



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

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CIN: U4102OR2004SGC007553 (Email: ir@optcl.co.in)

No. OPTCL-14018/14/2025-IR AND EW - 16601

/ Dated: 08.10.2026

OFFICE ORDER

Sub: Reimbursement of expenses incurred towards obtaining and renewal of ELBO Workman Permits by Technical Non-Executive (Electrical) employees of OPTCL - reg.

In pursuance of the decision of the Committee of the Board (on HRD Matters) in its 62nd Meeting held on 28.08.2026, approval has been accorded for reimbursement of expenses incurred by eligible Technical Non-Executive (Electrical) employees of OPTCL towards obtaining and renewal of prescribed Workman Permits issued by the Electrical Licensing Board of Odisha (ELBO).

The reimbursement scheme for the Non-executive Technical (Electrical) Employees for holding ELBO Workman permits is as follows:

Sl. No.	Permit Category	Reimbursement Scheme
1	Lineman-MV (with Learner Permit for Workman-HT)	Renewal fees on a yearly basis, subject to submission of valid permit and requisite documents.
2	Workman-HT (with Learner Permit for Workman-EHT)	One-time application fee and renewal fees on a yearly basis, subject to submission of valid permit and requisite documents.
3	Workman-EHT	One-time application fee and examination fees and renewal fees on a yearly basis, subject to submission of valid permit and requisite documents.

Modalities for Reimbursement:

1. Technical Non-Executives (Electrical), upon obtaining or renewing valid permits from ELBO, shall be eligible for reimbursement of permit-related fees (Application Fees, Examination Fees and Renewal Fees) for the category of permit, as applicable.
2. The concerned employee shall submit an application to the respective Unit Head along with a copy of the valid permit and documentary proof of payment of the applicable fees. The Unit Head shall verify the claim and forward the same to the Non-Executive Establishment, Hqrs. for scrutiny and onward transmission to the DDO, Headquarters, for reimbursement. The reimbursement shall ordinarily be processed once in a financial year.

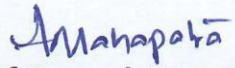
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3. Reimbursement shall be admissible for the period of validity of the permit or up to the date of superannuation or separation from service, whichever is earlier.

The Management reserves the right to amend, modify, or withdraw the reimbursement provisions at any time.

The above reimbursement scheme shall come into force with effect from the date of issue of this Office Order.

Memo No. 16602


Chief General Manager (HRD)

/ Dated: 08.10.2026

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 Grid Sub-Stations / all Departments of Hqrs. Office/ all DDOs of OPTCL & SLDC through e-mail for information and necessary action.


General Manager (HRD) IR

Cc to:

- 1) Sr. PS to CMD, OPTCL for kind information of CMD, OPTCL.
- 2) PS/PA/SA to all functional Directors of OPTCL/SLDC for kind information of Directors.
- 3) CGM (IT), OPTCL for kind information and necessary action with a request to upload this Office Order in the OPTCL website.