

CIRCULAR

Sub: Online Submission of Family Dependent Details and Nomination for Separation Benefits – Digital HR Initiative

As part of NALCO's ongoing Digital HR and Process Automation initiatives, online module has been enabled in the NALCO Applications portal (**Profile -> Family Dependents and Nominations**) for submission, modification and updation of Family Dependent details and Nomination for Separation Benefits, including Provident Fund (PF), Gratuity, NEFFARS, Group Insurance and other related benefits.

Role of Individual Employee:

1. All employees are hereby required to submit the same through the NALCO Applications portal for addition / modification of the following details:
 - Family Members/ Dependent details
 - Nomination for PF / Gratuity / NEFFARS and other benefits

After successful online submission, employees are required to perform the following activities:

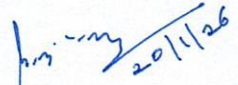
2. Take printouts of all submitted applications
3. Duly sign the same
4. Submit the same along with relevant supporting documents to the concerned Unit HR Department.

Role of Concerned Unit HR Establishment:

1. The Unit HR shall verify the details and ensure updating of records in the SAP database as well as in the Personal Files.
2. Mark Accept / Reject of applications with proper justification in the online module.

Timeline:

1. All employees are requested to complete the online submission within **15.02.2026**.
2. The physical signed copies to be submitted to respective HR establishment by **25.02.2026**.


(Saroj Kumar Patra)
CGM(HR)

Distribution (Through Email):

- All Employees
- All HoDs / All HR Estt. – *For wide circulation.*
- All GMs/RMs/CGMs/EDs

For kind information of:

- Director (P) /Director (P&T) / Director (HR)/Director (F) / Director (C)/CVO
- TS to CMD – for kind information of CMD