



**ODISHA POWER TRANSMISSION CORPORATION LIMITED**  
(A Government of Odisha Undertaking)  
REGD. OFFICE: JANPATH, BHUBANESWAR-751 022  
CIN - U40102OR2004SGC007553

No. AW - GE - II - 12/2011 - 20296 /Date, 23.05.2015

**CIRCULAR**

The matter of issue of NDC against Loans and Advances for House Building & Conveyance (Motor Car/Motor Cycle / Moped) sanctioned through internal sources was under active consideration of the management for quite some time in the past. Pursuant to the decision of the NDC Committee constituted for the purposes and approval of the Competent Authority, the concerned authority shall follow the following modalities for issue of issue of NDC in favour of the retired employees and employees continuing on the role :-

**(A) For Retired Employees :**

1. In the event of retirement of an employee from OPTCL/GRIDCO service, the NDC pertaining to House Building and Conveyance (Motor Car/ Motor Cycle/ Moped) Loans and Advance shall be issued by the concerned DDO where he/she was last working.
2. The employees of the erstwhile OSEB who were working in Distribution Units and subsequently permanently absorbed in Distribution Companies, the concerned Authority of Distribution Company shall be responsible for issue of NDC at their end without making any correspondence with the OPTCL Authority. The OPTCL is no way responsible for such category of employees for issue of NDC.
3. The employees who were working under O&M / Construction / Telecommunication / Civil Units under erstwhile OSEB upto 26.11.1998 and subsequently permanently absorbed in Distribution Company and retired from Distribution Company, if any Advance sanctioned by the erstwhile OSEB / GRIDCO / OPTCL against such employees, the concerned Authority of Distribution Company shall ask for NDC to OPTCL indicating the last working unit of such employees prior to absorption in Distribution Company with indicating the details of recovery of the Loans / Advance, if any, made at their end.

**(B) For Existing Employees :**

The employees who are in the service, the concerned D.D.O shall be responsible for :

- a) Recovery of Principal amount of Loan / Advance as per the terms and conditions of the Sanction / Release Order ;

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- b) after recovery of the Principal, steps shall be taken up immediately for calculation of Interest and making recovery thereof ;
- c) after recovery of the Principal & Interest amount, Financial Clearance / NDC shall be issued by the concerned D.D.O ;
- d) the concerned D.D.O shall forward the above Financial Clearance / NDC to the E&M Cell of OPTCL Corporate Office ;
- e) In case of transfer of any employees to other Units of OPTCL, the concerned D.D.O shall inform following to the D.D.O where the employee concerned posted ;
- i) Principal & Interest amount of Loans & Advances outstanding as on the date of transfer ;
  - ii) sanction Order Number and Date ;
  - iii) release Order Number & Date ;
  - iv) recoverable amount against each installment

The Financial Clearance / NDC shall be issued by the Concerned D.D.O as per the provisions stipulated above indicating that " Certified that the balance outstanding towards Principal & Interest on House Building & Conveyance (Motor Car/ Motor Cycle/ Moped) Loan & Advance vide Sanction Order No. \_\_\_\_\_ dated \_\_\_\_\_ and Release Order No. \_\_\_\_\_ dated \_\_\_\_\_ against Mr. \_\_\_\_\_ Designation \_\_\_\_\_, Employee ID No. \_\_\_\_\_ as on dated \_\_\_\_\_ is NIL".

The E&M Cell, on receipt of Financial Clearance / NDC from the concerned D.D.O / Unit Head shall compare it with the Sanction Order / Release Order issued for the said purpose and also ensure to receive NDC from concerned D.D.O against all the sanction order issued in the name of the employee. After verification of Financial Clearance / NDC, the E&M Cell forward the same to the Establishment Branch with duly countersigned by the E&M Cell Head for taking further course of action.

This issues with the approval of the Competent Authority.

  
DY. GENERAL MANAGER (HRD), E.E

Memo No. 20297 (120) / Date, 23.05.2015

Copy to all Functional Directors / All C.G.Ms / All Sr. G.Ms/ All G.Ms / All D.G.Ms / All A.G.Ms of Field Units / All Managers of Field Units / All Branches of Corporate Office, Bhubaneswar for information and necessary action.

  
DY. GENERAL MANAGER (HRD), E.E

C.C to Sr. P.S to CMD for kind information  
of C.M.D