

Balmer Lawrie & Co. Ltd.
Kolkata

Ref.: BL/CPSE Conclave/2017-18/.....

September 19, 2017

To,

All COOs / SVPs

Dear All,

Sub: CPSE conclave on role of CPSE in Nation Building

A CPSE Conclave is being planned held on November 2017. The Hon'ble Prime Minister of India shall be directly interacting with CMD's and Secretaries of respective Ministries for the Role of CPSE in the Nation Building in current scenario and priority of Government. For this inputs are to be taken from the employees of the CPSE. The broad structure of the interaction for the conclave as communicated by DPE is attached as **Annexure-I**. In line with DPE communication, the agenda items is attached as **Annexure – II** for receiving input on each item from the employees of the Company. Following immediate action is to be taken:

1. COOs / SVPs / Head of each Department shall be the Nodal Officers for coordinating and consolidating the inputs of the concerned SBU on for the Agenda items. The input sheet (Annexure II) is presented in English and Hindi Language.
2. Input sheet is to be given to all the employees for getting their feedback of the agenda items. Nodal Officer may arrange to convert the agenda item into local language (if required) for getting the response (Input sheet attached at Annexure – II).
3. Copy of the Agenda item has to be displayed at Notice board at each location / unit compulsorily and also to be uploaded on Company's web site by IT department.
4. The Input received from the employee is to be consolidated at each location/unit in excel sheet (attached) by an officer to be identified by the COO/SVP/Departmental Head. The consolidated sheet as per **Annexure – IV** has to be submitted through Email to Shri Rajanikant Mishra, Chief Manager (MOU), mishra.r@balmerlawrie.com who will be head quarter coordinator with a copy to Nodal officers of the concerned SBU/Corporate Function, to be nominated by concerned Head as per **Annexure – III** on the day to day basis upon receipt of responses. In view of the time bound activity, accumulation should be avoided daily report should be sent for scrutiny and final report preparation at Corporate Office on day to day basis.

5. An interactive session through Google Hangout / Video Conference shall be done by the CMD with all the Nodal Officer on **26/27 September 2017** for discussion of the consolidated report.
6. The Signed copy of the input form data, which is received from all the employees, is to be kept at Corporate Office for any further reference for CPSE conclave.
7. The last date form each SBU/corporate function nodal officer is 25 September 2017.



[S S Khuntia]
Director [Finance]
CC: C&MD & All Directors

CIO: To arrange IT support for the Google Hanguout / Video Conferencing with all work centers by C&MD

R K Mishra: For entire coordination on time bound manner and escalate for any deviation

