



To

The Manager(HRD)
OPTCL Headqrs Office
Janpath, Bhubaneswar

Sub: Reimbursement of Certification Fee for Energy Auditor /Energy Manager Exam

REIMBURSEMENT CLAIM FORM

(For executives who have passed the Energy Manager / Energy Auditor Examination)

Name :

Designation :

Place of Posting :

Date of joining in OPTCL / GRIDCO :

Year of Passing of the Energy Manager /
Energy Auditor Exam (proof to be enclosed) :

Fee claimed for Reimbursement :

Signature of the Executive

Date :

Place:

Encl: (i)
(ii)

Countersigned by the
Controlling Officer
Name:
Designation:

Office Use

I. Verified by
Nodal Officer

Signature

II. Approved by

Signature
Director(HRD)