



ODISHA POWER TRANSMISSION CORPORATION LTD

(A Government of Odisha Undertaking)
REGD. OFFICE: JANPATH, BHUBANESWAR-751 022

No. AW-GE-II-05/2012-16841 / Dated, 04.10.2012

OFFICE ORDER

Consequent upon Go-live of E-Shakti Module in OPTCL: Head Qrs., GRIDCO, SLDC, Sr. G.M. (TP&C), EHT (Const) Circle/Division and Sub-divisions, Bhubaneswar, the power have been delegated to the Executives as indicated below for sanction of all types of Leave except C.L. This will superceed all such previous orders issued to that effect for the Units of OPTCL where ERP has been implemented. The old practice shall continue in other Units till implementation of ERP.

EXECUTIVES (Both Field and Head Qrs)

GRADE	UPTO 30 DAYS	31 To 60 DAYS	61 To 120 DAYS	121 DAYS & ABOVE
E-2 To E-5	A.M (HRD)/D.M (HRD)/Manager(HRD)		AGM (HRD) / DGM (HRD)	Director (HRD)
E-6 To E-8	A.M (HRD) / D.M (HRD) / Manager(HRD)	AGM (HRD) / DGM (HRD)		Director (HRD)
E-9 & Above	Director (HRD)			

NON-EXECUTIVES (Both Field and Head Qrs)

CADRE	UPTO 30 DAYS	31 To 60 DAYS	61 To 120 DAYS	121 DAYS & ABOVE
Head Qrs. Office Cadre	A.M (HRD)/D.M (HRD)/Manager(HRD)		AGM (HRD) / DGM (HRD)	Director (HRD)
Divisional Cadre	Asst. Manager of Division	Concerned Divisional Head		
Circle Cadre (Posted at Division / Sub-division)	Concerned Divisional Head		Circle Head	
Circle Cadre (Posted at Circle)	AM / DM / Manager	Circle Head		
SLDC / TP&C	AM / DM / Manager	Unit Head		

This issues with the approval of the Competent Authority.

ASST. GENERAL MANAGER (HRD) - III
P.T.O