

BALMER
LAWRIE

ONLINE

MONTHLY

BULLETIN

BLOOM

EDITORIAL

Times have never been more difficult than this. Life is no more what it used to be and will continue to change. Fear and uncertainty looms. Less is more. The Coronavirus pandemic (COVID-19) has brought with it unimaginable disruptions. However, in the midst of umpteen challenges, there is a will to fight, a will to overcome and a will to remain positive with lots of hope. The entire global community is making efforts to fight the pandemic. The Government of India under the leadership of Hon'ble Prime Minister (PM), Shri Narendra Modi is proactively taking measures to contain the spread of the disease in our country, the 40 days lockdown being one of them. During the lockdown period, as professionals we have witnessed new norms and new ways of life. Hon'ble PM in his message for youngsters and professionals, published on LinkedIn dated 19th April 2020, said that it has been a topsy-turvy start to the third decade of this century. The Coronavirus has significantly changed the contours of professional life. These days, home is the new office. The internet is the new meeting room. For the time being, office breaks with colleagues are history. Most meetings, are now via video conferencing.

We have been adapting to these changes and leveraging technology to stay connected and ensure business continuity. Hon'ble PM also said that the world is in pursuit of new business models and India can take the lead in providing a new work culture. Below is an excerpt of his envisioning of this new business and work culture, which would be redefined based on the following vowels.

Adaptability: The need of the hour is to think of business and lifestyle models that are easily adaptable. Doing so would mean that even in a time of crisis, our offices, businesses and commerce could get moving faster, ensuring loss of life does not occur. Embracing digital payments is a prime example of adaptability.

Efficiency: Perhaps, this is the time to think of reimagining what we refer to as being efficient. Efficiency cannot only be about how much time was spent in the office. We should perhaps think of models where productivity and efficiency matter more than appearance of effort.

Inclusivity: Let us develop business models that attach primacy to care for the poor, the most vulnerable as well as our planet. There is a significant future in developing technologies and practices that reduce our impact on the planet. Do more with less.

Opportunity: Every crisis brings with it an opportunity. COVID-19 is no different. Let us evaluate what might be the new opportunities / growth areas that would emerge now. Let us think about how our people, our skills sets, our core capabilities can be used in doing so.

Universalism: COVID-19 does not see race, religion, colour, caste, creed, language or border before striking. Our response and conduct thereafter should attach primacy to unity and brotherhood.

We have to combat the challenges posed by COVID-19 together. The future will be about togetherness and resilience. For the complete message of Hon'ble PM, check out <https://www.linkedin.com/pulse/life-era-covid-19-narendra-modi/?published=t>. Please do send your suggestions, feedback and contributions to me at mukhopadhyay.mohar@balmerlawrie.com. **Stay healthy, stay safe!**

Balmer Lawrie fights COVID-19 and contributes over Rs 1.28 crore to PM CARES Fund

Balmer Lawrie has joined the country to fight the global pandemic Coronavirus (Covid-19). The Company has taken stringent measures as per the directive of the Government and implemented various initiatives to ensure the safety of all employees and maintain business continuity. These include dissemination of Dos & Don'ts for employees, guidelines on wearing masks, action on various travel advisories, implementation of protocols on surveillance, proper visitor management etc. All offices, plants and establishments of the Company have proactively adopted all precautionary measures to stem and contain the spread of Covid-19. Thermal scanning, use of hand sanitisers, masks, adequate liquid handwash / soap, proper cleaning and frequent sanitisation of the workplace have been ensured in all offices and establishments of the Company. Awareness workshops have also been conducted in many locations. All the advisories and guidelines from the Administrative Ministry of the Company, Ministry of Health & Family Welfare, Ministry of Home Affairs, Department of Personnel & Training (DOPT), Ministry of Personnel, Public Grievances and Pensions, and the National Centre for Disease Control (NCDC) have been communicated to every employee through circulars periodically.

As per the advice and guidance of Hon'ble Prime Minister, Shri Narendra Modi, Balmer Lawrie embraced the lockdown and employees were advised to work from home. All necessary technical support was provided by the IT Department. With a view to contain the spread of Covid-19 and enforcement of social distancing norm, all Personnel working from home or otherwise were advised to maximize the utilisation of the video conferencing facility for conducting meetings. A virtual Conference/ Webinar facility provided by National eGovernance Division (NeGD) was made available and could be used by all Personnel for the purpose of work-related consultation with their counterparts. This video conferencing/ webinar facility offered by NeGD was used to conduct meetings during the lockdown period. To enable maximum utilization, NeGD had fixed maximum duration of a meeting to 2 (two) hours with a concurrency of 100 (hundred) connections. Frontline employees in offices / plants / CFSs / TCWs / ICPs, who were working on emergency services during the lockdown period were provided all necessary support by the Company. Balmer Lawrie is appreciative of their dedication and commitment, which was highly critical to maintain business continuity. They worked round-the-clock and made efforts in providing food, protective gears and ensuring health and hygiene at the workplace.

Being a 153 years old company, Balmer Lawrie has been exhibiting tremendous resilience in combating the challenges posed by Covid-19. All employees have been putting that extra effort and going that extra mile to help the Company cope with the situation. The employees also came forward to help in the country's fight against Covid-19 by donating a day's salary. **Balmer Lawrie contributed Rs 1,28,25,899.00 (Rupees One crore, twenty-eight lakh, twenty-five thousand and eight hundred and ninety-nine) to the Prime Minister's Citizen Assistance and Relief in Emergency Situations (PM CARES) Fund. Balmer Lawrie allocated Rs 1 crore from its Corporate Social Responsibility (CSR) Fund and the rest of the amount was voluntary contribution of one day's salary by the employees of the Company.**

Balmer Lawrie is taking all measures to keep up the performance of its various businesses. The manufacturing plants of the Greases & Lubricants, Industrial Packaging and Leather Chemicals businesses across the country, Container Freight Stations and Temperature Controlled Warehouses pan India and Integrated Check Posts in Raxaul and Jogbani under the Logistics business adopted staggered withdrawal of lockdown based on business need, such that customers' requirements could be taken care of. Some units ensured essential services were provided even during lockdown for business continuity.



Thermal Scanning

Balmer Lawrie implemented all preventive measures to contain the spread of Covid-19 at all its plants, offices and establishments



Hand Sanitisers



Social distancing and Sanitisation of plants and offices



The HR Meet was organised on 14th & 15th March 2020 at Fort, Raichak in Kolkata. The Employee Satisfaction Survey results and action items was one of the main agendas besides other HR initiatives. Mr. Prabal Basu, C&MD, Mr. A Ratna Sekhar, Director [HR&CA] and Mr. A N Palchaudhuri, Director [Service Business] attended the Meet.



A familiarisation workshop on applicable Labour Legislations was organised for HR Executives, Plant Heads and Shop floor Executives of various units and establishments in the Western Region at the Ballard Estate Office in Mumbai on 2nd March 2020. Mr. Rajasekharan, Deputy Labour Commissioner (Central), Mumbai was invited as faculty to conduct the workshop. Around 34 Executives attended the program, which was very well received.



Corporate Office, Kolkata



Northern Region Office, New Delhi



Ballard Estate, Mumbai



Chennai

The women of Balmer Lawrie's Eastern Region came together to celebrate the International Women's Day (IWD) on 6th March 2019 as 8th March fell on a Sunday. Mr. A Ratna Sekhar, Director [HR&CA] addressed the women employees during the inaugural function. A training on Self Defense was organised for women employees of the Eastern Region on the same day. The celebrations concluded with games and quiz for participants. Prizes were given away to the most punctual women employees and also to the winners of the games and quiz. As part of the celebrations, a program on Stress Management & Energy Based Healing was organized on 11th March. Similar programs were also conducted across the organisation. In the Ballard Estate Office at Mumbai, a Health Camp in association with Nanavati Super Speciality Hospital was organised on 6th March for all employees. Around 109 employees benefitted from the camp of which 33 were women. IWD was celebrated in the Northern Region Office, New Delhi on 11th March. Guest speaker, Ms. Anjali Gupta shared insights about well-being of women and balancing motherhood and work. Women employees of Chennai also got together on 11th March to celebrate IWD.



The Internal Complaints Committee of the Northern Region held a meeting on 17th March, 2020 at Delhi.

OL UPDATE



A Hindi workshop was organised for E4 and above Executives at the Northern Region Office in Delhi on 17th March. During the workshop, Dr. Bichar Das Suman, Member, Defence Hindi Advisory Committee, threw light on the Official Language Policy of the Union and responsibility of Executives. During the Q&A session, Dr. Das cleared all doubts and queries of the participants. A session on 'Holistic Living and Stress Management' was also organised on the same day. Brother Anuj of Rajyog meditation centre of Brahm Kumaris conducted the program, which was very engaging. Addresses by both the faculties were appreciated by the participants.

HSE [HEALTH, SAFETY & ENVIRONMENT] UPDATE

Balmer Lawrie achieved Zero LTI [Lost Time Injury] for the financial year 2019-20. This is the third consecutive year after FY 2017-18 that the Company has accomplished Zero LTI.

The 49th National Safety Week was observed from 4th to 10th March 2020 in all units / establishments across locations. The week commenced on 4th March, observed as National Safety Day, with the administering of the safety pledge and reading out of C&MD's message. In line with the theme 'Enhance Safety & Health Performance by use of Advanced Technologies', various programs were organized over the week. The programs included extempore, quiz, skit, spot the hazard contest, mock drills, safety slogan & essay writing competitions.

The winners of different competitions held during the NSW are as follows:

Skit Competition (ER)		Mr. Bimal Roy Chowdhury, CFS Kolkata
		Mr. Khokon Banerjee, CFS Kolkata
		Mr. Subhas Bahadur, CFS Kolkata
		Mr. Subhadip Chattaraj, CFS Kolkata
		Mr. Gopal Guin, CFS Kolkata
Essay Writing Competition (All India)	First	Mr. Rohan Nag, LS, Kolkata
	Second	Mrs. Chaitali Dutta, CAD, Kolkata
	Third	Mrs. Sharmistha Ghosh Manna, ROFS
Online Safety Quiz (All India)	First - 30 marks	Mr. Pannalal Das, G&L, Silvassa
	Second - 29 marks	Mr. Amit Chatterjee, E&P
	Second - 29 marks	Mr. Dharmendu Mandal, E&P
	Third - 28 marks	Mr. Surajeet Baral, CFS, Kolkata
	Third - 28 marks	Mr. Ranjit Jaiswal, G&L, Kolkata
	Third - 28 marks	Sk. Abu Jafor, ROFS
	Third - 28 marks	Sk. Abul Kalam Mistry, G&L, Silvassa
Safety Extempore Competition (BL HO)	First	Sk. Abu Jafor, ROFS
	Second	Mr. Kaushik Das, E&P
	Second	Mr. Snehasis Dutta, ROFS
	Third	Mrs. Ashmita Ray Chaudhury, Corporate Communication
	Third	Mrs. Sarmistha Ghosh Manna, ROFS
Safety Extempore Competition (HRC, Kolkata)	Third	Mr. Arumoy Khan, Vigilance
	First	Mr. Subhadip Chattaraj, CFS, Kolkata
	Second	Mr. Tanmoy Bhattacharya, G&L, Kolkata
	Second	Mr. Ranjit Jaiswal
Spot the Hazard Competition (All India)	Third	Mr. Ashis Chakraborty, G&L, Kolkata
	First	Mr. Lokesh Ramtake, IP, Vadodara
	Second	Mr. Purushottam Dongre, IP, Vadodara
Safety Slogan Competition (All India)	Third	Sk. Abu Jafor, ROFS
	First	Mrs. Chaitali Dutta, CAD
	Second	Mr. Soumya Dutta, Travel
	Third	Mr. Rajendra Chaudhary, CHRD

Congratulations to all the winners!

Below are glimpses of some programs organised during the National Safety Week:



Inauguration of 49th National safety Week and administration of safety pledge by Mr. Prabal Basu, C&MD, at the Corporate Office in Kolkata.



Administration of Safety Pledge at CFS, Kolkata



Administration of Safety Pledge at CFS, Manali, Chennai



Administration of Safety Pledge at CFS, Navi Mumbai



Administration of Safety Pledge at G&L, Silvassa



Administration of Safety Pledge at IP, Asaoti



Administration of Safety Pledge at IP, Chittoor



Administration of Safety Pledge at IP, Kolkata



Administration of Safety Pledge at IP, Silvassa



Administration of Safety Pledge at IP, Vadodra



Administration of Safety Pledge at LC, Manali



Training on Fire Safety at Corporate Office, Kolkata



Fire Drill conducted at LC, Manali



Safety Quiz competition at HRC, Kolkata



Safety Extempore competition at HRC, Kolkata



Skit competition at HRC, Kolkata



Safety Quiz competition at LC, Manali



Safety Week closing ceremony at Corporate Office, Kolkata



Safety Week closing and prize distribution ceremony at LC, Manali



Pradhan Mantri Ujjwala Yojana
Clean Fuel Better Life...



Transfer

- **Mr. Lokeswaran Balasubrahmanyam**, Manager [Civil], MMLH - Visakhapatnam has been transferred to Regional HR - West, Mumbai as Manager [Civil & Estate Administration].

Wish you all the best in your new role!

Farewell

- **Mr. S N Paul**, Chief Manager [Site Operations], Refinery & Oil Field Services - Mumbai superannuated on 31st March, 2020 after successfully completing 32 years of service.
- **Mr. V Bhavani Shankar**, Senior Manager [Operations], Logistics Infrastructure - Chennai superannuated on 31st March, 2020 after successfully completing around 34 years of service.
- **Mr. Murari Lal**, Manager [Manufacturing], Industrial Packaging - Asaoti superannuated on 31st March, 2020 after successfully completing around 38 years of service.
- **Mr. P Somasekhar**, Deputy Manager [SCM], Greases & Lubricants - Silvassa superannuated on 31st March, 2020 after successfully completing 33 years of service.

We wish you all the best in your future life!

New Members



Mr. Mamaramya Choudhury joined Travel & Vacations, Kolkata as Regional Sales Head [East], Vacations on 2nd March, 2020.



Mr. Rakshit Vats joined Travel & Vacations, Delhi as Manager [Leisure] on 2nd March, 2020.



Mr. Deepak Kasaudhan joined Travel & Vacations, Delhi as Manager - Sales [MICE - North & East] on 5th March, 2020.



Mr. Nilesh Daule joined Travel & Vacations, Mumbai as Deputy Manager [A&F] on 9th March, 2020.



Mr. Tathastu Satapathy joined Logistics Infrastructure (CFS), Kolkata as Asst. Manager [Operations] on 2nd March, 2020.



Mr. Snahansu Pal joined Travel & Vacations, Kolkata as Asst. Manager [Leisure] on 2nd March, 2020.

New Members



Ms. Adrija Banerjee joined Travel & Vacations, Kolkata as Asst. Manager [Leisure] on 2nd March, 2020.



Ms. M Muthu joined Travel & Vacations, Chennai as Asst. Manager [Channel Sales] on 4th March, 2020.



Mr. Rohit Gupta joined Temperature Controlled Warehouse (TCW) - North, Rai as Asst. Manager [Marketing] on 6th March, 2020.



Mr. Amit Mukherjee joined Logistics Infrastructure (CFS), Chennai as Asst. Manager [Operations] on 9th March, 2020.



Mr. Rabi Sah joined CSR Department, Corporate Office - Kolkata as Asst. Manager [CSR] on 12th March, 2020.



Ms. Rekha Biswas joined Industrial Packaging, Chennai as Junior Officer [Electrical] on 2nd March, 2020.



Ms. Kirthika S joined Travel & Vacations, Chennai as Junior Officer [Travel] on 12th March, 2020.



Mr. Balamurugan S joined Travel & Vacations, Chennai as Junior Officer [Travel] on 12th March, 2020.



Mr. Ravi Somani joined Temperature Controlled Warehouse (TCW) - West, Navi Mumbai as Junior Officer [Account & Finance] on 18th March, 2020.