

CIRCULAR**Sub: Updation of Shoe sizes in Liveries System for the year 2023 to 2026**

As per the communication received from the Corporate Office regarding the procurement of Mochi Brown Shoes and Reebok Shoes, the livery measurement details submitted by employees in 2022 will be carried forward for the years 2023, 2024, 2025 and 2026.

Employees who wish to make any changes to their previously submitted measurements may update their details by **29.11.2025**.

Eligible male employees for the years 2023, 2024, 2025 and 2026 are requested to update their **Mochi Brown Shoes** and **Reebok Shoes** sizes in the online Liveries System through the Nalco Intranet. This is required to begin the procurement process.

Steps to update sizes:

Intranet → Nalco Application → Liveries system → Employee → Edit option
View → Change from drop down → Submit.

N.B: Male employees eligible for Mochi Brown Shoes for the year 2023 are also eligible for Reebok Shoes for the year 2025. Likewise, employees eligible for Reebok Shoes for the year 2024 are also eligible for Mochi Brown Shoes for the year 2026.

Encl: - Size chart for Mochi Brown Shoes and Reebok Shoes.

The system will remain open till Dt. 29.11.2025.

Ashrita Xaxa
19/11/2025

Ashrita Xaxa
Deputy Manager (HR)

Distribution: -

- All concerned/ All Notice Boards
- All GMs/HODs of Refinery (through E-mail) for wide circulation amongst the employees working under them
- ED (M&R)/EPO-ED(Project)/All CGMs of AR-through E-mail.

नेशनल एल्युमिनियम कम्पनी लिमिटेड (भारत सरकार का उद्यम) खान एवं परिशोधक संकुल दामनजोड़ी - 763 008, जिला : कोरापुट (ओड़िशा)	National Aluminium Company Limited (A Government of India Enterprise) MINES & REFINERY COMPLEX Damanjodi - 763 008, Dist : Koraput (Orissa), INDIA
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