



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

REGD.OFFICE: JANPATH, BHUBANESWAR – 751 022.

Website: www.optcl.co.in

CIRCULAR

AW-E&M-MED-236/2005-6075

/Dated, the 06.04.2013

Sub:- Standard Operating Procedure (SOP) to deal with emergency medical situation in the event on employee meets with an accident on duty.

Clause 1.5.3 of OPTCL Medical Attendance Rule deals with the treatment of employee meeting with an accident while performing official duties. In order to bring flexibility and clarity, a proposal was placed to the BoD in 55th meeting to streamline the procedure. After careful consideration, the Board observed that instead of amending clause 1.5.3 (a) of OPTCL Medical Attendance Rules, the proposal may be implemented by way of issue of SOP for better clarity to address the emergency / accident cases.

In the above context, the SOP is hereby laid down and issued to address such contingencies in the following manner:

- (i) In the event an employee meets with serious electrical accident at the workplace during working hours the controlling officer will immediately inform their respective Division / Circle Head through phone or message under intimation to the Head – Safety as well as Director (Engg) and Director (HRD).
- (ii) The victim shall be immediately shifted to the nearest referral hospital or multispecialty hospital having burn injury ward and ICU facility as the case may be. As and when necessary, ambulance equipped with ICU facility and para-medical staff will be hired for the patient.
- (iii) The concerned Division / Circle Head on telephonic discussion with DGM (HRD), E&M or Manager (HRD) E&M will take care of first-aid and medical treatment and incur initial expenses which will be treated as part of the medical advance.
- (iv) The concerned DDO shall be authorized to release initial medical advance of Rs.50,000.00 or more limiting to Rs.1,00,000.00 in favour of the SDO/ Division Head or the Officer accompanying the victim in anticipation of approval of the competent authority.

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- (v) An Officer of the Division or any other division will accompany the patient along with the attendant. Advance to incur expenditure on treatment of the employee may be sanctioned in favour of the concerned officer.
- (vi) The victims shall be referred to such Multi-specialty Hospital of repute equipped with Specialist / Plastic Surgeon and ICU with burn unit.
- (vii) In the event the medical treatment in the referral hospitals is considered to be inadequate and / or the victim may be in need of advanced medical care to save his life, based on the recommendation of medical expert or treating Surgeon, Director (HRD) with the permission of CMD may take a decision for airlifting of the patient in Air-Ambulance to such Supper Specialty Hospital with special burn unit in the country. If the situation so arises, an officer along with an attendant may travel by Air to accompany the victim.
- (viii) The concerned DDO will be authorized to make online fund transfer to the Hospital or Agency providing Air-Ambulance services with verbal permission in anticipation of approval of the Competent Authority.
- (ix) All the bills / expenses related to the treatment of the employees will be placed to the medical recommending committee. After due recommendations the bills / expenses will be placed to the CMD for post facto approval.

By order of the BoD

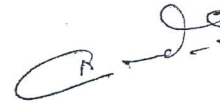


DIRECTOR (HRD)

Memo No.6076⁽⁶⁰⁾

/Dated, the 06.04.2013

Copy to all CGMs / Company Secretary / All SGMs / All GMs / All DGMs / All AGMs / All Managers / Assistant Company Secretary, GRIDCO / SE (Civil) / EE (Civil) Bhubaneswar / Burla / Medical Officer, Power Hospital / All branch officers of OPTCL Corporate office. You are requested to display the circular in your notice board and among the employees working under your control.

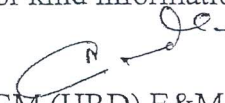


DGM (HRD) E&M

Memo No. 6077

/Dated, the 06.04.2013

Copy to Sr.P.S of CMD / PA / PS to all Functional Directors for kind information.



DGM (HRD) E&M

Copy to all notice board of OPTCL Hqrs office.

AGM(IT)
The no- 6075 dt. 6.4.2013 may please be
uploaded in the office website.
AM(IT) PKS
for n/a pl.
10/4/13

By General Manager (HRD) E&M
OPTCL, Bhubaneswar