

BALMER
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BULLETIN



BLOOM

EDITORIAL

On 8th October 2020 Hon'ble Prime Minister, Shri Narendra Modi launched the Jan Andolan for COVID-19 appropriate behaviour in view of the upcoming festivals and winter season as well as the opening up of the economy. The campaign was launched to encourage people's participation, and it endeavors to be a low-cost high intensity campaign propagating the three key mantras - Wear Mask, Follow Physical Distancing, Maintain Hand Hygiene. All of us at Balmer Lawrie joined the Jan Andolan by taking the COVID-19 pledge. Various initiatives in line with the Government of India have been undertaken and will be implemented in the next 3 to 4 months. We will bring you glimpses in the November 2020 issue of BLOOM. While we celebrate the festive season, please remember COVID-19 is here to stay and we must strictly follow the three mantras for keeping ourselves and our loved ones safe.

कोरोना से बचें

सही से मास्क पहनें

हाथ धोएं बार बार

निभाएं दो गज की दूरी

जब तक दवाई नहीं, तब तक ढिलाई नहीं

Vigilance Awareness Week will be observed from 27th October to 2nd November 2020. This year the theme is "Satark Bharat, Samridh Bharat (Vigilant India, Prosperous India)", as development and progress of the nation can happen only when individuals and organisations are vigilant in upholding integrity and eradicating corruption in all walks of life. Owing to COVID-19 protocols, the Vigilance Department will be organising host of events online for employees pan India and will also conduct programs in association with external institutions. Request all of you to participate in the events, be vigilant and work towards eradicating corruption for a prosperous India.

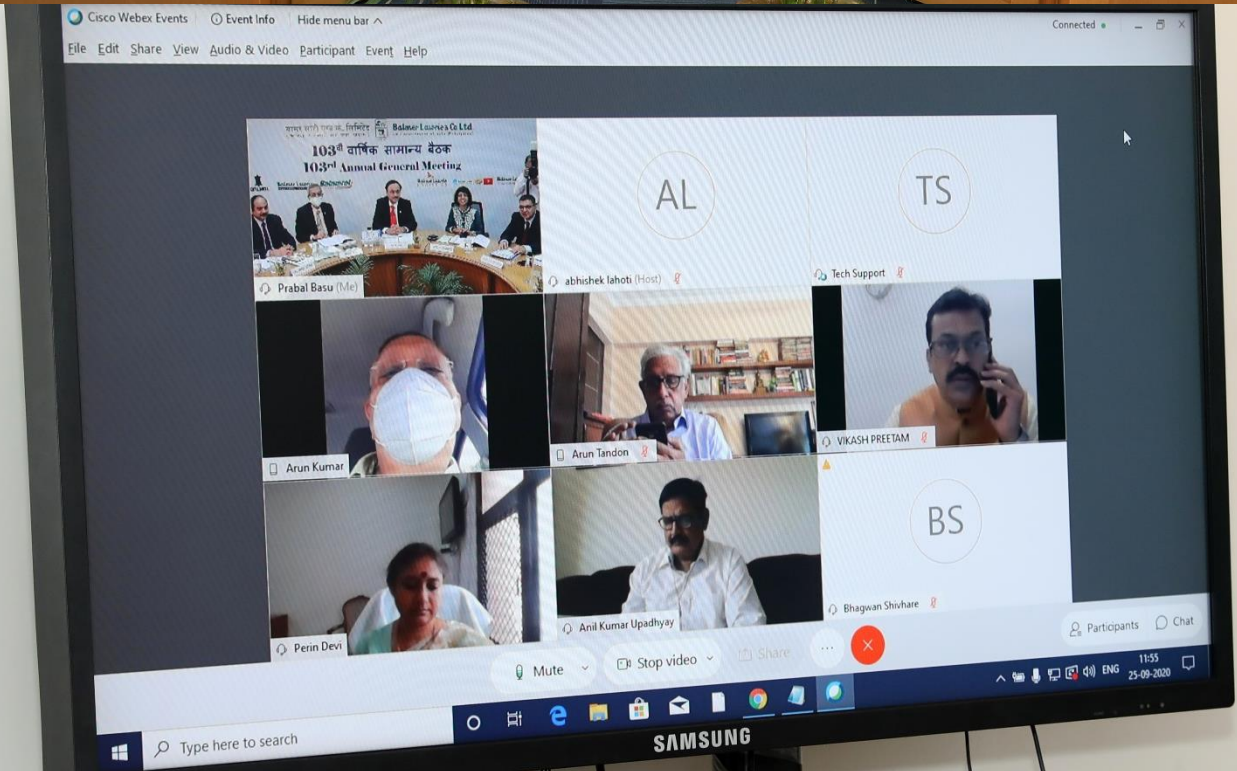
The festive season continues; lots of wishes for you and your family from BLOOM. While you enjoy, please stay safe! As always, will look forward to your feedback, contributions and suggestions; you may mail them to mukhopadhyay.mohar@balmerlawrie.com.

Mohar

बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक उद्यम)



Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)



The 103rd Annual General Meeting of our Company was held on 25th September, 2020. Owing to COVID-19, the AGM was conducted virtually. This was a new experience for the shareholders as well as for the Management. The virtual meeting enhanced the participation of shareholders and provided a good opportunity for the Board of Directors to interact with them.

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 over the virtual platform. Balmer Lawrie recorded net turnover of Rs. 1612 crores during Financial Year 2019-20 as against Rs. 1854 crores in Financial Year 2018-19 registering a decrease of approximately 13% above last year. The Company recorded a Profit Before Tax of Rs. 232 Crores in Financial Year 2019-20 as against Rs. 280 Crores in Financial Year 2018-19. The decrease is being attributable to the decrease in the performance of some SBUs, particularly SBU: Logistics, primarily on account of adverse impact of onset of COVID-19 pandemic during the last quarter of the financial year.



On the occasion of

E-HR CONCLAVE 2020 – STARTUP INNOVATION SPIRIT OF NEW INDIA

We confer **Mr. Ratna Sekhar Adika** with the **Industry Academia Interface Award** for exceptional contribution in strengthening and nurturing the talent of students by helping them to understand the Industry dynamics practically.

The award is in recognition of the mentoring efforts, guidance and cooperation in increasing the knowledge base of students and taking them further on their chosen path.

Prof. (Dr.) Gurinder Singh

Prof. (Dr.) Gurinder Singh
Group Vice-Chancellor
Amity Universities

10 September, 2020

Dr. Atul Chauhan

Dr. Atul Chauhan
Chancellor
Amity University

Amity University, Uttar Pradesh conferred the Industry Academia Interface Award on Mr. Adika Ratna Sekhar, Director [HR & CA] in recognition of his exceptional contribution to mentoring and guiding the students for making them industry ready. The Award was given away during the E-HR Conclave organised by the university on 10th September 2020.



Corporate Office, Kolkata



G&L, Kolkata



CFS, Kolkata

Vishwakarma Puja was celebrated with much fervour in the offices and plants of the Eastern Region on 17th September 2020. The Directors took time out of their busy schedule and visited HRC for the puja.

OL UPDATE



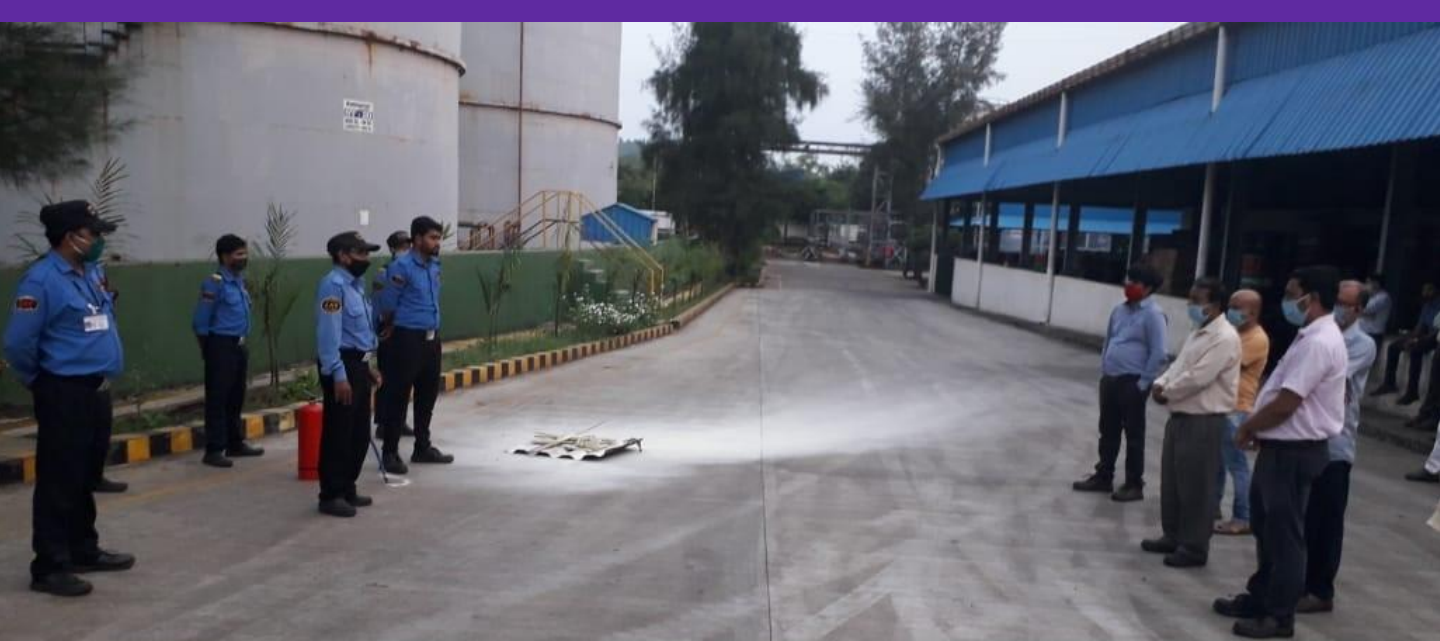
Mr. Prabal Basu, C&MD, Balmer Lawrie addressing the employees through VC during the closing session

To promote Hindi as the official language, Balmer Lawrie organized 'Hindi Pakhwada' from 14th to 28th September 2020 in the Eastern Region. A host of online events like essay and slogan writing and Hindi song competitions were organized for the employees. A virtual workshop on Hindi was also organized. The fortnight was celebrated across all offices, units and establishments. Similar programs were organised across regions pan India as part of Hindi Pakhwada celebrations in the month September 2020. Details of the celebrations will be published in the October 2020 issue of Balmer Lawrie Organisational Gazette (BLOG).

HSE [HEALTH, SAFETY & ENVIRONMENT] UPDATE



On 18th September 2020, the Directorate of Health Services, DNH paid a surprise visit to the Greases & Lubricants (G&L) plant at Silvassa to inspect the COVID-19 prevention practices. They enquired about the registers and were happy to see the same updated and maintained as per the requirement.



A Fire Mock Drill was organized on 24th September 2020 at G&L, Silvassa. During the drill, the security team was briefed about the process and usage of fire extinguisher.



Sanitisation of the complete G&L plant at Silvassa was carried out on 26th September 2020. All units and establishments of the Company are being sanitised periodically to contain the spread of COVID-19.



Online safety training for employees pan India was initiated by the HSE Department on 3rd September, 2020. Four training sessions were conducted in the month of September.

DIFFERENT TYPES OF HAZARDS

SAFETY HAZARDS:

These are the most common and will be present in most workplaces at one time or another. They include unsafe conditions that can cause injury, illness, and death. Safety Hazards include:

- ❖ Spills on floors or tripping hazards, such as blocked aisles or cords running across the floor
- ❖ Working from heights, including ladders, scaffolds, roofs, or any raised work area
- ❖ Unguarded machinery and moving machinery parts; guards removed or moving parts that a worker can accidentally touch
- ❖ Electrical hazards like frayed cords, missing ground pins, improper wiring
- ❖ Confined Spaces
- ❖ Machinery-related hazards (lockout / tagout, boiler safety, forklifts, etc.)

BIOLOGICAL HAZARDS:

Associated with working with animals, people, or infectious plant materials. Work in schools, colleges and universities, hospitals, laboratories, emergency response, nursing homes, outdoor occupations, etc. may expose you to biological hazards.

Types of things you may be exposed to include:

- ❖ Blood and other body fluids
- ❖ Fungi / mold
- ❖ Bacteria and viruses
- ❖ Plants
- ❖ Insect Bites
- ❖ Animal and bird droppings

PHYSICAL HAZARDS:

Factors within the environment that can harm the body without necessarily touching it. Physical Hazards include:

- ❖ Radiation: including ionizing, non ionizing (EMF's, microwaves, radio waves, etc.)
- ❖ High exposure to sunlight / ultraviolet rays
- ❖ Temperature extremes – hot and cold
- ❖ Constant loud noise

ERGONOMIC HAZARDS:

Occur when the type of work, body positions, and working conditions put a strain on your body. They are the hardest to spot since you don't always immediately notice the strain on your body or the harm that these hazards pose. Short-term exposure may result in "sore muscles" the next day or in the days following exposure, but long-term exposure can result in serious long-term illnesses. Ergonomic Hazards include:

- ❖ Improperly adjusted workstations and chairs
- ❖ Frequent lifting
- ❖ Poor posture
- ❖ Awkward movements, especially if they are repetitive
- ❖ Repeating the same movements over and over
- ❖ Having to use too much force, especially if you have to do it frequently
- ❖ Vibration

CHEMICAL HAZARDS:

Are present when a worker is exposed to any chemical preparation in the workplace in any form (solid, liquid or gas). Some are safer than others, but to some workers who are more sensitive to chemicals, even common solutions can cause illness, skin irritation, or breathing problems. Beware of:

- ❖ Liquids like cleaning products, paints, acids, solvents – ESPECIALLY if chemicals are in an unlabeled container!
- ❖ Vapors and fumes that come from welding or exposure to solvents
- ❖ Gases like acetylene, propane, carbon monoxide and helium
- ❖ Flammable materials like gasoline, solvents, and explosive chemicals.
- ❖ Pesticides

WORK ORGANIZATION HAZARDS:

Hazards or stressors that cause stress (short-term effects) and strain (long-term effects). These are the hazards associated with workplace issues such as workload, lack of control and/or respect, etc. Examples of work organization hazards include:

- ❖ Workload demands
- ❖ Workplace violence
- ❖ Intensity and/or pace
- ❖ Respect (or lack of)
- ❖ Flexibility
- ❖ Control or say about things
- ❖ Social support / relations
- ❖ Sexual harassment

Transfer

1. **Mr. Mahesh Neralkar**, Vice President [Coordination], DCO has been transferred to Travel & Vacations, as Head [Travel]. Mr. Neralkar is based at New Delhi.
2. **Mr. Mittapalli Uday Kumar**, Manager [Operational Excellence], Industrial Packaging - Silvassa has been transferred to Industrial Packaging - Mumbai, as Manager [Sales & Marketing].
3. **Mr. Bhavik Oza**, Deputy Manager [Manufacturing], Industrial Packaging - Silvassa has been transferred to Industrial Packaging - Mumbai, as Deputy Manager [Manufacturing].
4. **Mr. Nayan Yadav**, Deputy Manager [SCM], Industrial Packaging - Mumbai has been transferred to Industrial Packaging - Silvassa, as Deputy Manager [SCM].
5. **Mr. Sarang Rajvanshi**, Unit Head, Temperature Controlled Warehouse - Patalganga (Navi Mumbai) has been transferred to Temperature Controlled Warehouse - Rai, as Unit Head.
6. **Mr. Mohan Gugloth**, Junior Officer [Sales & Marketing], Logistics Services - Hyderabad has been transferred to Logistics Services - Visakhapatnam, as Junior Officer [Sales & Marketing].
7. **Mr. Babu Palakeerthi**, Junior Officer [Operations], Logistics Infrastructure - Delhi has been transferred to Logistics Infrastructure - Chennai, as Junior Officer [Operations].

Wish you all the best in your new role!

Re-designation

SBU: Travel & Vacations

1. **Ms. Sangeeta Gupta**, Senior Manager [Collection], Travel & Vacations - Delhi (SCOPE) has been redesignated as Senior Manager [Key Accounts], Travel & Vacations - Delhi.
2. **Mr. Jeetendra Tanwar**, Senior Manager [Commercial & Protocol], Travel & Vacations - Delhi (SCOPE) has been redesignated as Senior Manager [Commercial], Travel & Vacations - Delhi.
3. **Mr. Ashish Handa**, Senior Branch Manager [Travel], Travel & Vacations - Gurgaon has been redesignated as Senior Branch Manager [Travel]-Delhi, Travel & Vacations - Gurgaon.
4. **Mr. Neerav Gupta**, Head [Sales & Business Development], Travel & Vacations - Delhi (SCOPE) has been redesignated as National Head [Sales & Business Development], Travel & Vacations - Delhi (SCOPE).
5. **Mr. Devender Tiwari**, Senior Branch Manager [Tours & Travel], Travel & Vacations - Delhi (SCOPE) has been redesignated as Regional Manager [Travel]-NR, Travel & Vacations - Delhi.
6. **Mr. Ganesh Agarwal**, Senior Manager [Credit Control], Travel & Vacations - Delhi (SCOPE) has been redesignated as Senior Manager [Credit Control & Collection], Travel & Vacations - Delhi.
7. **Mr. Surajit Basu**, Branch Manager [Travel], Travel & Vacations - Mumbai (Ballard Estate) has been redesignated as Head [Sales & Business Development] - West, Travel & Vacations - Mumbai (Ballard Estate).
8. **Mr. Hemant Sharma**, Deputy Manager [Sales], Travel & Vacations - Delhi (SCOPE) has been redesignated as Deputy Manager [Key Accounts], Travel & Vacations - Delhi.
9. **Ms. Baljinder Kaur**, Deputy Manager [Travel], Travel & Vacations - Delhi (SCOPE) has been redesignated as Deputy Manager [Key Accounts], Travel & Vacations - Delhi.
10. **Mr. Mohit Bhardwaj**, Asst. Manager [Travel], Travel & Vacations - Delhi (SCOPE) has been redesignated as Asst. Manager [Sales & Business Development], Travel & Vacations - Delhi.
11. **Mr. Puran Chhetri**, Asst. Manager [Travel], Travel & Vacations - Delhi (SCOPE) has been redesignated as Asst. Manager [Key Accounts], Travel & Vacations - Delhi.
12. **Mr. Prithvi Charan**, Branch In-Charge [Travel]-Ahmedabad & Vadodara, Travel & Vacations - Ahmedabad has been redesignated as Asst. Manager [Sales & Business Development]-Gujarat, Travel & Vacations - Ahmedabad.
13. **Mr. Bharat Bhardwaj**, Executive [Travel], Travel & Vacations - Delhi (SCOPE) has been redesignated as Executive [Collection], Travel & Vacations - Delhi.
14. **Ms. Manisha Chandiwala**, Executive [Travel], Travel & Vacations - Vadodara has been redesignated as Executive [Sales & Business Development], Travel & Vacations - Vadodara.
15. **Ms. Shalini Mishra**, Executive [Travel], Travel & Vacations - Delhi (SCOPE) has been redesignated as Executive [Commercial Accounts], Travel & Vacations - Delhi.
16. **Mr. Shashank Yadav**, Officer [Travel], Travel & Vacations - Delhi (SCOPE) has been redesignated as Officer [Collection], Travel & Vacations - Delhi.

17. **Mr. Tejinder Singh**, Branch In-Charge [Travel], Travel & Vacations - Delhi (SCOPE) has been redesignated as Business Development Officer, Travel & Vacations - Delhi.
18. **Mr. Paramendra Kumar**, Officer [Travel], Travel & Vacations - Delhi (SCOPE) has been redesignated as Business Development Officer, Travel & Vacations - Delhi.
19. **Mr. Ajay Singh**, Officer [Sales], Travel & Vacations - Lucknow has been redesignated as Business Development Officer, Travel & Vacations - Lucknow.
20. **Mr. Deepak Rojinder**, Officer [Travel], Travel & Vacations - Pune has been redesignated as Business Development Officer, Travel & Vacations - Pune.
21. **Mr. Harihar Yadav**, Officer [Travel], Travel & Vacations - Delhi (SCOPE) has been redesignated as Officer [Collection], Travel & Vacations - Delhi.
22. **Mr. Jagannath Sahu**, Junior Officer [Travel], Travel & Vacations - Mumbai (Ballard Estate) has been redesignated as Business Development Officer, Travel & Vacations - Mumbai (Ballard Estate).
23. **Mr. Bhagat Ram**, Junior Officer [Travel], Travel & Vacations - Delhi (Kanchenjunga) has been redesignated as Junior Officer [Collection], Travel & Vacations - Delhi.
24. **Mr. Pradeep Chauhan**, Junior Officer [Forex], Travel & Vacations - Delhi (SCOPE) has been redesignated as Business Development Officer, Travel & Vacations - Delhi.

SBU: Leather Chemicals

1. **Mr. R Janardhan**, Chief Manager [QC & QA], Leather Chemicals - Chennai has been redesignated as Chief Manager [QC & PDN - Finishing Chemicals], Leather Chemicals - Chennai.
2. **Mr. Arun A**, Senior Manager [SCM], Leather Chemicals - Chennai has been redesignated as Senior Manager [Operations], Leather Chemicals - Chennai.
3. **Mr. D Rajasekaran**, Senior Manager [Production - Acrylic Syntan], Leather Chemicals - Chennai has been redesignated as Senior Manager [Production - Syntan], Leather Chemicals - Chennai.
4. **Mr. M Murugan**, Senior Manager [Production]-Syntan, Leather Chemicals - Chennai has been redesignated as Senior Manager [Production - Finishing Chemicals], Leather Chemicals - Chennai.
5. **Mr. P James**, Senior Manager [Maintenance], Leather Chemicals - Chennai has been redesignated as Senior Manager [Maintenance and Product-SFL], Leather Chemicals - Chennai.
6. **Ms. T Indhira**, Senior Manager [Commercial], Leather Chemicals - Chennai has been redesignated as Senior Manager [SCM], Leather Chemicals - Chennai.
7. **Mr. S Senthilvel**, Manager [Production - Fat Liquor], Leather Chemicals - Chennai has been redesignated as Manager [Production - Acrylic Syntan], Leather Chemicals - Chennai.
8. **Mr. G Gurushankar**, Manager [SCM], Leather Chemicals - Chennai has been redesignated as Manager [Commercial], Leather Chemicals - Chennai.

Wish you all the best in your new role!

Farewell

- **Ms. Shobha Nandakumar**, Manager [HRS], Regional HR - West, Mumbai superannuated on 30th September, 2020 after successfully completing 35 years of service.
- **Ms. Shyam Sundar Adhikari**, Manager [MIS], Corporate Accounts & Finance, Kolkata superannuated on 30th September, 2020 after successfully completing around 34 years of service.

We wish you all the best in your future life!

New Members



Mr. Yash Batra joined Greases & Lubricants, Silvassa as Deputy Manager [Production] on 15th September, 2020.



Mr. Rahul Yadav joined Greases & Lubricants, Bengaluru as Deputy Manager [Industrial Sales] on 18th September, 2020.



Mr. Pranay Natekar joined Greases & Lubricants, Silvassa as Asst. Manager [SCM] on 1st September, 2020.



Mr. Arnab Mukherjee joined Greases & Lubricants, Ludhiana as Asst. Manager [Retail Sales] on 3rd September, 2020.



Mr. Vishal Kumar joined Greases & Lubricants, Lucknow as Asst. Manager [Retail Sales] on 15th September, 2020.



Ms. Bhargavi Narayana Reddy Gari joined Leather Chemicals, Manali - Chennai as Asst. Manager [PDC] on 30th September, 2020.



Mr. Gellepogu Babu joined Temperature Controlled Warehouse, Rai as Junior Officer [Warehouse Operations] on 14th September, 2020.

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

Be **SUPPORTIVE**
Be **CAREFUL**
Be **ALERT**
Be **KIND**



Be **READY** to fight
#COVID19

For the latest health advice, go to:
www.who.int/COVID-19

