



ଓଡିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଟି.

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: OPTCL Tech Tower, Janpath, Saheed Nagar, Bhubaneswar-751007

Telephone: (0674) 2542269 (EPABX), Website: www.optcl.co.in

No. OPTCL-14018/15/2025-IR AND EW-

15598

Date: 23.09.2026

OFFICE ORDER

The management of OPTCL is pleased to sanction **Puja Advance** (in lieu of Festival Advance and special Puja Advance) of **Rs.40,000/-** (Rupees Forty Thousand) only or lesser amount in multiples of Rs.5,000/- to the eligible employees as per their option during the FY 2026-27 on the following terms and conditions:-

1. All regular employees of OPTCL drawing salary in the revised scale of pay shall be eligible for Puja Advance for the Festivals like "Dasahara", "Kumar Purnima", "Dipavali", "Rasha Purnima", "Prathamastami", "X-Mass", "Holi" and Id-UI-Fitre".
2. The Puja advance shall be recovered in max. 10 (Ten) consecutive monthly installments of equal amount (as per advance drawn) commencing from the next month of drawal of the advance.
3. In case recovery of previous Puja Advance is not completed, the employee concerned shall not be eligible to avail the Puja Advance.
4. For availing the Puja Advance, the minimum take home salary of an employee should be in accordance with the circulars issued vide. No. 6444 dated 18.04.2012 and No. 6828 dated 23.04.2012 (Copies enclosed).
5. If the total interest-free advance(s) in a financial year exceed Rs.20,000/-, interest on the entire amount shall be treated as a taxable perquisite for the purpose of Income Tax computation.
6. The option form for availing the Advance shall be applied to the respective DDOs through the SAP system only (Under Loan Application). (Detail manual circulated vide No.436 dated 08.05.2026 may be referred to)
7. The respective DDOs shall ensure payment of Puja Advance to the employees in compliance to the minimum take home salary circulars cited above.

Encl: As above.

By Order

General Manager (HRD) IR

Memo No.

15599

/ Date: 23.09.2026

Copy forwarded to All Chief General Managers / All Sr.General Managers / All General Managers / All Deputy General Managers / All Zonal Offices / All Circles / All Divisions / All Sub-Divisions / All Sections / All Departments of Hqrs. Office/ All D.D.Os of OPTCL & SLDC through e-mail for kind information and necessary action.

Cc to:

Asst. Manager (HRD) IR

1. Sr.PS to CMD, OPTCL for kind information of CMD, OPTCL.
2. PS to MD, GRIDCO for kind information of MD, GRIDCO.
3. PS/PA/SA to all Functional Directors, OPTCL for kind information of Directors.
4. CGM (IT), OPTCL for kind information and necessary action. She is requested to upload this office order in the OPTCL website.