

BALMER
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BULLETIN



EDITORIAL



2nd October 2019 was a day that would be indelibly etched in the history of our nation as we celebrated the 150th birth anniversary of Mahatma Gandhi and paid homage to him. Hon'ble Prime Minister (PM), Shri Narendra Modi who had launched the 'Swachh Bharat Abhiyan' in 2014, to realise Babu's dream of a clean India, declared the country open defecation-free at the Sabarmati Ashram in Gujarat. Hon'ble PM tweeted, "We pledge to continue working hard to realise his dreams and create a better planet." In a short video on Mahatma Gandhi released on the occasion, PM Modi said that his message of peace is still relevant to the global community. He also referred to the seven habits that Mahatma Gandhi had cautioned people about. These are: wealth without work, pleasure without conscience, knowledge without character, visit without ethics, science without humanity, religion without sacrifice and politics without principles. At Balmer Lawrie, Swachhata Hi Seva (SHS), centered on the theme 'Say No to Single Use Plastic', was organised from 11th September to 2nd October 2019, which included shramdan, rallies, awareness workshops etc.

Vigilance Awareness Week will be observed from 28th October to 2nd November 2019. This year the theme is 'ईमानदारी - एक जीवन शैली / Integrity - A way of life'. The Vigilance department will be organising host of events based on the theme for employees pan India and will also conduct programs in association with external institutions. Request all of you to participate in the events and be an integral part of the movement to make integrity a way of life and eradicate corruption.

The festive season continues; lots of wishes for you and your family from BLOOM. Please send your feedback, contributions and suggestions to mukhopadhyay.mohar@balmerlawrie.com.



Mohar

बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक उद्यम)Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)



The 102nd Annual General Meeting of our Company was held on 18th September 2019 at the Birla Sabhaghar in Kolkata. The Meeting was presided over by Mr. Prabal Basu, C&MD and was attended by all Functional Directors, Government Nominee Directors and Independent Directors along with Company Secretary and members of the Finance Team. Balmer Lawrie recorded net turnover of Rs. 1,857 crores during 2018-19 as against Rs. 1,796 crores in 2017-18 registering an increase of approximately 3% above last year. Further, the Company recorded a Profit Before Tax of Rs. 280.10 crores in 2018-19 as against Rs. 261.11 crores in 2017-18, the increase being attributable to improved performance of various SBUs, particularly, SBU: Travel & Vacations, Greases & Lubricants and higher dividend income earned during 2018-19.



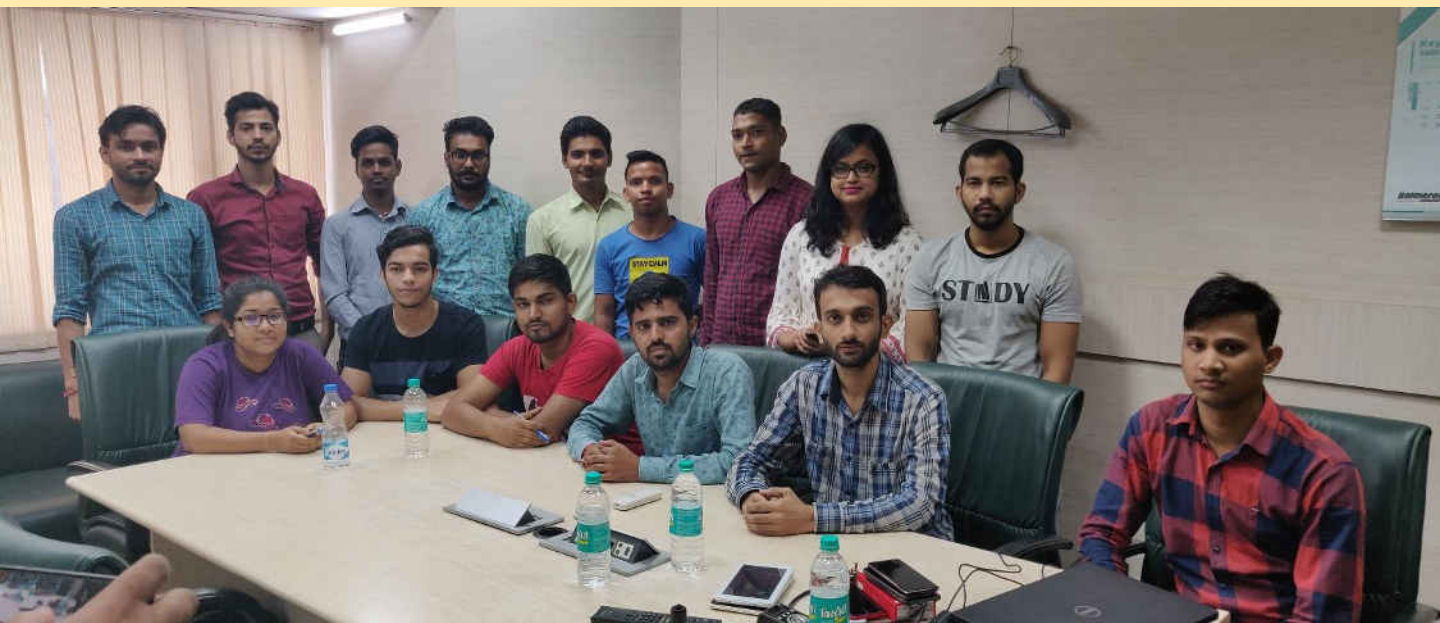
Chennai



Corporate Office, Kolkata

The eAudit system (Audit Process Digitization) in our Company went live on 4th September 2019. Mr. Prabal Basu, C&MD inaugurated the system, which is an initiative to promote good governance and transparency leveraging technology. All locations were connected through video conferencing with the Corporate Office during the go-live function. Prior to the roll out of the e-Audit system, training programs were conducted across the company for employees and auditees. The eAudit system will be adopted for the audit process starting from the year 2019-20.

The eAudit system has been implemented across the company for online and real time-based audit process execution. eAudit introduces the Concept of paperless audit while providing transparency between the Auditor, Auditee and Management. The Auditee is facilitated with immediate retrieval of related history and documents for better compliance. Issues with solutions, if prevailing in other locations, can be viewed for better understanding. A loop of better understanding between the Auditor and Auditee, it provides instant retrieval of documents, focused reports, as well as planning for the Audit programs, leading to direct saving of man days. Also, by acting as the ready Data Bank for reporting and further analysis, eAudit saves precious man hours. eAudit tracks the observations from generation to their resolution while proving the complete trail of observation along with supporting documents. Through eAudit, risk and control-based auditing and compliances are promoted. Also, it gives the opportunity to prioritize corrective action based on risk rating.



As part of the skill development initiative, Balmer Lawrie (BL) commenced Apprenticeship training for the first batch of thirteen Travel & Tourism Apprentices in January 2018. This training program was successfully completed in September 2019 by Northern Region HR Dept. with the support from BL's partners National Skill Development Corporation (NSDC) and Tourism and Hospitality Skill Council (THSC). The program was of great value to the apprentices and has helped them secure jobs after the completion.



Balmer Lawrie (BL) participated in the 57th HR Summit of Oil & Gas PSUs held at the TMA Pai International Convention Centre from 12th to 14th September 2019. While the BL team made a presentation, Mr. A Ratna Sekhar, Director [HR&CA] chaired a session.



Mr. A Ratna Sekhar, Director [HR&CA] was invited as a speaker at the 22nd NHRDN National Conference held at Chennai on 19th and 20th September 2019. He addressed the delegates on the topic "Redefining How Work Gets Done in the Public Sector" focussing on the broader role of technology in enhancing workplace productivity and culture. The session was very well received.



Mr. A Ratna Sekhar, Director [HR&CA] was awarded 'CHRO of the Year' at the 9th Genius HR Excellence Award 2019 function held on 12th September 2019 at ITC Sonar, Kolkata. The award was given away by Genius Consulting.



Vishwakarma Puja was celebrated with much fervour in the offices and plants of the Eastern Region on 18th September 2019. The Directors took time out of their busy schedule and visited HRC for the puja.



Logistics Services, Bangalore celebrated Onam in the month of September 2019 following the traditions involved in the festival.



Executives and Officers from the Northern Region participated in the 'Petro Run' Delhi International Half Marathon organised by the Petroleum Sports Promotion Board (PSPB) on 29th September 2019 at the Jawaharlal Nehru Stadium, New Delhi. The events included 5 km Swachh Run, 10 km Challenge Run and 21 km Half Marathon. Mr. Ashok K Gupta, AVP [HR] - NR completed the half marathon in an hour's time. This was the 4th Edition of the PSPB Half Marathon.



To promote Hindi as the official language, Balmer Lawrie organized 'Hindi Pakhwada' from 14th to 28th September 2019 in the Eastern Region. A host of events like quiz, extempore, essay and administrative glossary writing competitions were organized for the employees. A hasya kavi sammelan was organized during the closing session of the pakhwada. Similar programs were organised across regions pan India as part of Hindi Pakhwada celebrations in the month September 2019. Details of the celebrations will be published in the October 2019 issue of Balmer Lawrie Organisational Gazette (BLOG).

HSE [HEALTH, SAFETY & ENVIRONMENT] UPDATE



A training program on how to handle and use fire extinguishers was organised at G&L, Silvassa on 3rd September 2019.



A 5S competition was held at G&L, Silvassa. The winners of 2018-19 were felicitated on 14th September 2019 in the plant premises. Oil plant, 1st floor secured the first position, while Bitumen plant and Receipt and Despatch Office stood second and third respectively.



Emergency response during night hours is very critical, especially in manufacturing establishments and factory premises. A fire mock drill and emergency training during night hours was organised at G&L, Silvassa post sunset on 26th September 2019.



To promote safety best practices in the workplace, an Audio-Visual training on Behaviour Based Safety (BBS) was conducted at G&L, Silvassa on 28th September 2019.



The annual medical check-up camp was organised for employees at G&L, Silvassa on 20th September and an eye check-up camp was organised on 30th September.

CSR UPDATE



As part of Swachh Bharat Abhiyan, Swachhata Hi Seva (SHS) was organised from 11th September to 2nd October 2019. Hon'ble PM has furthered the movement in a new avatar, where he has urged citizens to ban single use plastic. At Balmer Lawrie, various SHS activities like shramdan, swachhata rally and awareness workshops on saying 'No' to plastic, distribution of jute bags, plogging etc. were organised in Silvassa and Kolkata in association with schools and implementation partners.



C&MD and Directors visited Indian Institute of Cerebral Palsy on 18th September 2019 and interacted with the children there. As part of CSR initiatives, Balmer Lawrie has been providing support to the institute.

Personnel Information – September 2019

Transfer

- **Mr. Abhay Bhawe**, Sr. Manager [Marketing], Industrial Packaging - Mumbai has been transferred to Industrial Packaging - Baroda as Sr. Manager [Marketing].
- **Mr. P Hari Narayanan**, Manager [Vigilance], Vigilance Dept. - Mumbai has been transferred to Regional HR - West, Mumbai as Manager [HR].

Wish you all the best in your new role!

Re-designation

- **Mr. Sulabh Jain**, Junior Officer [Sales] - FF, Logistics Services - Indore has been re-designated as Junior Officer [Operations]-FF, Logistics Services - Ahmedabad.

Wish you all the best in your new role!

New Members



Mr. Ravi Joshi joined Travel & Vacations, Mumbai as Manager [FIT]-Products & Operations, Vacations Exotica on 16th September, 2019.



Mr. Justin Jose joined Logistics Services, Mumbai as Deputy Manager [Operations] on 23rd September, 2019.



Ms. Abira Guha joined Corporate HR Dept., Kolkata as Asst. Manager [HR] on 2nd September, 2019.



Ms. Prapa Ganguly joined Corporate Legal Dept., Kolkata as Asst. Manager [Legal Services] on 2nd September, 2019.



Ms. Shikha Sharma joined Corporate HR Dept., Kolkata as Asst. Manager [HR] on 2nd September, 2019.



Mr. Prashik Tagade joined Industrial Packaging, Mumbai as Asst. Manager [Sales & Marketing] on 3rd September, 2019.



Ms. Sapna Singh joined Travel & Vacations, Delhi as Asst. Manager [Corporate Businesses], Vacations Exotica on 3rd September, 2019.



Mr. Sandip Mohapatra joined Greases & Lubricants, Silvassa as Asst. Manager [Accounts & Finance] on 5th September, 2019.



Mr. Sebastian Nadar joined Industrial Packaging, Baroda as Asst. Manager [HR] on 13th September, 2019.



Ms. Priyanka Joshi joined Travel & Vacations, Mumbai as Sr. Coordinator [Operations-Europe], Vacations Exotica on 9th September, 2019.



Ms. Aquiline Fernandes joined Travel & Vacations, Mumbai as Sr. Coordinator [Leisure], Vacations Exotica on 18th September, 2019.



Mr. Anilkumar M joined Logistics Services, Bangalore as Junior Officer [Operations] on 9th September, 2019.



Mr. Mrinal Dawn joined Refinery & Oil Field Services, Kolkata as Junior Officer [Site Operations] on 16th September, 2019.



Mr. Vikky Verma joined Regional HR - South, Chennai as Junior Officer [Official Language] on 16th September, 2019.



Mr. Rajendrakumar Chaudhary joined Corporate HR Dept., Kolkata as Junior Officer [HR] on 23rd September, 2019.



Mr. Jitendra Singh joined Industrial Packaging, Taloja (Navi Mumbai) as Junior Officer [Production] on 24th September, 2019.



Mr. Akash Kumar joined Travel & Vacations, Baroda as Junior Officer [Travel] on 26th August, 2019.



Mr. Subhadeep Karmakar joined Greases & Lubricants, Kolkata as Junior Officer [Stores & Purchase] on 30th September, 2019.



Mr. Sushil joined Temperature Controlled Warehouse, Rai as Junior Officer [Accounts & Finance] on 30th September, 2019.

Welcome you to the Balmer Lawrie family and wish you all the best!

