



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

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

Tel. No: (0674) 2541633 (EPABX) Fax: (0674) 2540781

No. AW-GE-11-4/11-

4481 (60)

, Dated. 16.03.2013

To

Sr. General Manager (TP&C) /

Sr. General Manager (PS)/

All General Managers / All Dy. General Managers I/c of Circles /

All Asst. General Managers / All Managers / Executive Engineer I/c of Division,
OPTCL.

Sub: Inviting suggestions under Employees Suggestion Scheme.

Ref: Circular No.AW-OE-11-4/11-11089, dated.30.06.2011 (copy enclosed).

Sir / Madam,

With reference to the above cited subject this is to remind you that OPTCL Employees Suggestion Scheme was issued vide Office Circular No. 11089 dt. 30.06.2011 for wide circulation among the Officers & staff. OPTCL Employee Suggestion Scheme in detail was uploaded on OPTCL website and the same is also available on the website.

The object of the Scheme is to inspire the employees to bring out ideas suggestion talent within them and facilitate identification of talent. Other details like applicability, Procedure and Award for the best suggestion is mentioned in the Circular.

There is also provision for cash award for the best suggestion. The amount will be decided by the Suggestion Committee. The award will be presented to the employees, whose suggestions are considered / adjudged to be worth-rewarding. Such rewards are to be presented in a ceremonial function to be organized at Corporate / Circle level. At this juncture, all employees in a special drive are encouraged / inspired to put forth their valuable ideas / suggestions to Sri A.P.Panda, DGM (HRD), CR, who is the Secretary and Convener of the Suggestion Committee. Such suggestion will be evaluated by the Committee and the Best Suggestions will be rewarded in shape of cash prize in the range of Rs.7,500/- to Rs.15,000/- as per the clause 8 of the scheme on the occasion of 8th Foundation Day celebration on 1st April'2013.

Despite poor response all employees are once again requested to put forth suggestions through their respective controlling Officer. All Divisional Heads, Circle Heads & Unit Heads may ensure that the suggestion scheme is widely circulated among the officers and staff so as to invite as many suggestions as possible. It is the responsibility of the Circle & Division Heads to encourage their employees to submit suggestions on time. The Circle heads should also monitor the same to get the maximum no. of suggestions from their Circle. All suggestions should reach "The Co-ordinator & Secretary, Suggestion Committee, OPTCL Hqrs. Office, Bhubaneswar". The suggestion received on or before 26th March'2013 will be considered for reward on the Foundation Day Celebration on 1st April,2013.

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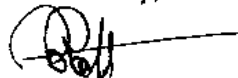
NATURE AND AREA OF SUGGESTION (FOR WHICH THESE CAN BE MADE)

- i. Savings in labour, material, supplies or expenses
- ii. Prevention or reduction of waste including defective work.
- iii. Improvement in maintenance methods.
- iv. Improvement in grid system availability.
- v. Safety precautions, to eliminate possible accident.
- vi. Eradication of civic problems, better hygiene and cleanliness of work place or residential colony.
- vii. Improvement in tools, machinery, equipment or facilities and working procedures.
- viii. Economy in use of stationery, consumables, etc.
- ix. Improvement in energy accounts, audit.
- x. Improvement in quality and employee performance.
- xi. Improvement in systems and procedures.
- xii. Any other suggestions which are likely to bring economy and increase efficiency/productivity in the working of the organization.
- xiii. Employee engagement and development.
- xiv. Improvement in working & environment conditions.

PROCEDURE

An employee may submit suggestion in the prescribed form at Annexure-I with supporting details. Suggestion may be written either in Oriya or in English. The suggestion should be placed in closed cover and should be submitted to the Secretary of the Suggestion Committee or sent through email to idea.suggestion@optcl.co.in. The decision with regard to acceptance / award or rejection of suggestion will be taken by the Suggestion Committee and communicated to the suggester.

Yours faithfully,

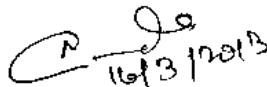


DIRECTOR (HRD)

, Dated. 16.03.2013

Memo No. 4482 (30)

Copy to All CGMs / All Sr.G.Ms / All G.Ms / Company Secretary / All Dy.G.Ms / All AGMs,
OPTCL Hqrs. Office for information and necessary action.

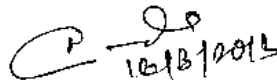


Dy. GENERAL MANAGER (HRD)

, Dated. 16.03.2013

Memo No. 4483 (4)

Copy to All functional Directors, OPTCL for kind information / Sr. PS to CMD for kind information of CMD.



Dy. GENERAL MANAGER (HRD)

C.C. to

President, OPTRA for wider circulation among their members.



ORISSA POWER TRANSMISSION CORPORATION LIMITED

Regd. Office : Janpath : Bhubaneswar : 751022

118

CIRCULAR

No. AW-06-11-4/11-11089

/ Dated, 30.06.2011

The Board of Directors of OPTCL in their 47th meeting held on 23.06.2011 have approved the proposal of implementation of OPTCL Employee Suggestion Scheme with a view to eliciting employee participation in organizational / functional improvement by way of sharing their constructive and creative ideas / suggestion.

In order to channelize the ideas and innovative suggestions, which will bring in tangible improvement and promote problem-solving approach, it is decided to introduce OPTCL Employee Suggestion Scheme:

The salient features of the Scheme are given below:

- (1) **Objective:** Broad objective of the scheme is to inspire the employees to bring out ideas, suggestions latent within them and facilitate identification of talent.
- (2) **Applicability:** All employees of the Company are encouraged to put forth their suggestion under this scheme. All levels of supervisory and workmen categories and executives up to the level of GM are eligible for the reward.
- (3) **Procedure:** An employee who wishes to submit suggestion is required to prepare the proposal on plain paper with supporting details. Suggestion can be written either in Oriya or in English. The suggestion should be placed in closed cover and should be submitted directly to the Secretary of the Suggestion Committee or sent through email to idea.suggestion@optcl.co.in. The decision with regard to acceptance / award or rejection of suggestion will be taken by the Suggestion Committee and communicated to the suggester.
- (4) **Award for Best Suggestion:** The award amount would be decided by the Suggestion Committee and the award will be presented to successful Suggesters in special function organized at the Corporate / Circle / Division Office. Functional Director / Head and GM of the concerned circle will implement the accepted suggestions at Corporate Centre and Circle respectively.

Copy of the Employee Suggestion Scheme is enclosed for further circulation to Headqrs Units / Circle Offices / Divisional Units / all Sub-divisional Units.

DIRECTOR (HRD)

Copy: Director (Engg.) / Director (F&CA) / Director (Comm.) GRIDCO /
CGM (IT) to upload the Scheme on website.
All CGMs / All Sr.G.Ms / All GMs / All DGMs /
All AGMs / All Managers for wide circulation among the staff /
Sr.P.S. to CMD for kind information of CMD.

ORISSA POWER TRANSMISSION CORPORATION LIMITED

Employees Suggestion Scheme

Sub-Division/Divisin/ Circle/Corporate Office

Name _____

Employee No. _____

Designation/Grade _____

Department/Circle/Division _____

Dear Sir,

I wish to give following suggestions for consideration of the Suggestion Committee:-

AREA INVOLVED _____

PRESENT STATUS AND ISSUE (What is faulty or can be improved)*

I SUGGEST AS UNDER*

(Full details of suggestion including estimates of savings are enclosed)

I HONESTLY BELIEVE MY IDEA WILL**

Reduce waste : _____

Reduce cost : _____

Increase Output : _____

Improve methods: _____

Improve House Keeping _____

Promote safety _____

Any other (Specify) _____

* Please attach additional sheet if space provided is insufficient.

** Please Tick Mark (✓) in the space provided which is/are applicable and the remaining should be cross (x) marked.

Dated:

FOR OFFICE USE ONLY

Signature
(Suggestor)

Suggestion No. :

Signature:

Date of Receipt :

Secretary:

Suggestion Committee:

Dated: