



# NALCO OFFICERS' ASSOCIATION

## MINES & REFINERY COMPLEX, NALCO

DAMANJODI-763008, Koraput, Odisha.

(Regd.No.537-98/1289-90/23.01.90)

[www.noadamanjodi.com](http://www.noadamanjodi.com)

Landline: 06853-255842

Intercom: 4299

Date: 16.02.2026

Ref.: NOA/M&R/25-26/19

To  
Executive Director,  
M&R Complex,  
NALCO, Damanjodi.

Subject: Representation regarding unresponsiveness of local HR management and issues in quarter allotment.

Respected Sir,

We would like to draw your kind attention to certain pending and critical issues pertaining to the quarter allotment process at Damanjodi, which reflect continued **inaction and lack of responsiveness from the local HR management**, despite repeated representations.

1. It is observed that in every allotment cycle, nearly 30–40% of the available quarters remain unallocated. This serious loophole in the allotment process was earlier brought to the notice of management along with a practical solution vide Letter No. **NOA/M&R/25-26/07, dated: 11/09/2025**, with the objective of maximizing allotment and minimizing vacancy. However, in the recent C-type quarter allotment circular Ref. No. **Admin/05/011/2026/056, dated: 13/02/2026**, no corrective changes have been incorporated. The same flawed logic has been repeated, which will inevitably lead to the same outcome of vacant quarters.

Further, the existing process inadvertently facilitates **intentional blocking of quarters**, an issue already highlighted earlier. The continued failure to review or rectify this clearly indicates HR's inaction in ensuring transparency and eliminating bias.

2. Another matter of grave concern is that several quarters allotted in previous allotments have still not been handed over to the employees. There are instances where quarters remain pending for handover even after three years of allotment, causing undue hardship to employees.
3. It is a matter of serious concern that personnel from external agencies engaged for providing services to NALCO are being accommodated in the NALCO township

**PRESIDENT**  
MANAS RANJAN  
BEHERA  
Mob: 9437633777

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DIWAKAR  
SHRIVASTAVA  
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RANAJIT NAYAK  
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SAHOO  
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AMLANJYOTI DAS  
Mob: 9932563814

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seamlessly, whereas regular NALCO employees are compelled to wait for years for allotment of residential quarters. This situation is demoralizing for employees and defeats the very purpose of township facilities meant primarily for NALCO's workforce.

**In view of the above, we earnestly request the following actions:**

- Immediate review, rectification and implementation of the quarter allotment logic in the current C-type quarter allotment circular to maximize utilization and prevent vacancy.
- Expediting repair and handover of quarters immediately after allotment.

We request your kind intervention in this matter to ensure fairness, transparency, and employee welfare.

Regards,

General Secretary

Ranajit Nayak

Enclosure: NOA letter Ref. No. **NOA/M&R/25-26/07.**



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Date: 11.09.2025

Ref.: NOA/M&R/25-26/07

**To**

The CGM (HR),  
M&R Complex,  
NALCO, Damanjodi.

**Subject:** Revision of Online Quarter Allotment Logic.

**Respected Sir,**

I hope this letter finds you in good health and spirit. Based on repeated requests and suggestions from officers, the NALCO Officers' Association would like to highlight certain loopholes in the current online quarter allotment system, which often results in many quarters remaining unallotted despite being published in the circular. After careful review, we wish to present a case study, describe the existing loopholes in detail, and place our suggestions for rectification.

### Illustration of the Existing Problem:

Consider the following example:

- **Officer 1:** Preference 1 – C 39; Preference 2 – C 42
- **Officer 2:** Preference 1 – C 42; Preference 2 – C 54
- **Officer 3:** Preference 1 – C 54; Preference 2 – C 45
- **Officer 4:** Preference 1 – C 45; Preference 2 – C 63

### 1st Allotment Round:

- Officer 1 → C 42 (2nd preference)
- Officer 2 → C 54 (2nd preference)
- Officer 3 → C 45 (2nd preference)
- Officer 4 → C 63 (2nd preference)

The options available for allotment: **Accept or Reject or Upgrade.**

Since all officers are awaiting their **first preference**, everyone opts for “**Up-gradation.**” Thus, none of the quarters are finally accepted.

### 2nd Allotment Round (under existing system):

As all officers have chosen “**Up-gradation,**” the same quarters are re-allotted again:

- Officer 1 → C 42
- Officer 2 → C 54
- Officer 3 → C 45
- Officer 4 → C 63

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No officer receives his 1st preference, and the process ends after the 2nd round. As a result, the quarters remain vacant until the next cycle and none of the quarters is allotted.

### Loophole in Current System:

#### 1. Intentional Rejection in Final Round:

An employee may apply for a quarter, secure allotment using his seniority, but then rejects it in the final round. Since rejection in the final round does not debar the employee from participating in the next cycle, the quarter remains vacant while that person keeps participating repeatedly.

#### 2. Cycle Continuation:

Since the system does not penalize such rejections, the same employee can continue to block quarters in multiple cycles without consequence.

This practice not only causes wastage of available accommodation but also creates dissatisfaction among our officers genuinely in need of quarters.

### Suggestions for Revised Logic:

To prevent such loopholes and ensure maximum allotment of quarters, we propose the following modifications:

- The system should provide two clear choices:
  - Accept**
  - Reject**  
Along with a separate option:
  - Upgrade: Yes/No**
- The “**Accept/Reject**” option should be available **only once for each allotted quarter**.
- In the subsequent round, if the same quarter is re-allotted, no fresh Accept/Reject option should be given. If a different quarter is allotted, both accept/reject option should reappear. Upgrade option will be available for all rounds to remain in the allotment process.
- After the final round, **no rejections should be permitted by any means**.
- Upgrade option should not be available to employees who are allotted their **first preference**. They may opt for ‘reject’ online in the allotment process.
- The number of allotment rounds should be **increased from 2 to 5** to maximize quarter allotment.
- Employees found to be intentionally blocking quarters should be **debarred for 3 years** from the allotment process.

### Illustration of Revised Logic:

Using the earlier example, after Round 1 all officers get their 2nd preference:

- Officer 1 → C 42
- Officer 2 → C 54
- Officer 3 → C 45
- Officer 4 → C 63



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Now, with the revised logic, officers can either **Accept** or **Reject**, while separately choosing **Upgrade: Yes/No**.

Suppose Officer 1 and Officer 2 reject their allotments.

### Round 2 (revised system):

Vacated quarters (C 42 and C 54) are re-allotted as follows:

- Officer 2 → Preference 1 – C 42
- Officer 3 → Preference 1 – C 54
- Officer 4 → Preference 1 – C 45

This ensures that employees get their preferred quarter whenever possible, quarters are not left vacant, and blocking is minimized.

We believe that these changes will ensure fairness in allotment, prevent intentional blocking, and maximize utilization of available quarters. We therefore request you to kindly consider these suggestions and initiate necessary amendments in the system with due approval.

**Thanking you.**

With regards,

(Ranajit Nayak)  
General Secretary  
NALCO Officers' Association

Copy to: ED (M&R), TS to ED (M&R), CGM (Envir., TQM, TWP, MT), GM (Admin.)