



**ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସାରଣ ନିଗମ ଲିୟ.**  
**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](http://www.optcl.co.in)  
CIN: U4102OR2004SGC007553

No. AW-GE-II-04/2009 (Pt-III) - **1855**/Dated, **03.02.2026****OFFICE ORDER**

(SAP O.o No. 1000000196)/ Sri Sanjay Sahoo, Assistant Manager (El.), [Emp. ID- 86530], T/L S/S & S/D Brajarajnagar (132/33/11 kV), is hereby transferred and posted at TL S/D Budhipadar (220/132 kV), until further orders.

No. **1856** (SAP O.o No. 1000000197)/ Sri Kuanr Murmu, Assistant Manager (El.), [Emp. ID- 71222], T/L S/S & S/D Kuchinda (132/33 kV), is hereby transferred and posted at T/L S/S & S/D Brajarajnagar (132/33/11 kV), until further orders.

The above executives shall be relieved from their present assignments through local arrangements.

The transfer 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, **03.02.2026**

Memo No: **1857**

Copy to persons concerned for information and necessary action. Upon reporting at the new unit, the transferred employees are requested to immediately register their details in the Biometric Attendance System. The detailed Manual of Relieving, Joining and Charge Handing over processes through SAP is enclosed for reference.

ASST. MANAGER (HRD)-EE

/Dated, **03.02.2026**

Memo No: **1858**

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

ASST. MANAGER (HRD)-EE

/Dated, **03.02.2026**

Memo No: **1859**

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

ASST. MANAGER (HRD)-EE

Memo No: **1860**

/Dated, **03.02.2026**

Copy forwarded to the CGM (Tel.), I/c IT Cell, 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. P.S. to C.M.D., OPTCL for kind information of C.M.D., OPTCL.
2. T.A. / P.S. / Steno to Functional Directors for kind information of Directors.
3. P.F. of concerned officers.