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**ODISHA POWER TRANSMISSION CORPORATION LIMITED**  
(A Government of Odisha Undertaking)  
Regd Office: Janpath: Bhubaneswar-751022  
Telephone:(0674) 2540051(EPABX) Fax(0674)-2545664

No.AW-MPPR-146/2013 - 9523

/Dated. 21.5.2014

**NOTIFICATION**

**Sub: Revised OPTCL Structure with Field Manpower Norm under Implementation Plan.**

The Revised Organisation Structure & Manpower Assessment has been approved by Government vide office letter No. 10919 dtd. 20.12.2013 of Department of Energy. Subsequently the Board of Directors in its 64<sup>th</sup> meeting held on 28.03.2014 has approved the Manning Norms of Field Units. The Manning Norms under implementation plan pertaining to O&M , EMR, CIVIL,STORES, PROJECT & TELECOM Units is Annexed herewith.

1. Manning Norm for O&M Field Units: Annexure-I.
2. Manning Norm for EMR field Units: Annexure-II.
3. Manning Norm for Project Units: Annexure-III.
4. Manning Norm for Stores Units: Annexure-IV.
5. Manning Norm for Telecom Units: Annexure-V.
6. Manning Norm for Civil Units: Annexure-VI.

This revised norm will come into force with immediate effect.

**DIRECTOR(HRD)**

Memo No. 9524

/ Dated, 21.05.2014

Copy to All Functional Directors of OPTCL & GRIDCO / Sr PS to CMD/ All Officers of OPTCL & GRIDCO through e-mail for information and necessary action.

**DIRECTOR(HRD)**

Memo No. 9525

/ Dated, 21.05.2014

Copy to CGM(IT) for uploading in OPTCL website for information of all concerned.

**DIRECTOR(HRD)**

Memo No. 9526

/ Dated, 21.05.2014

Copy to Special Secretary , Department of Energy, Govt of Odisha for kind information.

**DIRECTOR(HRD)**

**MANNING NORM OF OPERATION & MAINTAINANCE UNITS****Table-1. Manpower Norm for O&M Circle**

Position	Manning Norm
<b>Technical</b>	
GM / Sr GM (Elect.)	1
Manager / AGM / DGM (Elect.) - Tech. Support	1
AM / DM (Elect.) - Estimator/Purchase	1
<b>Accounting &amp; Finance</b>	
Manager / AGM / DGM (F)	1
JM(F)	1
<b>HR Admin &amp; Support</b>	
AM /DM (HR)	1
Steno	1
OA	2
<b>Sub-Total</b>	<b>9</b>

**Table-2. Manpower Norm for O&M Division**

Position	Manning Norm
<b>Technical</b>	
DGM / AGM / Manager (Elect.)	1
AM / DM(Elect.) - Spares & Estimator	1
<b>Accounting &amp; Finance</b>	
AM / DM (F)	1
<b>HR Admin &amp; Support</b>	
OA	2
<b>Sub-Total</b>	<b>5</b>

**Table-3: Manpower Norm for 400 KV Division /Sub Station**

Position	Manning Norm
<b>Technical</b>	
DGM /AGM/ Manager (Elect.)	1
AM / DM (Elect.)- Tech. Support	1
<b>Accounting &amp; Finance</b>	
AM / DM (F)	1
<b>HR Admin &amp; Support</b>	
OA	2
<b>Sub Station Shift Operation</b>	
Manager / AGM / DGM (EI)	1
AM /DM (Elect.)	8
Operator-A/B/C	8
Semi-Skilled Assistants (Elect)	4
<b>Sub Station &amp; Line Maintenance</b>	
Manager / AGM / DGM (EI)	1
AM /DM (Elect.)	2
Lineman-A/B/C	2
Electrician-A/B/C	1
Semi-Skilled Assistants (Elect)	3
<b>Sub-Total</b>	<b>35</b>

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**Table-4. Manpower Norm for 220 KV Sub division**

Position	Manning Norm
<b>Technical</b>	
Manager (Elect.)	1
<b>Sub-Divnl. Support</b>	
OA	1
<b>Sub Station Shift (Operation)</b>	
AM / DM (Elect.)	4
Operator-A/B/C	4
Semi Skiled Assistant (Elect)	4
<b>Sub Station Maintenance</b>	
AM /DM (Elect.)	1
Lineman-A/B/C	2
Electrician-A/B/C	2
Semi-Skilled Assistants (Elect)	1
<b>Sub-Total</b>	<b>20</b>

**Table-5. Manpower Norm for 220 KV Special Category Sub division**

Budhipadar, Jayanagar, Narendrapur, Chandaka, Tarkera	
Position	Manning Norm
<b>Technical</b>	
Manager (Elect.)	1
<b>Sub-Divnl. Support</b>	
OA	1
<b>Sub Station Shift (Operation)</b>	
AM / DM (Elect.)	4
Operator-A/B/C	8
Semi Skiled Assistant (Elect)	4
<b>Sub Station Maintenance</b>	
AM /DM (Elect.)	1
Lineman-A/B/C	2
Electrician-A/B/C	2
Semi-Skilled Assistants (Elect)	1
<b>Sub-Total</b>	<b>24</b>

**Table-6. Manpower Norm for 132 KV Sub division**

Position	Manning Norm
<b>Technical</b>	
Manager (Elect.)	1
<b>Sub-Divnl. Support</b>	
OA	1
<b>Sub Station Shift (Operation)</b>	
AM / DM (Elect.)	4
Operator-A/B/C	4
Semi-Skilled Assistant (Elect)	4
<b>Sub Station Maintenance</b>	
AM /DM (Elect.)	1
Lineman-A/B/C	2
Electrician-A/B/C	1
Semi-Skilled Assistants (Elect)	1
<b>Sub-Total</b>	<b>19</b>

**Table-7. Manpower Norm for Switching Sub station**

Position	Manning Norm
<b>Technical</b>	
DM/AM(EI) SDO	
AM/DM(EI)	1
JM (Elect.)	1
<b>Sub-Total</b>	<b>2</b>

Note: Wherever required the Manning Norm of 132 KV Sub Divisions will be followed for the Switching Sub Divisions.

**Table-8. Manpower Norm for Transmission Line Sub Division (400 KV & 220 KV)**

Position	Manning Norm
Manager (EI)	1
AM/DM(EI)	1
OA	1
<b>Sub-Total</b>	<b>3</b>

**Table-9. Manpower Norm for Transmission Line Sub Division (132 KV)**

Position	Manning Norm
AM/DM(EI)	2
OA	1
<b>Sub-Total</b>	<b>3</b>

**Table-10. Manpower Norm for Divisional pool for line maintenance**

Position	Manning Norm
Jr. Manager (Elect.)	1/100 Km
Foreman/Sr Chageman	1/100Km
Lineman-A/B/C	4/100 Km
Semi-Skilled Assistant	4/100 Km
<b>Sub-Total</b>	<b>10/100 Km</b>

**MANNING NORM FOR E&MR UNITS****Table-11. Manpower Norm for E & MR Division**

Position	Norm
<b>Technical</b>	
Mgr/AGM/DGM(EI)	1
AM/DM(EI)	1
<b>Finance Support</b>	
JM(F)	1
<b>HR ,Admin &amp; Support</b>	
OA	1
<b>Sub-Total</b>	<b>4</b>

Note: The Number of E&MR Division will be coterminous with O&M Circle.

**Table-12. Manpower Norm for E & MR Sub division**

Position	Norm
Mgr/AGM/DGM(EI)	1
AM/DM(EI)	2
JM (Elect.)	1
OA	1
Electrician-A/B/C	2
Semi Skiled Assistant (Elect)	3
<b>Sub-Total</b>	<b>10</b>

Note: The Number of E&MR Sub-Division will be coterminous with O&M Division.

**MANNING NORM FOR PROJECT UNITS**

**Table-13. Manpower norm for Project Zonal Office**

Position	Norm
<b>Technical</b>	
GM / Sr GM (Elect.)	1
Steno	1
Manager /AGM/DGM ( Elect)	1
AM /DM (Elect.)	2
<b>Accounting &amp; Finance</b>	
Manager / AGM /DGM (F)	1
JM(F)	1
<b>HR Admin &amp; Support</b>	
Manager /AGM/DGM ( HR)	1
OA	2
<b>Sub-Total</b>	<b>10</b>

**Table-14. Manpower norm for Project Circle Office**

Position	Norm
<b>Technical</b>	
GM / Sr GM (Elect.)	1
Steno	1
AM /DM (Elect.)	1
<b>Accounting &amp; Finance</b>	
Manager / AGM /DGM (F)	1
JM(F)	1
<b>HR Admin &amp; Support</b>	
AM /DM (HRD)	1
OA	2
<b>Sub-Total</b>	<b>8</b>

**Table.15 Manpower norm for Project Division Office**

Position	Norm
<b>Technical</b>	
Manager / AGM / DGM (Elect.)	1
AM /DM (Elect.) - Site coordination	1
<b>Accounting &amp; Finance</b>	
AM / DM (F)	1
<b>HR Admin &amp; Support</b>	
OA	3
<b>Sub-Total</b>	<b>6</b>

**Table-16. Manpower norm for Project Sub division Office**

Position	Norm
Manager (Elect.)	1
AM / DM (Elect.) - Const. Coordination	2
JM(Elect)	1
OA	1
Semi-Skilled Assistants (Elect)	2
<b>Sub-Total</b>	<b>7</b>

**MANNING NORM FOR STORES UNITS****Table-17: Manpower for Stores Circle Office**

Position	Norm
<b>Technical</b>	
GM (Elect.)	1
AM / DM (Elect)	1
<b>Finance &amp; Accounting</b>	
AM / DM (F)	1
Jr Manager(F)	1
<b>HR, Admin &amp; Support</b>	
Steno	1
JM(HRD)	1
OA	1
<b>Sub-Total</b>	<b>7</b>

**Table-18: Manpower for Stores Division**

Position	Norm
<b>Technical</b>	
Manager / AGM / DGM (Elect.)	1
AM /DM (Elect.) - Support & Stores Coordination	1
<b>Finance &amp; Accounting</b>	
Jr Manager (F)	1
<b>HR, Admin &amp; Support</b>	
OA	1
<b>Sub-Total</b>	<b>4</b>

**Table-19: Manpower for Stores Sub Division**

Position	Norm
AM / DM (Elect)	1
Jr Manager (Elect)	1
OA	1
SSA (Elect)	2
<b>Sub-Total</b>	<b>5</b>

**MANNING NORM FOR TELECOMMUNICATION UNITS**

**Table-20. Manpower for Telecom Circle Office**

Position	Norm
<b>Technical</b>	
GM / Sr GM (TC)	1
AM/DM(TC)	1
<b>Finance &amp; Accounts</b>	
Manager /AGM/DGM (F)	1
Jr Manager (F)	1
<b>HR, Admn &amp; Support</b>	
JM(HRD)	1
OA	1
Steno	1
<b>Sub Total</b>	<b>7</b>

**Table-21. Manpower Norm of Telecom Divisions**

Position	Norm
<b>Technical</b>	
Manager /AGM/DGM (TC)	1
AM /DM (TC)	1
<b>Accounting &amp; Finance</b>	
Jr.Manager (F)	1
<b>HR, Admin &amp; Support</b>	
OA	1
<b>Sub total</b>	<b>4</b>

**Table-22. Manpower Norm of Telecom Sub Divisions**

Position	Norm
Manager (TC) - SDO	1
OA	1
<b>Sub Total</b>	<b>2</b>



**Table-23. Manpower Norm of Telecom Sections**

<b>Section-I</b>	
<b>Position</b>	<b>Norm</b>
AM / DM(TC)	1
Foreman / Sr.Chargeman (TC)	1
Semi-Skilled Asst (TC)	1
<b>Sub Total</b>	<b>3</b>

<b>Section-II</b>	
<b>Position</b>	<b>Norm</b>
JM(TC)	1
Technician(TC) A/B/C	1
Semi-Skilled Asst (TC)	1
<b>Sub Total</b>	<b>3</b>

<b>Section-III</b>	
<b>Position</b>	<b>Norm</b>
Jr Manager (TC)	1
Technician(TC) A/B/C	1
Semi-Skilled Asst (TC)	1
<b>Sub-Total</b>	<b>3</b>

**Table-24. Manpower Norm for Sub SLDC (Special Sections)**

(BBSR, Budhipadar, Meramandali, Jayanagar)	<b>Norm</b>
Manager / AGM /DGM (Sub-LDC)	1
AM /DM (TC)	4
Semi-Skilled Assistant (TC)	4
<b>Sub-total</b>	<b>9</b>

**Table -25: Manpower for Telecom Stores**

<b>Positions</b>	<b>Norm</b>
DM/AM(TC)	1
JM(TC)	1
OA	1
Semi-Skilled Asst (TC)	2
<b>Sub Total</b>	<b>5</b>

**MANNING NORM FOR CIVIL UNIT**

**Table-26: Manpower for Civil Circle/Head office.**

Position	Norm
<b>Technical</b>	
GM(Civil)	1
DM/AM(Civil)-EA	1
DM/AM(Civil)-Estimator	1
<b>Finance</b>	
DGM/AGM/Mgr(Fin)	1
Jr Mgr(Fin)	1
<b>HR, Admin Support</b>	
AM/DM(HRD)	1
OA	2
Steno	1
<b>Sub Total</b>	<b>9</b>

**Table -27: Manpower norms for Civil Division Office**

Position	Norm
<b>Technical</b>	
DGM/AGM/Mgr(Civil)	1
DM/AM(Civil)	1
<b>Finance</b>	
JM(Fin)	1
<b>HR, Admin &amp; Support</b>	
OA	2
<b>Sub total</b>	<b>5</b>

**Table-28 Manpower for Civil Maintenance at O &M field units**

Civil Maintenance Man Power for O&M wing	
Position	Manning Norms
AM /DM (Civil)	1 / Circle
J.M. (Civil)	1per 2 Div.

**Note:**

1. The Man Power of Civil Maintenance for O&M Units shall report to concerned O&M, head.
2. The Non-Executive Manpower Requirement in the Civil wing will be outsourced as per the requirement and approval of the Competent Authority.
3. The Transport and Attendant/ Peon services of the Offices will be outsourced as per the requirement and approval from Hqrs Office.

