



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- VI-05/2016 / 13153

/Dated, 06.08.2026

OFFICE ORDER

(SAP O.o No. 1000000583)/ Ms. Madhumita Swain, General Manager (HRD), [Emp ID- 62031], Land Section, OPTCL as Land Officer & Estate Officer with additional charge of Pension Branch, Power Hospital and Power Community Centre, OPTCL Hqrs., Bhubaneswar is hereby relieved from her additional charge of Power Hospital and Power Community Centre, OPTCL Hqrs., Bhubaneswar, by handing over charges to Ms. Punam Jojo, DGM (HRD) [Emp ID- 62057] until further orders.

No. 13154 (SAP O.o No. 1000000584)/ Ms. Punam Jojo, DGM (HRD) [Emp ID- 62057] Training & Development Branch (External, Statutory, Apprentices Trainings & Training Establishment), Corporate Relations, General Administration & Biometric Attendance is hereby assigned with charge of Power Hospital and Power Community Centre, OPTCL Hqrs., Bhubaneswar in addition to her present assignments, until further orders.

The charge assignment 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)
/Dated, 06.08.2026

Memo No: 13155

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.


ASST. MANAGER (HRD)-EE
/Dated, 06.08.2026

Memo No: 13156

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


ASST. MANAGER (HRD)-EE
/Dated, 06.08.2026

Memo No: 13157

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


ASST. MANAGER (HRD)-EE

Memo No: 13158**/Dated, 06.08.2026**

Copy forwarded to the CGM (IT), 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. PS to CMD, OPTCL for kind information of CMD, OPTCL.
2. TA / PS / SA to Functional Directors of OPTCL / SLDC / GRIDCO Ltd. for kind information of Directors.
3. P.F. of concerned officers.