



ଓଡିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.8.

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: OPTCL TECH TOWER, Janpath, Saheed Nagar,
Bhubaneswar, Khurda, Odisha-751007.

Telephone: (0674) 2542269, 2542743 (EPABX), Website: www.optcl.co.in

CIN: U40102OR2004SGC007553

No.GL-VII-5/2020(Pt.)- 16413

/Dated, 06-10-2026

OFFICE ORDER

Subject: Temporary Arrangements for Execution of the Work "Addition of Two Elevators and Development of Mezzanine Floor Areas in OPTCL Tech Tower Building".

In view of the proposed construction activities for the above-mentioned work, and with a view to ensuring safe, smooth and uninterrupted execution of the work while minimizing inconvenience to employees, visitors and other building users, the following temporary arrangements shall be implemented during the construction period.

Accordingly, the concerned Department/Team shall make necessary arrangements and ensure implementation of the following activities:

Sl. No.	Activity	Concerned Dept./Team
1.	Relocation of Ganesh Idol - The existing Ganesh idol shall be temporarily shifted and placed at Wing 2 at Ground Floor (GF). - A suitable and aesthetically appropriate pedestal/platform shall be provided for safe and proper placement of the idol. - The shifting and placement shall be carried out carefully, ensuring due respect and maintaining the overall appearance of the premises.	SE (Civil) / Electrical Maintenance Cell
2.	Fabrication Area - The front driveway portion of Tech Tower Building shall be utilized as a temporary fabrication area for carrying out fabrication-related activities associated with the work. - The fabrication area shall be properly barricaded and demarcated. - Adequate safety measures, warning signage, lighting and access control shall be provided to ensure the safety of employees, visitors and construction personnel. - The contractor shall ensure that the fabrication activities do not obstruct emergency access or essential building services.	SE (Civil) / HRD(Caretaking Branch)

3.	Vehicle Movement and Parking • During the execution period, vehicle movement shall be restricted to the front entrance of Tech Tower Building. • Vehicles shall enter through the designated entry gate and proceed towards the exit gate through the peripheral area of the building, as per the approved movement arrangement. • No vehicle shall be permitted to park within designated construction/work area at Basement-1 and Basement-2. • Necessary barricading and signage shall be provided to segregate construction-related movement from regular vehicular and pedestrian movement.	HRD (Gen. Admn. Branch) / CSO
4.	Entry/Exit of Employees and Visitors • In view of the proposed construction activities at the main entrance/front portion of the building, entry and exit of employees and visitors through same area shall remain restricted during the construction period. • Employees and visitors shall use the rear-side entry/exit doors of Wing-1 and Wing-2 for access to the building. • Appropriate directional signage shall be installed to guide employees and visitors to the designated entry/exit points. • The access arrangements shall be maintained safely and shall not obstruct emergency evacuation routes.	HRD (Gen. Admn. Branch)/CSO
5.	Control of Noise Pollution • Necessary measures shall be adopted to minimize and control noise generated during construction activities. • Noisy construction/fabrication activities shall, as far as practicable, be scheduled during suitable working hours so as to minimize disturbance to the regular functioning of the office. • The contractor shall provide suitable equipment/methods for noise reduction wherever required and shall ensure compliance with applicable safety and environmental requirements.	SE (Civil)

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The above temporary arrangements shall be imposed to facilitate uninterrupted execution of the work while minimizing inconvenience to the employees, visitors to Tech Tower Building.

This issues with approval of Competent Authority.



Chief General Manager (HRD)

Memo No. 16414

/Dated, 06-10-2026

Copy to All CGMs / Company Secretary / CLD, SLDC, Mancheswar, Bhubaneswar / All Sr.GMs / All GMs / All DGMs / All AGMs / All Managers/ S.E.(Civil) I/C / Land Officer / CSO, OPTCL / All Branch officers of Corporate Office of OPTCL for information.



DGM (HRD) Gen. Admn.

Cc to:

1. Sr.PS to CMD, OPTCL for kind information of CMD.
2. Sr.PS/PA/SA to all Functional Directors for kind information of Directors.
3. CGM (IT) for kind information and necessary action with a request to-upload the above office order in Official Website of OPTCL.