

# BLOM

## Balmer Lawrie Online Monthly Bulletin

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January 2013

### Editorial

The New Year has dawned and we have stepped into Year 2013 with new hopes and new aspirations. We would have made resolutions, set goals and promised to set right many a thing as each New Year gives us another chance. At Balmer Lawrie, the New Year has brought with it the launch of "Ek Soch" the Employees' Suggestion Scheme which aims at promoting a culture of ideation and innovation amongst employees, and increase their sense of ownership and participation in the process of fostering organizational excellence and growth. So do not hesitate to put forth your suggestion in the prescribed suggestion forms and drop them in the suggestion boxes. A suggestion fortnight is being organized from 14<sup>th</sup> to 27<sup>th</sup> January, 2013 in all units/establishments at Kolkata. Participate in great numbers.

It's time to gear up for the 147th Foundation Day celebrations scheduled on 3rd February, 2013. Preparations have begun at all locations and we hope to have a fun filled show that brings us all together, and furthers employee bonding, camaraderie and goodwill.

BLOOM wishes all of you and your families a very happy, prosperous and peaceful 2013!

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### BL Updates



An Ex-Directors Meet was held on 14th December at HO, Kolkata. Present on the occasion were M/s M S Khanna, S K Sinha, V N Varma, M K Ray Chaudhuri, P K Bishnoi, S K Mukherjee, P Radhakrishnan and K Subramanyan. Besides a formal meeting with the Directors, they went on a visit of the corporate office premises. In photo are glimpses of the meet.



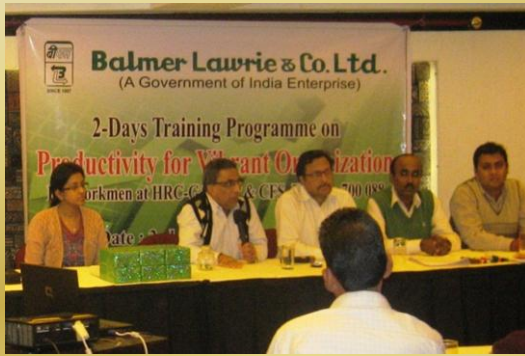
In the month of December 2012, LS - Mumbai received a certificate of outstanding performance in recognition of its support to Cathay Pacific Cargo from Cathay Pacific Airlines. In photo Shri P P Rathnakar, Chief Manager (centre) and others pose with the certificate. Congratulations to the team!



Recently LS-Vizag handled an Air Charter import comprising 10 MT of Cargo for the Indian Navy unit located at Vizag. The job involved custom clearance & door to door movement of cargo from Vizag Airport to the Naval Dockyard.



Development Centers are being conducted by Deloitte for about 150 Executives across various locations of the Company. The photo captures one particular session in progress at Kolkata.



On 3rd and 4th December 2012, a training programme was organised on 'Productivity for Vibrant Organisation' for workmen of G&L, IP and CFS, Kolkata. The programme was conducted by the Central Board for Workers Education (CBWE), Kolkata, Ministry of Labour & Employment, Govt. of India, and was attended by 25 workers.

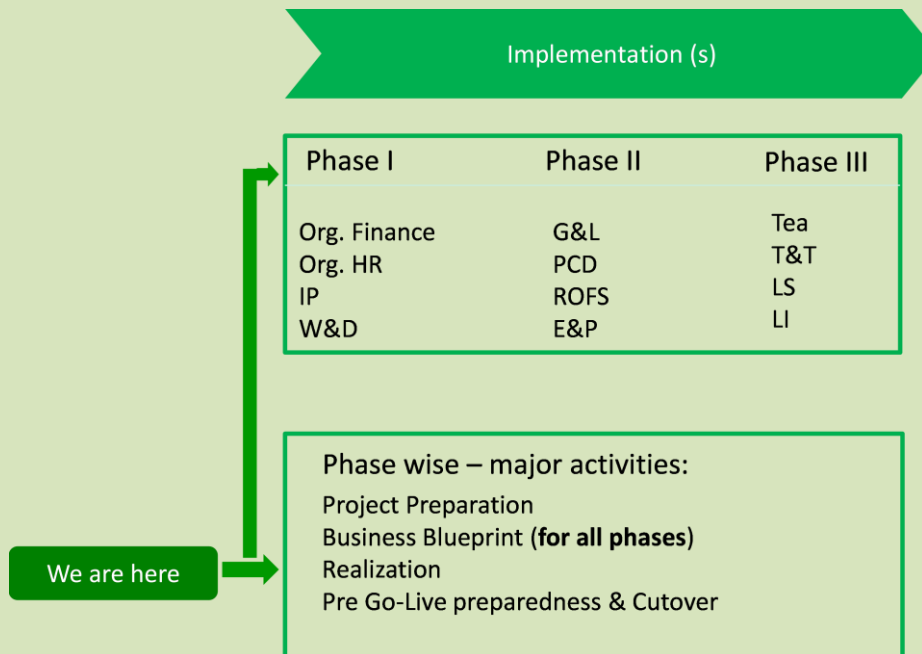


The Annual Sports Day was held on 23<sup>rd</sup> December at the Calcutta University Ground. The Sports Meet, with participation of more than 700 employees and their family members, was inaugurated by Shri P P Sahoo, D[HR&CA].



The Balmer Lawrie 'Holiday Home' at Puri was taken up for major restoration & renovation by the Engineering & Projects dept. In photo are glimpses of the renovated 'Holiday Home' which will reopen soon.

The diagram below shows the current status of the BLESS project.



The following activities are included in Realization:

- Configuring SAP for BL-specific scenarios in BL Development Server
- Finalizing requirements and specifications for ABAP development
- Development of programs and Unit Testing by TCS/BL
- Development of forms & reports
- Transporting configurations and developments to Quality Server
- Perform Integration & Performance Testing in that Server
- Testing of Interface programs
- Loading of master data in Quality Server
- Testing of all scenarios and authorizations

Final Preparation & Cut Over includes:

- Conducting Power User Training, End User Training and User Acceptance Testing
- Running conversion programs to upload master data and transaction data in the Production System
- Performing mock cutover
- Finalizing Authorizations
- Take Go / NoGo from SBU/Function/BL Leadership
- Go Live



In view of SAP implementation, five IBM Power Series Servers, an IBM SAN Storage, Tape library and IBM Tivoli as backup software were procured. The entire SAP landscape of the company would be distributed on the mentioned Servers. The existing Data Centre has been extended to accommodate the entire hardware. The installation and network integration process of the hardware is in progress.

**Differentiate between HAZARD & RISK:**

**Hazard:** 'Something with the potential to cause harm'

Hazards can be classified as -

- Physical
- Chemical
- Biological
- Ergonomic
- Psychological

**Risk:** 'Likelihood that harm will occur and the severity of harm' ie Risk is function of likelihood & severity of the hazard to cause harm . $R=f(LXS)$

Resultant harm can be

- Near miss
- Property damage
- Injury
- Ill-health
- death

**5 simple Steps of Risk assessment:**

- Look for the Hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether precautions are adequate or whether more should be done
- Record the findings
- Review the assessment and revise it if necessary

**All significant risk needs to be controlled & the Hierarchy of control is:**

- Eliminate the hazard
- Substitute the hazard
- Putting Engineering Control
- Putting Administrative control
- Last option is to provide PPE.

**SPOT THE HAZARD ASSOCIATED & CALCULATE THE RISK LEVEL...**



## सीएसआर अद्यतनीकरण



सीएसआर की पहल के तहत बामर लॉरी ने Rs 11.40 लाख मध्याह्न भोजन वितरण वाहन तथा जैकेटेड स्टीम कुकिंग वेसल के लिए अक्षय पात्र को वित्तीय सहायता प्रदान किया। दिल्ली सरकार की तरफ से दिल्ली में अधिक सख्या में सरकारी एवं सरकारी सहायता प्राप्त पाठशालाओं में मध्याह्न भोजन की तैयारी तथा इसका वितरण का कार्य अक्षय पात्र के द्वारा चलाया जाता है जिससे समाज के कमजोर वर्ग के हजारों छात्रों को लाभ मिल रहा है। मुख्य प्रचालन अधिकारी [पर्यटन & यात्रा] द्वारा 4 दिसम्बर 2012 को वैन एवं रसोई के उपकरण का उद्घाटन किया गया।



कंपनी के सीएसआर गतिविधियों के अंतर्गत IATA Travel & Tourism प्रशिक्षण का उद्घाटन दिनांक 03 दिसंबर 2012 को Pune में किया गया। इस समय Pune में कुल 18 लड़कियों को प्रशिक्षित किया जा रहा है।

कार्मिक सूचना - December 2012 / Personnel Information - दिसंबर 2012

### नेतृत्व में परिवर्तन / **Change in Leadership**

श्री प्रबाल बासु ने 1 दिसम्बर 2012 से निदेशक [वित्त] के रूप में कार्यभार संभाला।

**Shri Prabal Basu** took over as Director [Finance] with effect from 1st December, 2012.

*Congratulations and wish you all success in the years ahead!*

## स्थानान्तरण / दायित्व में परिवर्तन

### Transfer / Changes in Responsibility

श्री पी जी संधनाकृष्णन, प्रबंधक [एलएस] – एलएस, बंगलूर को सतर्कता, चेन्नै में प्रबंधक [सतर्कता] के रूप में स्थानांतरित किया गया है।

**Shri P G Santhanakrishnan**, Manager [LS] - LS, Bangalore has been transferred to Vigilance, Chennai as Manager [Vigilance].

श्री सुजय घोष, जो पीटीबीएलआई, इंडोनेसिया में प्रतिनियुक्ति पर थे, को जी&एल, कोलकाता में मुख्य प्रबंधक [लेखा व वित्त] के रूप में स्थानांतरित किया गया।

**Shri Sujoy Ghosh**, who was on deputation at PTBLI, Indonesia has been transferred to G&L, Kolkata as Chief Manager [Accounts & Finance].

*आपको नए कार्यभार की शुभकामनाएं!*

*Wish you all the best in your new roles!*

### विदाई / Farewell



श्रीमती के सरोजिनी नायर, कार्यपालक सचिव, अवप्रनि का कार्यालय, 30 वर्षों की सफलतापूर्वक सेवा संपूर्ण कर 31 दिसम्बर को सेवानिवृत्त हुईं।

**Smt K Sarojini Nair**, Executive Secretary, C&MD's Office retired on 31st December after successfully completing more than 30 years of service.

श्री डी गोस्वामी, वरिष्ठ प्रबंधक [ले व वि], एलएस – दिल्ली 31 वर्षों की सफलतापूर्वक सेवा संपूर्ण कर 31 दिसम्बर को सेवानिवृत्त हुए।

**Shri D Goswami**, Sr. Manager [A&F], LS - Delhi retired on 31st December after successfully completing around 31 years of service.



श्री लोक बहादुर सिंह, वरिष्ठ प्रबंधक [सीएसआर] 24 वर्षों की सफलतापूर्वक सेवा संपूर्ण कर 31 दिसम्बर को सेवानिवृत्त हुए।

**Shri Lok Bahadur Singh**, Sr. Manager [CSR] retired on 31st December after successfully completing more than 24 years of service.

## नए सदस्य / New Member

श्री चंदन कुमार माईति की नियुक्ति, 3 दिसम्बर 2012 को कार्पोरेट लेखा & वित्त [कराधान], कोलकाता में उप प्रबंधक [ले&वि] के रूप में हुई।

**Shri Chandan Kumar Maity** joined Corporate Accounts & Finance [Taxation], Kolkata as Deputy Manager [Accounts & Finance] on 3rd December, 2012.

श्री नगेश्वर राव नेल्लुरी की नियुक्ति, 10 दिसम्बर 2012 को एलआई, चेन्नै में उप प्रबंधक [ले & वि] के रूप में हुई।

**Shri Nageswara Rao Nelluri** joined LI, Chennai as Deputy Manager [Accounts & Finance] on 10th December, 2012.

श्री रोहित प्रकाश की नियुक्ति, 17 दिसम्बर 2012 को जी एंड एल, बंगलूर में सहायक प्रबंधक [औद्योगिक विपणन] के रूप में हुई।

**Shri Rohit Prakash** joined G&L, Bangalore as Assistant Manager [Industrial Marketing] on 17th December, 2012.

सुश्री प्रभा सतीजा की नियुक्ति, 3 दिसम्बर 2012 को टी एंड टी, दिल्ली में कनिष्ठ अधिकारी [यात्रा] के रूप में हुई।

**Ms Prabha Satija** joined T&T, Delhi as Junior Officer [Travel] on 3rd December, 2012.

*बामर लॉरी परिवार में आपका स्वागत है एवं आपलोगों को हार्दिक शुभकामनाएं ।*

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

## Glimpses from the City of Joy



*The Acharya Jagadish Chandra Bose Indian Botanic Garden or Calcutta Botanical Garden (previously known as Indian Botanic Garden) is the largest and oldest reserve of greeneries of its kind in South East Asia. It is also a premier Institution for botanical and horticultural research in India. The Garden is situated on the West bank of River Hooghly in Shibpur, Howrah. The unique landscape design of the garden was initiated by Sir George King in 1872 and is considered to be one of the best in the botanic gardens of the world.*