



ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Government of Odisha Undertaking)
REGD.OFFICE: JANPATH, BHUBANESWAR – 751 022.
Website: www.optcl.co.in
CIN-U40102OR2004SGC007553

CIRCULAR

No. AW-DH-21/2013- 22694

Dated, the 29th June 2015

INVITING WILLINGNESS FOR CSR TEAM

In keeping, with our CSR obligations, the OPTCL CSR&S Policy was approved by the BoD in their 70th meeting held on 27.02.2015 and notified vide O/o no. 5755 dtd.21.03.2015, **which is available in the OPTCL website.** The BoD, in their 70th meeting have also identified the following thrust areas in order of priority so far as implementation of CSR activities within the framework of CSR policy are concerned.

- i. Strengthening skill building and imparting vocational training/need based training to improve employability of school/college dropouts and ITIs in different trades in designated institutions as laid down in the policy on priority to meet the sectoral needs.
- ii. Setting up of Micro Grids in villages along with livelihood options.
- iii. Skill building with livelihood option by women SHGs.

In the meanwhile, the Corporate Social Responsibility and Sustainability (CSR&S) Committee is reconstituted vide O/o no. 4625 dtd. 09.03.2015 as follows:

- | | |
|--|------------|
| i. Sri Hemant Sharma, IAS, CMD, OPTCL | - Chairman |
| ii. Sri S K Jena, Independent Director | - Member |
| iii. Sri S K Rath, Director (HRD), OPTCL | - Member |
| iv. Sri H P Nayak, Director (Finance), OPTCL | - Member |

The CSR Committee in their 1st meeting held on 11.05.2015 decided that several CSR activities prioritized would be planned, executed, monitored and evaluated through an internal CSR Team to be constituted for the purpose.

Constitution of CSR Team:

1. The CSR Team would be a multi-disciplinary team consisting of Executives and Non-executives.
2. The CSR Team will consist of 15 members drawn from different disciplines.
3. The members of the CSR Team shall be preferably equipped with the proven competencies and potential as described below, which are illustrative:
 - i. Good track records and active participation in CSR activities, such as Health Camps, Cleanliness Drive, Community Development, Tree/Avenue plantation in and around the Grid, Disaster Management, Safety, etc.
 - ii. Voluntary/willingness to contribute towards a larger cause directly or indirectly connected with the CSR activities as laid down in the approved CSR Policy.

- iii. Willingness to work beyond normal working hours, on Holidays & Sundays without extra benefits.
- iv. Ability to work and collaborate in a Team.
- v. Positive Attitude to help others and champion people development.

Procedure for Nomination:

1. Applications in the prescribed format (enclosed at Annexure-A) are invited from willing/interested employees within a week from the date of issue of letter. Such applications will be directly submitted to Sri Ranjan Kumar Sahoo, EA to Director (HRD) through e-mail (hr.rksahoo@optcl.co.in) with copy to their respective controlling officer/functional head. If necessary, the applicant (s) may be called for an interaction with Director (HRD).
2. The application will be screened/scrutinised by Director (HRD). The final list will be decided by Director (HRD) in consultation with CMD.
3. The concerned employees, who will be the members of the CSR Team, will be informed through e-mail and hardcopy.
4. Management will reserve the right to accept or reject such nomination.

Orientation Training:

The CSR Team members so constituted will be required to attend an orientation training, which will be facilitated by an outside Expert in CSR & Sustainability.

Roles and Responsibilities of CSR Team:

After successful completion of orientation training, the roles and responsibilities will be allocated either to CSR Team as a whole or an individual member, depending on the nature of assignment.



DIRECTOR (HRD)

Memo No. 22695 / Dated, 29.06.2015

Copy forwarded to All functional Directors / Chief General Managers / Senior General Managers / General Managers / Dy. General Managers / Asst. General Managers / Managers / Dy. Managers / Asst. Managers / S.E, Civil Works Circle, Bhubaneswar / Executive Engineer, Civil Works Divn., OPTCL, Bhubaneswar/ Burla for information and necessary action. They are requested to circulate the information among all the employees under their control.



DIRECTOR (HRD)

Memo No. 22696 / Dated, 29.06.2015

Copy to Chief General Manager (IT), OPTCL, Hqrs. Office, Bhubaneswar for information and necessary action. He is requested to upload this circular in the OPTCL website for information of all concerned.



DIRECTOR (HRD)

c.c. to CMD, OPTCL for kind information.



Odisha Power Transmission Corporation Limited

CSR Team

Nomination Form

Full Name:		
Designation:	Employee ID:	
Place of Posting:		
Email:	Phone:	
Voluntary participation in activities	In OPTCL (Please Tick ✓ bellow)	Outside OPTCL (Please Tick ✓ bellow)
Health Camps / Blood Donation Camps		
Cleanliness Drive		
Tree/Avenue plantation		
Disaster Management		
Safety & Environment, Ecology		
Any other: <i>[Please describe real life incident in which you have taken part or performed a lead role in organizing such activities (Activity-wise).]</i>		

Declaration

I do hereby declare that all the above information is true, complete and correct to the best of my knowledge and affirm as under:

- That I will contribute voluntarily towards a larger cause directly or indirectly connected with the CSR activities as laid down in the approved CSR Policy.*
- That I express my willingness to work beyond normal working hours, on Holidays and Sundays without extra benefits.*

Date:

Signature of the Controlling Officer/
Functional Head

Signature of the Applicant

(Note: Please email the Nomination Form to hr.rksahoo@optcl.co.in)