



BLOOM

Balmer Lawrie Online Monthly Bulletin

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October 2012

Editorial

In an endeavor to enhance employee satisfaction and involvement, and establish a "total connect" between the employees and the organization, the Company decided to conduct the Employee Engagement Survey as part of the BLEND [Balmer Lawrie Engaging in Nurturing & Development] initiative. You would have received the online questionnaire from Deloitte, and also reminders if you are yet to complete the survey. The time to respond to the survey will be 3rd to 14th October, 2012.

2nd October was Mahatma Gandhi's birth anniversary. Gandhiji always insisted on truth and believed that truth alone triumphs. This is also reflected in his autobiography 'The Story of My Experiments with Truth'. Don't you think the best way to pay tribute to the Father of the Nation would be to respond truthfully and openly to the survey? So, let's all participate in the Employee Engagement Survey and with our honest responses make Balmer Lawrie a better place to work and bring about the change that we all want.

Hope you like reading this issue of BLOOM. Do not hesitate to send your feedback, suggestions and contributions to mukhopadhyay.mohar@balmerlawrie.com. BLOOM wishes all of you Happy Dusshera and Shubho Bijoya in advance!

Mohar

Message from Director [HR & CA]

(Mr. P P Sahoo, D [HR & CA] is in the hospital recovering from bronchial asthma & dengue. Our prayers and wishes for his speedy recovery! Below is a message from him.)

My dearest colleagues,

Since the last ten days from the hospital bed, down with bronchial asthma & dengue, I have been a firsthand witness to the humane face of our organisation. I am truly touched and overwhelmed by the spontaneous response from so many of you who came forward to donate blood and so many others who have done their bit by praying for me. Today in the truest sense, if the blood of the organization flows through each of my vein, it is only because of each one of you.

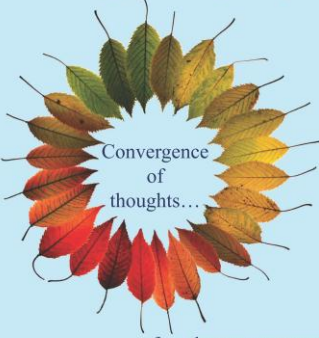
I am waiting eagerly to be back and thank each one of you personally. I am sure we will continue to show equal and even greater care and concern for each of our colleagues and their families at times of their difficulties.

I remain ever grateful to each one of you and please accept my regard.

P P Sahoo

BLEND


BLEND
Balmer Lawrie Engaging in Nurturing & Development



Convergence of thoughts...
...for a better tomorrow

Deloitte. **Balmer Lawrie**


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Message from C&MD for Employee Engagement Survey

1 October, 2012

Dear Friends,

We in Balmer Lawrie have always believed in establishing a "total connect" between the employees and the organization. I feel this is the only way we would be able to align the Company's values, policies and systems, as far as possible, to the expectations of the employees. I also have faith that if we listen to the "voice of the employees", we would not only be able to take care of their needs but would also provide them with the platform for growth and development. With this objective, the Company has taken an initiative - BLEND or Balmer Lawrie Engaging in Nurturing & Development - an exercise of 'Employee Engagement Survey (EES)' which would be carried out by Deloitte between the 3rd - 14th October, 2012.

Deloitte would be carrying out an "absolutely confidential" on line survey, where I expect all Executives & Officers to participate and answer a set of objective questions as also their qualitative comments and suggestions. Your active participation will help the Company in identifying the issues pertaining to employee satisfaction and involvement. This would enable us to put in place systems and processes which can address such issues and make Balmer Lawrie a better place to work.

The last ESS was done in 2007 and between then and now, the world around us has changed and so have our expectations. It is my request that all of you participate in the Survey and provide your absolutely frank feedback. I would like to personally assure you that your responses would be kept absolutely confidential and at no time would Deloitte provide us data on individual responses.

The Deloitte team will be forwarding the link for responding to the survey and your individualized password by 2nd October 2012, through your Company e-mail ID. We have advised the Deloitte Team to send alerts to you every alternate day to complete the survey. In case you do not receive the link to the survey or the password for any reason please send a request to inesurvey@deloitte.com for sending you the details. You may also get in touch with Mr. Troy Menezes (mobile no.09920326994/ mail: tmenezes@DELOITTE.com) for support.

Let's make the EES a success by ensuring one hundred percent participation and thus be a part of the change that we want.

Best Regards,

Viren Sinha



The 95th Annual General Meeting of the Company was held on 26th September at the Birla Sabhagar in Kolkata.



The first IT Meet was held in Raichak on 7th and 8th September 2012. Seen in photo are the participants with C&MD and Directors.



On 6th September, IP-Asaoti launched the new product 'GI Barrels' manufactured from GP Sheets and successfully supplied the first consignment to its one of the customers.



On 17th September, C&MD inaugurated the renovated office of Tea Division.

The new Travel office of SBU: T&T at Guwahati is now operational and is successfully catering to the needs of the customers in that region.



The training programme on Performance Management System for Western Region Executives was held at Mumbai from 29th to 31st August 2012.



A two-day workshop on 'Project Management', based on the concept of Critical Chain and Theory of Constraints was organized for the officers of Engineering & Projects on 7th & 8th September. The workshop was organized by Goldratt India Institute at Tollygunge club, Kolkata and was attended by 22-officers.



A training program on Total Quality Management was organized for HRC employees at the ARL Conference Room in September.



A training programme was organised on 7th & 8th September at ITC Fortune for 18 Area Sales Coordinators of SBU: G&L. The programme was conducted by the Marketing Team along with the trainer from NIS Sparta.



As part of the "Consolidation of Western India Operation of SBU (G&L)" project being executed by Engineering & Projects, a 4-storied Administrative Building, meeting green building norms as per GRIHA requirement, is nearing completion. This is a first of its kind construction in Balmer Lawrie. The Lube Oil Blending and Bituminous Lubricant plants have already been commissioned the new grease plant will be commissioned by end of October this year.



Every year children of BL employees are recognised by the Company for performing well in the 10th/12th/Graduation or equivalent examinations. The ceremony was organised at CFS Kolkata where more than 30 such meritorious students were given away awards by C&MD in the presence of Directors and other officials.

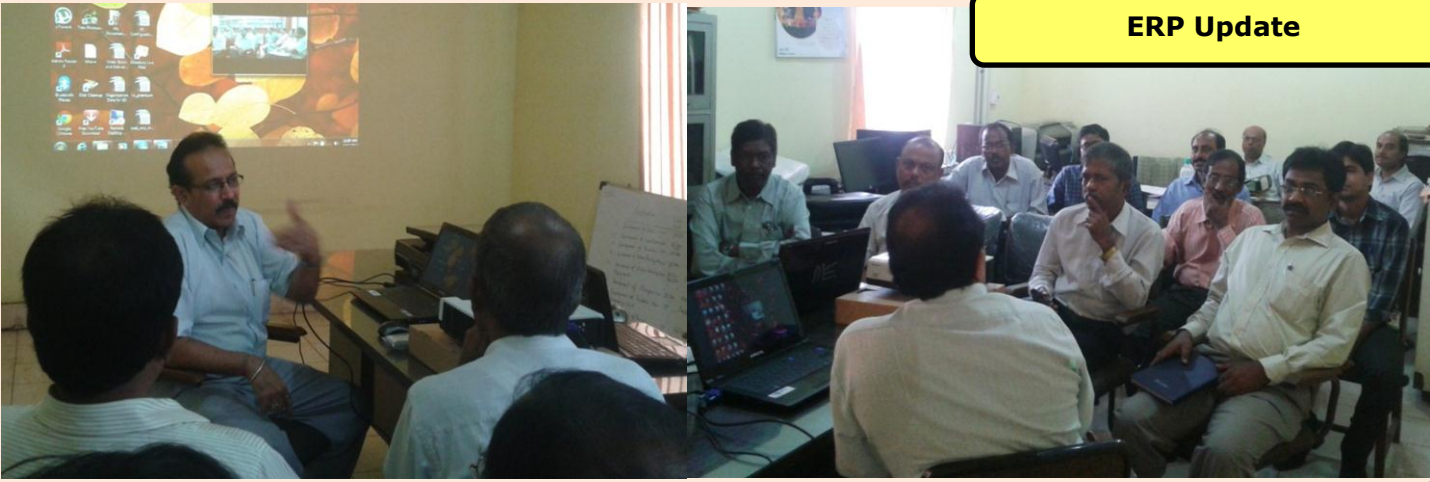


Vishwakarma puja was celebrated on 17th September in the various units & establishments of the Company. In photo is a pandal in G&L, Kolkata.



Two teams from Balmer Lawrie represented by Saloni Sah, Kshama Agarwal, Amit Paladhi and Manmohan Singh, participated in the Inter-Corporate Quiz 'Ingenuity' organized by Birla Institute of Management Technology [BIMTECH] on 22nd September at the Tolly Club, Kolkata.

ERP Update



Members of the ERP core committee had a brief interaction with end users of T&PD and IP Kolkata on 15th September. An introduction on SAP was given to the users followed by current status of BBP. The concept of MRP was explained to the participants followed by briefing them with the major process changes in PP, PM, QM, SD and MM modules, the benefits expected from the process changes and the efforts required to get those benefits.

A SAP awareness program was conducted for employees of Chennai on 25th and 26th September 2012 at "Hotel Deccan Plaza", Chennai.

राजभाषा पखवाड़ा



14 से 28 सितम्बर 2012 तक राजभाषा पखवाड़ा का आयोजन किया गया जिसके दौरान प्रधान कार्यालय में हिंदी प्रश्नमंच प्रतियोगिता, हिंदी गीत प्रतियोगिता, शब्दावली प्रतियोगिता एवं हिंदी आशुभाषण प्रतियोगिता एवं कोलकाता स्थित फैक्ट्री परिसर में भी हिंदी आशुभाषण प्रतियोगिता का आयोजन किया गया । 28.09.2012 को हिंदी पखवाड़े के समापन समारोह के साथ-साथ हास्य कवि सम्मेलन का आयोजन किया गया और विजेताओं को पुरस्कारों से नवाजा गया । चित्र में कार्यक्रमों के कुछ झलकियां ।

Unsafe Lifting Operation is one of the biggest killers in the industry. Hence, all non-routine lifting needs proper risk assessment and a fool-proof lifting plan.



Routine lifting operations: Repetitive lifting operations usually performed on site.

Non-routine lifting operations: are Lifting Operations which meet at least one of the following criteria:

- Operation carried out with a temporary lifting equipment
- Operation with load tilting
- Operation needing to use several lifting equipment at the same time
- Operation where operator cannot see the load
- Operation needing assistants to guide the load during the load setting
- Lift of load without any defined hooking points
- Lift of people
- Use of equipment not specifically designed for lifting (backhoe excavator)
- Lifting nearby existing buildings or hazardous installations (flammable liquids storages, high-voltage line etc.)
- Operation of lifting equipment >75% of weight capacity for lifting equipment or crane

Golden Rules of Safe Lifting are:

Lifts utilizing cranes, hoists, or other mechanical lifting devices will not commence unless:

- An assessment of the lift has been completed and the lift method and equipment has been determined by a competent person(s)
- Operators of powered, lifting devices are trained and certified for that equipment
- Rigging of the load is carried out by a competent person(s)
- Lifting devices and equipment have been certified for use within the last six months
- Load does not exceed dynamic and/or static capacities of the lifting equipment
- All safety devices installed on lifting equipment are operational
- All lifting devices and equipment have been visually examined before each lift by a competent person
- Ensure no people movement below suspended load

सीएसआर अद्यतनीकरण

- कंपनी द्वारा 2011-12 में एमओयू सीएसआर परियोजना से संबंधित राष्ट्रीय सीएसआर हब, टीआईएसएस ने अपनी मूल्यांकन रिपोर्ट प्रस्तुत की है। यंस्ट व यंग ने कंपनी के लिए 2012-13 से शुरू होने वाली अगली 5 वर्षों की अवधि में कार्यान्वित की जाने वाली सीएसआर परियोजनाओं/पहलों की रूप-रेखा तैयार कर अपनी अंतिम दीर्घावधि सीएसआर परिप्रेक्ष्य योजना प्रस्तुत की है। यंस्ट व यंग ने अपनी अंतिम रिपोर्ट देने से पहले, अध्यक्ष व प्रबंध निदेशक और अन्य निदेशकों के समक्ष एक प्रस्तुति पेश की।
- पिछले वर्ष की भांति, बामर लॉर आर्थिक रूप से कमजोर छात्राओं के लिए 3 महिने का यात्रा एवं पर्यटन प्रशिक्षण कार्यक्रम का आयोजन करने जा रहा है। इस वर्ष चयन प्रक्रिया में बामर लॉरी के अलावा आईएटीए और ट्रेडविंग्स इंस्टिट्यूट ऑफ मैनेजमेंट के प्रतिनिधिगण भी चयन समिति के सदस्य हैं। उपयुक्त छात्राओं के चयन हेतु साक्षात्कार कोलकाता, दिल्ली और मुंबई में समाप्त हो चुके हैं जहां प्रशिक्षण कार्यक्रम अक्टूबर 2012 में शुरू होगी।

स्थानान्तरण / Transfer

श्री आनंद सेनगुप्ता, मुख्य प्रचालन अधिकारी [जीएंडएल] को एसबीयू : एलआई में मुख्य प्रचालन अधिकारी [लॉजिस्टिक अवसंरचना] के रूप में स्थानान्तरित किया गया ।

Shri Ananda Sengupta, Chief Operating Officer [G&L] has been transferred to SBU: LI as Chief Operating Officer [Logistics Infrastructure].

श्री बिद्युत रंजन बर्धन राय, मुख्य प्रबंधक [एलएस] - एलएस, कोलकाता को डब्ल्यू एंड डी, कोलकाता में मुख्य प्रबंधक [भंडार व वितरण] के रूप में स्थानान्तरित किया गया ।

Shri Bidyut Ranjan Bardhan Roy, Chief Manager [LS] - LS, Kolkata has been transferred to W&D, Kolkata as Chief Manager [Warehousing & Distribution].

श्री तनमय लाहिड़ी, सह-उपाध्यक्ष [विपणन व समन्वय], एलएस को एल, कोलकाता में सह-उपाध्यक्ष [एलएस] के रूप में स्थानान्तरित किया गया ।

Shri Tanmoy Lahiri, Associate Vice President [Marketing & Coordination], LS has been transferred to LS, Kolkata as Associate Vice President [LS].

कुमारी कोनिका तयाल, सहा. प्रबंधक [विक्रय]- एलएस, चेन्नई को एलएस, बड़ौदा में सहा. प्रबंधक[विक्रय] के रूप में स्थानान्तरित किया गया ।

Ms Konica Tayal, Asst. Manager [Sales] - LS, Chennai has been transferred to LS, Baroda as Asst. Manager [Sales].

श्री शुभम बंसल, कार्यपालक प्रशिक्षार्थी - यात्रा, लखनऊ को पर्यटन, दिल्ली में कार्यपालक प्रशिक्षार्थी के रूप में स्थानान्तरित किया गया ।

Shri Subham Bansal, Executive Trainee - Travel, Lucknow has been transferred to Tours, Delhi as Executive Trainee.

आपको नए कार्यभार की शुभकामनाएं।

Wish you all the best in your new roles!

पदोन्नति / Promotion

श्री अभिजीत राय की मुख्य प्रचालन अधिकारी [जी एंड एल] के रूप में पदोन्नति हुई ।

Shri Abhijit Roy has been promoted as Chief Operating Officer [G&L].

श्री स्वपन कुमार दास की कार्यपालक[लेखा व वित्त], जी एंड एल - कोलकाता के रूप में पदोन्नति हुई ।

Shri Swapan Kumar Das has been promoted as Executive [Accounts & Finance], G&L - Kolkata.

श्री सुबिमल घोष की कार्यपालक [सामग्री], जी एंड एल - कोलकाता के रूप में पदोन्नति हुई ।

Shri Subimal Ghosh has been promoted as Executive [Materials], G&L - Kolkata.

श्री संजय दास की कार्यपालक [गुणवत्ता आश्वासन], जी एंड एल - कोलकाता के रूप में पदोन्नति हुई ।

Shri Sanjoy Das has been promoted as Executive [Quality Assurance], G&L - Kolkata.

श्री बी एम चहवाण की कार्यपालक [सामग्री], जी एंड एल - सिउड़ी के रूप में पदोन्नति हुई ।

Shri B M Chavan has been promoted as Executive [Materials], G&L - Sewree.

श्री देबाशीष बनर्जी की कार्यपालक [विक्रय व विपणन], जी एंड एल-कोलकाता के रूप में पदोन्नति हुई ।

Shri Debasis Banerjee has been promoted as Executive [Sales & Marketing], G&L - Kolkata.

आप को बधाई एवं भविष्य में आपकी सफलता की कामना करते हैं ।

Congratulations and wish you all success in the years ahead!

नए सदस्य / New Member

श्री विशाल शुक्ला ने आईपी, कोलकाता में प्रबंधक [तकनीकी व उत्पादन विकास] के रूप में 3 सितम्बर 2012 को कार्यभार ग्रहण किया ।

Shri Vishal Shukla joined IP, Kolkata as Manager [Technology & Product Development] on 3rd September, 2012.

श्री राजेन्द्र सिंह ने एलएस, कोलकाता में सह-उपाध्यक्ष [विपणन], एलएस के रूप में 3 सितम्बर 2012 को कार्यभार ग्रहण किया ।

Shri Rajender Singh joined LS, Kolkata as Associate Vice President [Marketing], LS on 3rd September, 2012.

श्री संजीव घाई ने एलएस, कोलकाता में उपाध्यक्ष [विक्रय व विपणन], एलएस के रूप में 10 सितम्बर 2012 को कार्यभार ग्रहण किया ।

Shri Sanjeev Ghai joined LS, Kolkata as Vice President [Sales & Marketing], LS on 10th September, 2012.

श्री देवेन्द्र तिवारी ने टी एंड टी, दिल्ली में वरि. शाखा प्रबंधक [यात्रा एवं पर्यटन] के रूप में 14 सितम्बर 2012 को कार्यभार ग्रहण किया ।

Shri Devender Tiwari joined T&T, Delhi as Sr. Branch Manager [Tour & Travel] on 14 September, 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 Jorasanko Thakur Bari in Jorasanko, north of Kolkata, is the ancestral home of the Tagore family. It is currently located on the Rabindra Bharati University campus. It is the house in which the poet and first non-European Nobel laureate, Rabindranath Tagore was born. It is also the place where he spent most of his childhood and died on 7 August 1941. It was built in the 18th century by Prince Dwarkanath Tagore (Rabindranath Tagore's grandfather). The house has been restored to reflect the way the household looked when the Tagore family lived in it and currently serves as the Tagore museum for Kolkata. The museum offers details about the history of the Tagore family including its involvement with the Bengal Renaissance and the Brahmo Samaj.