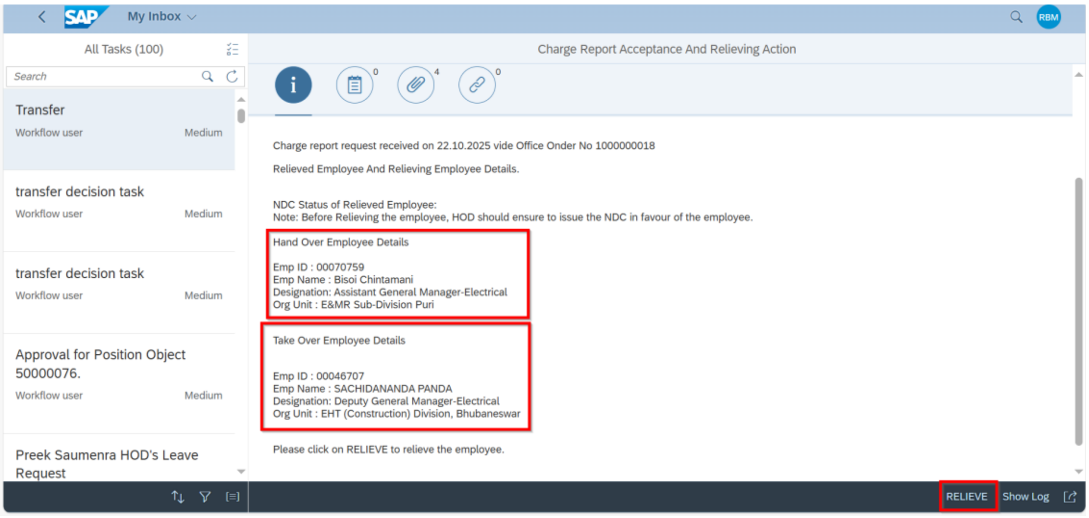



b) Click on the above Link Icon and select Accept Button to “Take Over” the charges.

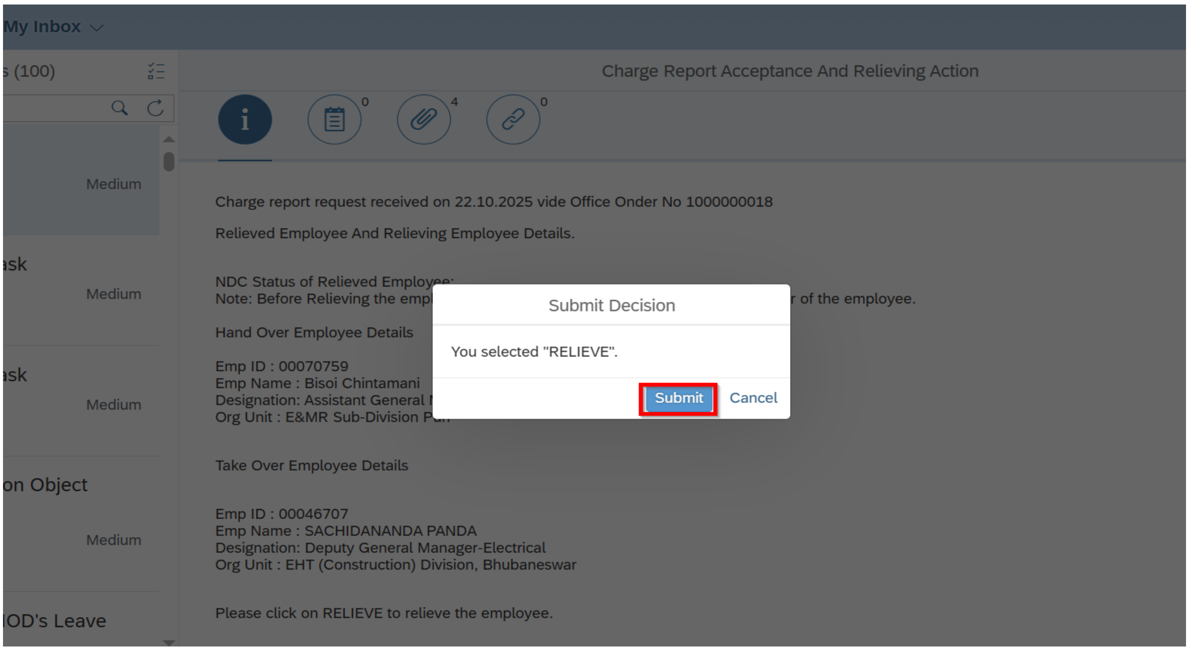


## C. Charge Report Approval by HOD

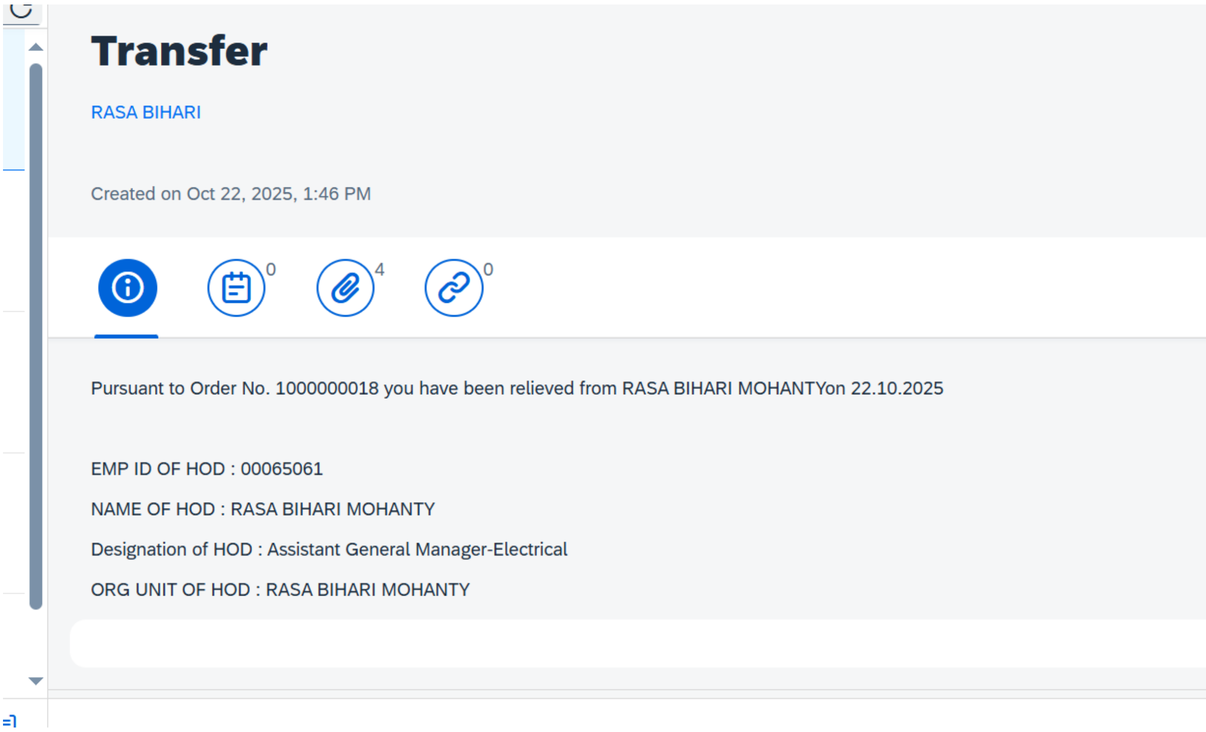
a) HOD shall Log in SAP-FIORI and click on "My Inbox" Tile to view the charge report. The following details will be shown:




b) Click on Relieve Button to relieve the transferred out employee. The relieve date of the employee shall be the system date and cannot be changed. Therefore, relieving in SAP should be done on the same date.



c) After successful approval of Charge Report, the employee shall be relieved from his/ her current place of posting and employee will receive a notification in the My Inbox Tile.

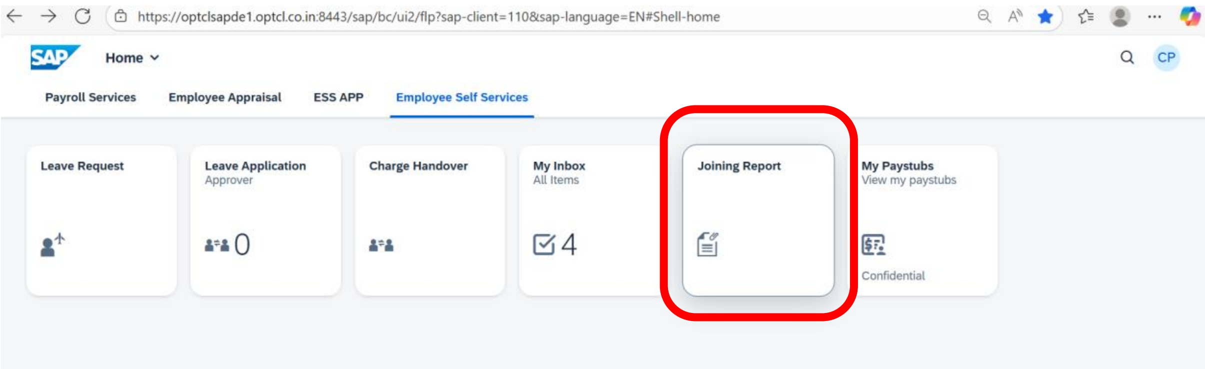


## 3. Joining Report Submission

### A. Joining Report initiation by Employee

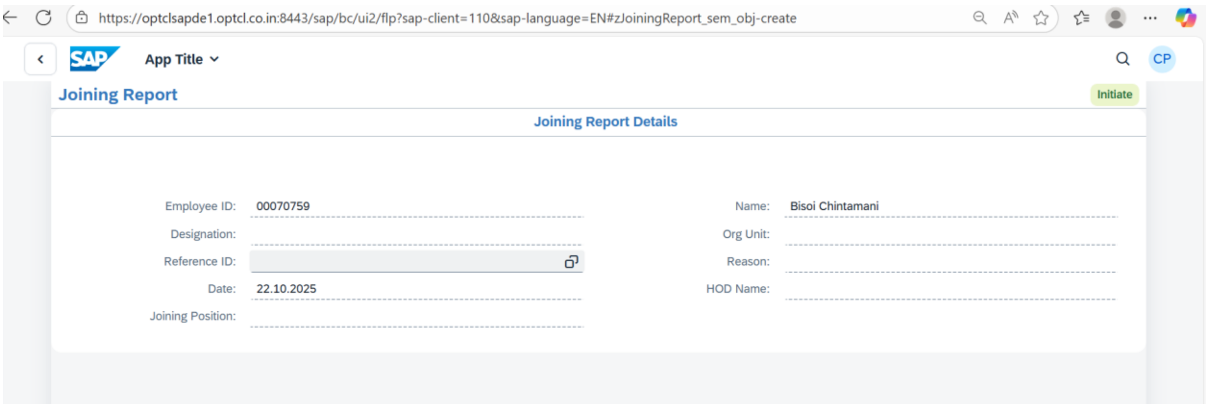
When the employee reports to the new place of posting, he/she is required to submit the Joining Report in SAP only (both the main & additional charges)

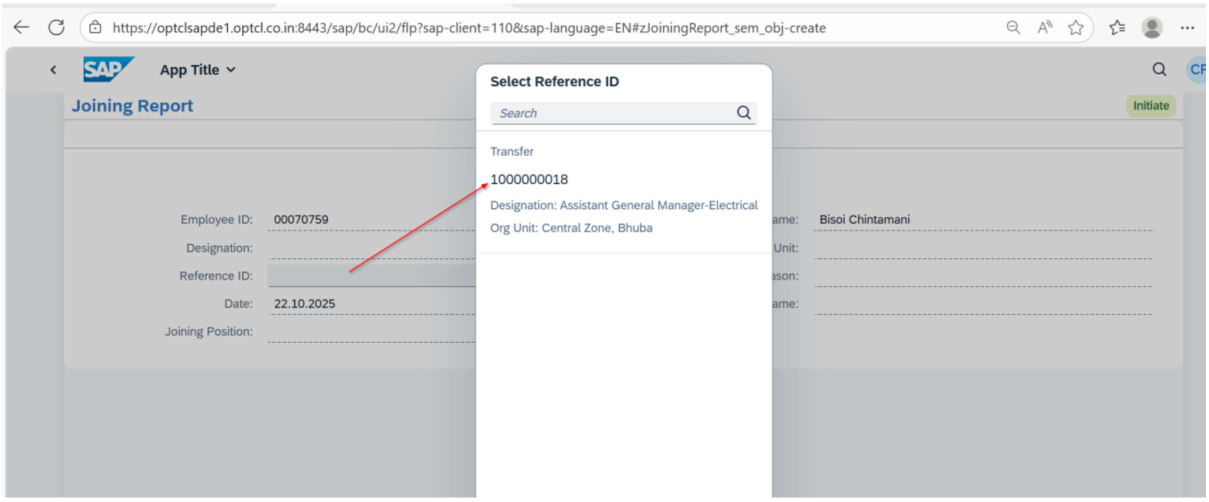
Log in SAP-FIORI and click on "Joining Report" Tile to submit the Joining in the new place of posting.



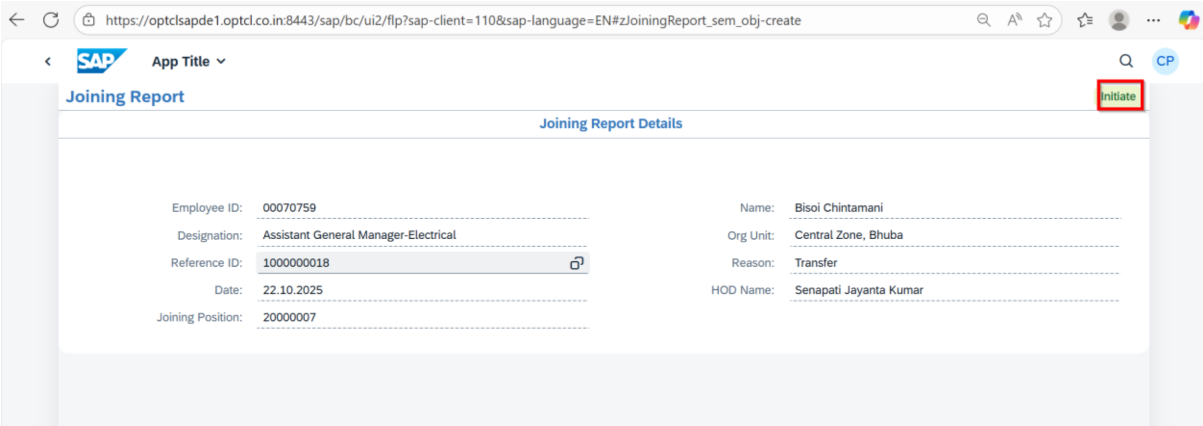

Below screen will appear

Go to dropdown "reference ID"→ select the SAP ID (In case of multiple orders, appropriate ID may be selected).



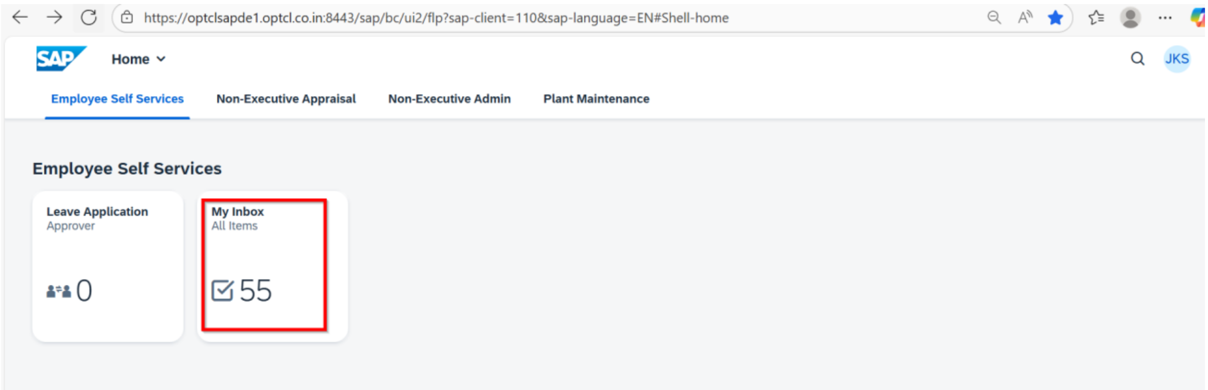
All other fields shall be filled up after selecting the Ref ID.

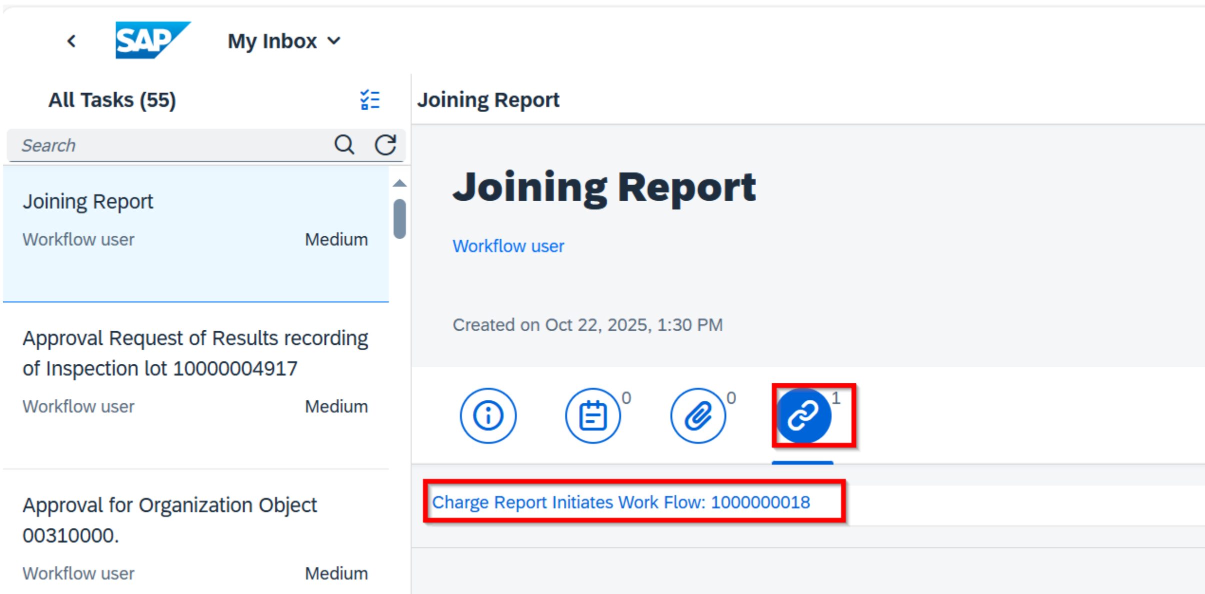



**Click on Initiate Button (Top Right Corner) to submit the Joining Report**

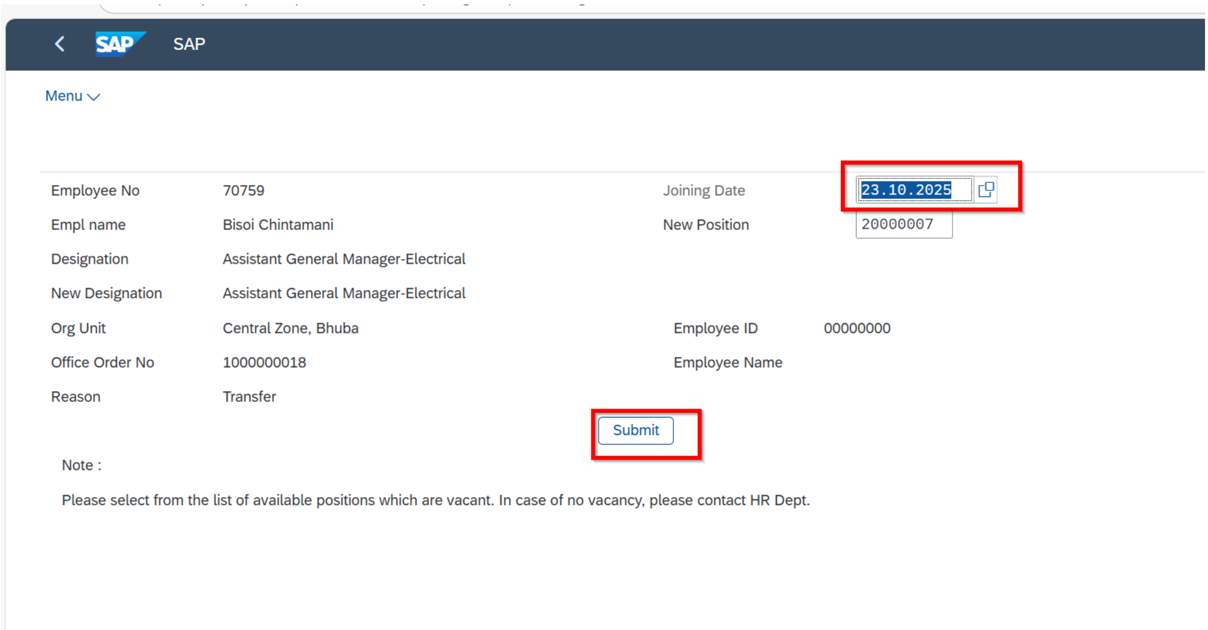
## B. Approval of Joining Report by HOD of new Org unit

HOD shall Log in SAP-FIORI and click on "My Inbox" Tile to view the Joining Report submitted by the employee. The following details will be shown



**Click on the Link Icon to view the details**




***Joining date: The HOD may accept the joining date submitted by the employee or he/she may change the joining date as per employee's actual date of joining.***

***The submit button shall be enabled only in case where the position is vacant. In case, if any employee is posted/ not relieved in the position, his/ her details shall appear under EMP ID/ Emp Name.***

***The HOD may relieve the existing employee first and then accept the joining report of the new employee or the HOD can select any other vacant position by clicking on the "New Position" button. If no position is displayed, HOD may contact Establishment for the same.***

**Click on Submit button to accept the Joining Report of the new employee.**

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