



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Hd. Qrs. Office, Regd. Office : Janpath, Bhoinagar, Bhubaneswar-750122,

AW-CR-Farewell-30/2013

- 10170 (60)

Dated. 01.06.2013

To,

Sr.G.M (TP&C) /
S.E(Civil), CWC , Bhubaneswar /
All General Managers in charge of Circles /
All Assistant General Managers in charge of Divisions /
All Managers in charge of Divisions /
E.E (Civil), CWD, Burla & Bhubaneswar

Sub: Procurement of Memento, Shawl and Gita for retirement meeting.

Ref: Office order no. 10328 dt. 20.6.2011.

Sir/Madam,

OPTCL/Gridco has a tradition of conducting ceremony for Bidding Farewell to employees who are leaving the organisation on retirement since 1999. OPTCL started the tradition of giving away a Memento, Shawl, Bhagvad Gita to the employees vide office order mentioned under reference. Management has decided to increase the sanction amount to Rs 2236/- per retiree excluding entertainment expenses. The following changes in procurement process are to be done in order to maintain uniformity.

Memento, Shawl and Gita which is given to the retirees at the date of retirement will be procured centrally by CR branch from the following vendors:

- Memento from M/s Alfa Graphics, Bhubaneswar @ Rs 1450/- inclusive of VAT.
- Shawl from Khadi Niketan, Bhubaneswar for Rs.496/- (sample 4547) inclusive of VAT.
- Bhagvad Gita from Gita Press,Cuttack/ Bhubaneswar @ Rs.120/- inclusive of VAT.

The following procedure may be followed for receiving of the above every month:

- The details of the retirees of the Circle/Division/Office in "Annexure A" should reach CR branch by 5th of every month.
- The Division should collect the Memento, Shawl and Gita from CR branch during 21st - 25th of every month.
- HQ office retirement will be managed by CR branch, Corporate Office directly.
- The following expenses at the specified rate per retiree will be incurred by the Circles/Divisions/Offices at their level:
 - One big size photo = Rs 70/-
 - Bouquet = Rs. 100/-
- Entertainment expenses will be Rs 750/- if number of retirees is limited to two and in case the number of retirees exceeds two then the said amount will be limited to Rs. 1000/- for field units and Rs. 1500/- for HQ office.

Memo no.

10171

Dated: 01.06.2013
DGM (HRD) CR

Copy to Sr.G.M (P.S), SLDC. He is requested to procure Memento, Shawl and Gita from the above mentioned vendors at the mentioned rate and incur expenditure for photo, bouquet and entertainment expenses at his end as specified above for the retirees of SLDC.

Memo no.

10172 (2)

Dated: 01.06.2013
DGM (HRD) CR

Copy to DDO (HQ) / GM (F) Budget for information.

Dated: 01.06.2013
DGM (HRD) CR

Copy to DGM (IT). He is requested to upload the notice on OPTCL website.
Rosaline Bishwal
Manager (HRD) CR

Annexure A

To,

DGM (HRD) CR
OPTCL HQ
Bhubaneswar

Sub: Supply of _____ numbers of memento, Shawl and Gita each for the retirees for the month of _____.

Sir,

You are requested to supply memento, Shawl and Gita for the following retirees for the month of _____.

Sl no.	Name of the retiree in full	Emp. No.	Designation	Place of posting	Date of entry into service	Date of retirement

N.B: The above table should be filled up in CAPITAL letters only.

Sri/Smt. _____, Desg: _____

Mobile number _____ of the division is authorised to receive the above mentioned items. His/Her signature is attested below.

Signature of the authorised person

Yours sincerely,

Signature of
Head of the Office

RECEIPT AT THE TIME OF RECEIVING
To be filled up at CR branch, HQ

I, Sri/Smt _____, Desg: _____ of _____ Circle/Division/Office has received _____ nos of Memento, _____ nos. of Shawl and _____ nos. of Gita in good condition from CR branch, OPTCL HQ.

Date:

Signature:

Name of the receiver:

Employee ID: