

Ref. No.: MCL/ HO/Adm/Co.Qtrs/2013/1740

Date: 11.03.2013

To,

All Area CGMs/ GMs of MCL  
Jagannath/ Bharatpur/ Talcher/ Hingula/ Lingaraj/ Kaniha/ CWS(X) Talcher/ Orient/ IB  
Valley/ Lakhanpur/ Basundhara-Garjanbahal/ CWS(X),IB Valley

CMS/ NSCH, Talcher.

Sub.- Proposal of allotment of Company's quarters to Outsiders- Regarding.

Dear Sir,

It has been observed that proposals for allotment of Company's Quarters to outsiders (other than Employees) are being forwarded by Area CGMs/ GMS to MCL HQ for competent approval. On scrutiny of the said proposals, it has been found that specific recommendation regarding sparability of Company's Quarters to the outsiders, waiting list of Employees seeking allotment of Quarters, etc. are not available in the file. As a result, it has become very difficult to take competent decision in this regard.

In view of the above, while forwarding any such proposal for allotment of Company's Quarters, etc. (other than Employees), the following points with specific recommendation of the concerned Area CGM/GM may be submitted for competent approval :

- 1) Waiting List of Employees of the concerned Area who are in line in the particular type of Quarters and not yet been allotted.
- 2) Whether the matter for allotment of Quarters to outsiders has been discussed with the Unions in operative and opinion, if any, sought for from the Union Representatives of the Area concerned.
- 3) Whether the allotment of Quarters is obligatory on the part of Management, Provision of Agreement, Work Order, etc.
- 4) Sparability of Company's Quarters to outsiders without any problem.
- 5) Specific recommendation of concerned Area CGWGM for allotment of Quarters to outsiders, etc.

Yours faithfully,

Sd/-  
General Manager (A/ MP&R)

COPY to :

1. TS to CMD/ TS to D(T/P&P)/ TS to D(T/OP)/ TS to D(P)/ TS to D(F), MCL.
2. Manager (P)/APIO, MCL Hqrs