



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

OPTCL-2/2025-EE-

12866

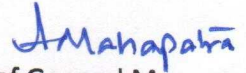
/Dated, 03-08-2026

OFFICE ORDER

In pursuance to the approval of the Competent Authority, the management of OPTCL is pleased to implement the 'Guidelines for Grant of Permission for Higher Studies and Additional Academic Courses' with immediate effect.

All Heads of Offices / Controlling Authorities shall ensure that applications seeking for permission to pursue higher studies are to be processed strictly in accordance with the enclosed guidelines.

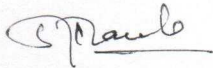
Encl.: As above.


Chief General Manager (HRD)

Memo No- 12867

/Dated- 03-08-2026

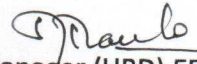
Copy to All CGMs / All SGMs / All (O&M) Zones / All Circles / All Divisions / I/c Company Secretary, OPTCL/ All Sub-Divisions/ All Grid Sub-Stations for information and necessary action.


Deputy Manager (HRD) EE

Memo No- 12868

/Dated- 03-08-2026

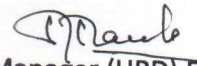
Copy to GM (HRD) SAP Cell / GM (HRD), MPP&R / Land Officer / GM (HRD), NEE / DM (CR) / SAP / ERP Cell / PA Cell / Vigilance Cell / HR Database Cell for information and necessary action.


Deputy Manager (HRD) EE

Memo No- 12869

/Dated- 03-08-2026

Copy forwarded to CGM (IT), OPTCL, Corporate Office, Bhubaneswar for uploading scanned copy of the Order in the OPTCL Official Website.


Deputy Manager (HRD) EE

- Cc to: 1) Sr. PS to CMD, OPTCL for kind information of CMD, OPTCL.
2) TA/Sr. PS/SA to Functional Directors for kind information of Directors.
3) Guard File.

Guidelines for Grant of Permission to Pursue Higher Studies and Additional Academic Courses

1. Objective:

The objective of these Guidelines is to facilitate employees in enhancing their educational qualifications and professional competencies through Higher Studies and Additional Academic Courses while ensuring that official duties, organizational efficiency and public interest remain unaffected.

2. Scope and Applicability:

These Guidelines shall apply to all regular employees of OPTCL after successful completion of the prescribed training/probation period. They shall regulate the grant of permission to pursue Higher Studies and Additional Academic Courses during service.

For the purpose of these Guidelines:

- **Higher Studies and Additional Academic Courses** shall include Degree, Diploma, Post-Graduate Degree, Doctoral Programme, Professional Certification, Executive Development Programme or any other academic qualification offered through Regular, Online or Open and Distance Learning (ODL) mode by Universities/Institutions recognized by UGC, AICTE or other competent Statutory/Regulatory Authorities, as applicable.
- Permission under these Guidelines is purely an administrative approval to pursue the course and shall not be construed as sponsorship by OPTCL.

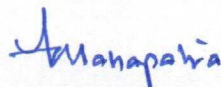
3. Eligibility:

Permission may ordinarily be granted subject to fulfilment of the following conditions:

- i. The employee has successfully completed the prescribed training & probation period.
- ii. The employee has maintained satisfactory conduct, integrity and performance.
- iii. No vigilance, disciplinary or criminal proceedings are pending against the employee.
- iv. The proposed course shall ordinarily be relevant to the employee's present or prospective functional responsibilities or shall contribute towards professional development without adversely affecting organizational interests.

4. Application Procedure

The employee shall submit an online application through SAP along with the prescribed undertaking (Annexure - I) and supporting documents including admission details, course duration, class schedule and examination programme.



Applications shall be processed in the order of receipt (FIFO) among eligible applicants submitting complete applications.

Permission shall be granted only by the Competent Authority after considering administrative requirements, availability of manpower and recommendations of the Reporting Officer.

Ordinarily, permission during an academic session shall not exceed **10% of the employees working in the concerned office**, subject to administrative feasibility. The Competent Authority may relax this limit in exceptional circumstances.

5. Terms and Conditions:

Permission shall be subject to the following conditions:

- i. Permission shall be valid only for the approved course, institution and duration. Any change in the course, institution, mode of study or duration shall require prior approval.
- ii. The employee shall ensure that classes, practical sessions, project work and examinations do not adversely affect official duties.
- iii. No special leave or duty leave shall be admissible for attending classes or examinations except leave as permissible under the applicable Leave Rules.
- iv. The employee shall remain liable for transfer anywhere in the interest of the Organization. Grant of permission shall not confer any claim for exemption from transfer, change of posting or retention at a particular station.
- v. OPTCL shall bear no financial liability towards admission fees, tuition fees, examination fees, study materials, travel, accommodation, research or any other expenditure connected with the course.
- vi. Acquisition of any qualification under these Guidelines shall not automatically entitle the employee to promotion, higher pay, seniority, financial upgradation, change of cadre, preferential posting or any other service benefit unless specifically provided under the applicable Recruitment and Promotion Rules.
- vii. The employee shall submit the academic calendar and examination schedule to the Reporting Officer and promptly intimate any subsequent changes.
- viii. Office time, official resources, confidential information and organizational data shall not be utilized for academic purposes except with prior written approval wherever required.
- ix. Upon completion of the course, the employee shall submit a copy of the qualification certificate to respective Establishment of Corporate HRD for record.
- x. Full-time classroom programmes requiring continuous attendance during office hours shall ordinarily not be permitted.

Anahapana

6. Withdrawal of Permission:

Permission may be withdrawn by the Competent Authority on account of misconduct, suppression or misrepresentation of facts, unsatisfactory performance, violation of these Guidelines or administrative exigencies.

Ordinarily, the employee shall be afforded an opportunity to explain before withdrawal of permission, except where immediate action is considered necessary in the interest of the Organization.

7. Responsibilities:

The employee shall maintain satisfactory performance, punctuality and discipline throughout the course, plan leave in accordance with applicable rules and ensure that official work is not adversely affected.

The Reporting Officer shall monitor the employee's performance and may recommend continuation or withdrawal of permission wherever warranted.

8. General Provisions:

- i. Grant of permission under these Guidelines is purely discretionary and shall not create any vested or enforceable right in favour of any employee.
- ii. Nothing contained in these Guidelines shall override the provisions of the OPTCL Service Regulations, Conduct Rules, Leave Rules or any statutory provisions applicable to the employees. In case of any inconsistency, the provisions of the applicable Rules and Regulations shall prevail.
- iii. The Competent Authority shall have the power to interpret, relax or modify any provision of these Guidelines in deserving cases, for reasons to be recorded in writing, wherever such relaxation is not inconsistent with the applicable Rules and Regulations.
- iv. OPTCL reserves the right to review, amend or withdraw these Guidelines at any time with the approval of the Competent Authority.

Arundhati

Annexure - I

UNDERTAKING FOR PURSUING HIGHER STUDIES AND ADDITIONAL ACADEMIC COURSES

(To be submitted by the Applicant through SAP)

I, _____, Employee ID _____,
Designation _____, presently posted at _____,
hereby submit this undertaking in support of my request for permission to pursue **Higher
Studies and Additional Academic Courses**.

I hereby declare and undertake as follows:

1. I have carefully read and understood the *Guidelines for Grant of Permission to Pursue Higher Studies and Additional Academic Courses* issued by OPTCL and undertake to abide by all the provisions, conditions and instructions contained therein, as amended from time to time.
2. I understand that the grant of permission is purely an administrative approval and shall not be construed as sponsorship by OPTCL or as a matter of right. Such permission may be withdrawn in accordance with the applicable Guidelines.
3. I undertake that pursuing the proposed course shall not, in any manner, interfere with or adversely affect the discharge of my official duties, productivity, punctuality, discipline or organizational responsibilities.
4. I shall ensure that attendance in classes, practical sessions, project work and examinations shall not conflict with my official duties. I shall avail leave, wherever required, strictly in accordance with the applicable Leave Rules and shall not claim any special leave, duty leave or relaxation on account of the course.
5. I understand and agree that OPTCL shall not bear any financial liability towards admission fees, tuition fees, examination fees, study materials, travel, accommodation, research expenses or any other expenditure connected with the course.
6. I clearly understand that acquisition of any qualification under this permission shall not entitle me to claim promotion, higher pay, financial upgradation, seniority, change of cadre, preferential posting, reimbursement, incentives or any other service benefit unless specifically provided under the applicable Recruitment Rules, Promotion Policy or other Regulations of OPTCL.

7. I understand that permission to pursue Higher Studies and Additional Academic Courses shall not confer any right to seek exemption from transfer or posting. I shall remain liable to be transferred anywhere in the interest of the Organization and shall comply with all transfer orders issued by the Competent Authority.
8. I undertake to promptly intimate the Reporting Officer and the Competent Authority regarding any change in the institution, course, mode of study, duration, class schedule or examination programme and shall obtain prior approval wherever required.
9. I shall not utilize office time, official resources, confidential information, records, software, data or infrastructure for academic purposes without prior written approval of the Competent Authority.
10. I shall submit the course completion certificate, degree/diploma/certificate and any other document required by OPTCL immediately after successful completion of the programme for record purposes.
11. I declare that all information furnished by me in connection with this application is true, complete and correct to the best of my knowledge. I understand that suppression of material facts, submission of false information or violation of the Guidelines shall render the permission liable to cancellation, without prejudice to disciplinary action under the applicable Conduct, Discipline and Appeal Rules of OPTCL.
12. I further undertake to comply with all applicable Service Regulations, Conduct Rules, Leave Rules and any other instructions issued by OPTCL from time to time.

I hereby affirm that I shall abide by this undertaking in letter and spirit.

Place:

Date:

Signature of Employee:

Name:

Employee ID:

Designation:

Office/Place of Posting: