



# ଓଡିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଠ.

## 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-06/2013 - 9288

/Dated. 04.06.2026

### OFFICE ORDER

(SAP O.o No. 1000000397, 1000000398 & 1000000399)/ Sri Rajesh Kumar Gochhi, Assistant Manager (Civil), [Emp ID- 64402], Civil Works Section No-II, Bhubaneswar with additional charge of Civil works S/D Bhubaneswar is hereby transferred posted at Civil Works S/D, Bhubaneswar with additional charge of Civil Works Section No.-II, Bhubaneswar, until further orders.

He will be relieved from his present assignments by relinquishing his charges in the following manner.

- 1) To be relieved from Civil Works Section No-II, Bhubaneswar & Joining at Civil works S/D Bhubaneswar -1000000397
- 2) To be relieved from Civil Works S/D Bhubaneswar -1000000398
- 3) To join in the additional charge at Civil Works Section No-II, Bhubaneswar-1000000399

**The transfer order shall be carried out in SAP only. He is requested to processes the Relieving, Joining and Charge Handing over process in SAP, which is linked to payroll.**

This issues with the approval of competent authority.

*Annapurna*  
CHIEF GENERAL MANAGER (HRD)

/Dated, 04.06.2026

Memo No: 9289

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

*Ham*  
ASSISTANT MANAGER (HRD)-EE

/Dated, 04.06.2026

Memo No: 9290

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

*Ham*  
ASSISTANT MANAGER (HRD)-EE

/Dated, 04.06.2026

Memo No: 9291

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.

*Ham*  
ASSISTANT MANAGER (HRD)-EE

Memo No: 9292

/Dated, 04.06.2026

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



ASSISTANT MANAGER (HRD)-EE

CC to:

1. Sr. P.S to CMD, OPTCL for kind information of CMD, OPTCL.
2. T.A / P.S / Steno to Functional Directors of OPTCL for kind information of Directors.
3. P.F of concerned officer.