

Issue 31, July 2020

BLOG

Balmer Lawrie
Organisational Gazette

कोरोना से बचें



हाथ धोएं बार बार



सही से मास्क पहनें



निभाएं दो गज की दूरी

जब तक दवाई नहीं, तब तक ढिलाई नहीं

EDITORIAL

If we feel that we have seen and experienced enough of unprecedented times and deserve to enjoy better moments, we are not wrong. However, the fact is that COVID-19 is here to stay till we get a vaccine for common people, and we have to continue following all precautions for the benefit of our family, co-workers and all near and dear ones. While it is important to stay hopeful and exude positivity to tide over these difficult times, it is also necessary to be resilient and take the bull by the horns. We have to be fearless and each one of us need to be responsible to stop any second wave. Though the pandemic has severely unsettled lives globally and has impacted most sectors unimaginably, we have learnt several life lessons from COVID-19 and I believe these lessons would stay with us forever. We have adopted healthy ways of life like focussing on our health and maintaining personal hygiene. We have been washing our hands frequently, eating healthy and home cooked food, avoiding junk food, exercising, meditating and doing yoga. We have learnt to spend more time with family and connect more with loved ones. We have understood the pros and cons of a fast-paced life and most of us have consciously worked on the cons. We have learnt to be content with lesser resources. We have learnt to appreciate nature and unburden Mother Earth. We are now consciously pursuing our hobbies and passion. We are more grateful and at least I have stopped cribbing. Don't worry if you are not doing any of these. At least do what you like, beat all the negativity, stay positive and stay happy! Let us also be sensitive to those who are affected by the virus. It is with compassion and care that we can win the war against COVID-19.

We have never experienced such a crisis before. The world has moved to a recession that is the worst we can think of. Our country's economy, which is under tremendous stress shrank by around 23%. All this has led our Company into an extremely difficult situation as well. Our Company has handled the pandemic prudently ensuring safety of all employees and business continuity. All the COVID-19 prevention protocols and SOPs have been stringently followed. All necessary measures are being continuously taken to contain the spread of the disease. At this juncture its very important to be together and our number one priority should be to focus on business and customers. Come what may, we have to perform and work towards improving our Company's income and profitability.

We also need to strictly follow austerity measures and operate in a restrained manner to rationalise expenses and optimise available resources. Readers of Balmer Lawrie Organisational Gazette (BLOG) may please note that owing to the COVID-19 lockdown imposed in the country, we did not print the April 2020 issue of BLOG. The July issue, which is a special issue highlighting the various COVID-19 prevention measures taken by Balmer Lawrie, will not be printed and will be available in soft form only. Decision to print the forthcoming issues will be taken based on situation.

As always share with us your feedback and suggestions. Please contribute for the Talent Unlimited section as well. You may email me at mukhopadhyay.mohar@balmerlawrie.com.

Stay healthy, stay safe!



LEADERSHIP SPEAKS



Prabal Basu

Chairman & Managing Director

All of us at Balmer Lawrie are dealing with the COVID-19 pandemic with utmost resilience and are working together to overcome the challenges that time is throwing at us. We are putting that extra effort and walking that extra mile to keep our businesses in operation and cater to the needs of our customers and various stakeholders. However, along with business continuity, safety of our employees has been our topmost priority. We have adopted the 'New Normal' and all necessary precautions are being taken to contain the spread of COVID-19 in the workplace. We have been proactive in communicating to all Balmer Lawriens about the Dos and Don'ts to be followed in the workplace. Communication from the Administrative Ministry (MOPNG), Ministry of Home Affairs and other Government Departments have also been intimated to all employees through circulars issued by the HR Department.

The pandemic has not only tested the strength of our governance, endurance of our society and the capacity of our economy but also individual will and perseverance. The pandemic has posed many challenges, the worst being pressure on the medical system and the economy. Markets

worldwide have crashed, the world has slipped into a recession and businesses, cutting across sectors, have shrunk. Our Travel & Vacations business has been hit terribly and we have seen a considerable dip in the topline and bottomline till now in this financial year. Though there could be a recovery towards the end of the year, we have to be prepared for difficult times ahead and work even harder towards reconstruction of the economy.

I feel happy to state that besides other CSR initiatives related to COVID-19, our Company has contributed Rs 1,28,25,899.00 (Rupees One crore, twenty-eight lakh, twenty-five thousand and eight hundred and ninety-nine) to the Prime Minister's Citizen Assistance and Relief in Emergency Situations (PM CARES) Fund to help fight the COVID-19 pandemic in the country. Balmer Lawrie allocated Rs 1 crore from its Corporate Social Responsibility (CSR) Fund and the rest of the amount was voluntary contribution of one day's salary by the employees of the Company.

I would like to stress on the fact that all of us will also have to be flexible, accommodative and reduce avoidable expenses through use of technology, efficient work practices, proper planning and elimination of wasteful activities. As every employee strives to restore and grow the businesses, let's acknowledge the fact that any inaction or indifferent and negative attitude at our end may dampen the spirit of this coordinated effort. We, as responsible employees, should be extremely sensitive in these trying times and work towards the growth and development of our Company.

I wish for good health and well-being of all Balmer Lawriens, their families and loved ones. Let us all together fight this challenge with unified effort and may we emerge successful! Stay safe and ensure safety and wellbeing of others!



Adika Ratna Sekhar
Director [HR & CA]

COVID-19 has taught us new ways of living! In order to adapt to the 'New Normal', we had to consciously bring about behaviour and lifestyle changes to deal with the unimaginable disruptions. Hon'ble Prime Minister, Shri Narendra Modi had rightly said that the Coronavirus has significantly changed the contours of professional life. These days, home is the new office. The internet is the new meeting room. For the time being, office breaks with colleagues are history. Most meetings, are now via video conferencing.

At Balmer Lawrie, all of us are following the COVID-19 prevention SOPs and ensuring safety in our business processes and operations. We are also leveraging technology, to the maximum extent possible, for regular day to day activities. The HSE Department has proactively conducted awareness workshops on prevention of COVID-19 for all employees. Regular sanitization of offices and plants is being done by the Regional HR Departments and concerted efforts are being made by all concerned to combat this pandemic. We brought out two handbooks on prevention of COVID-19 and steps to be followed if COVID-19 hits the household. Posters, mailers and Social Media campaigns on COVID-19 prevention were

some of the initiatives taken by Corporate Communications. It has been our endeavour to continuously remind all employees to take requisite precautionary measures and stringently adhere to all protocols for containing the spread of the disease. To keep our employees engaged during the lockdown period, we launched the eLearning program series 'Munchies for your Mind', which was received very well.

Every crisis brings with it new opportunities. Let's also explore and evaluate opportunities and growth areas for our Company that would give a fillip to the businesses and functions. We also have to be sensitive to the needs of the business environment and our various stakeholders. Fighting the pandemic is surely not easy and it will be possible only if all of us are together. Resilience and togetherness will help us to emerge successful. Staying healthy and positive is the need of the hour. So, take care of your health and follow all advisories to protect yourself and others from COVID-19.

My best wishes to all of you and stay safe!

SIGNIFICANT HAPPENINGS @ BALMER LAWRIE

This section would cover significant happenings from the period February to July 2020 as the April 2020 issue of BLOG was not printed owing to the country wide lockdown for COVID-19 prevention.



◆ The 154th Foundation Day of the Company was observed on 1st February 2020. To mark this occasion, the Balmer Lawrie (BL) flag was hoisted, the pledge was administered and C&MD's message was read out at all locations. The long service awards were given away and various employee activities were organised in some locations. Employees and their family members got together on 2nd February 2020 in

the four regions to celebrate the Foundation Day. In the Eastern Region, a function was organised at Swabhumi, Kolkata which was attended by the Board of Directors, employees and their families. The function was inaugurated by Mr. Prabal Basu, C&MD, Balmer Lawrie. The cultural programs included performances by the employees and their children. As part of the celebrations, Antakshari, Rangoli, Photography, Art out of Plastic Waste and Sit and Draw competitions were organized besides an inter-office Cricket Tournament, which witnessed enthusiastic participation from the employees. The evening ended at a high note with a celebrity performance. Similar programs were held in all the four regions across the country.

◆ The new plush and modern Northern Region Office in the first floor of the NBCC Centre at Okhla, Phase 1, New Delhi was inaugurated by Mr. Prabal Basu, C&MD in the presence of Directors on 5th February 2020. A puja was performed on the auspicious day of 22nd January 2020. Mr. Prabal Basu, C&MD was present during the puja. The Office is divided into blocks (North, West and South), has a large reception area, board room, spacious cabins and cubicles, break-out areas, meditation centre, training centre, VC rooms, cafeteria and twenty-one counters for point of sale customer interface, which will be used by the Travel & Vacations team. All the SBU / Function teams in the Northern Region will now operate from under one roof in this wonderful facility. The postal address of the new facility is: Balmer Lawrie & Co. Ltd., NBCC Centre, 1st Floor, Plot No. 2, Okhla, Phase 1, New Delhi-110 020



◆ With the objective of enhancing managerial and leadership competence across the organisation, the Company has tied up with Indian Institute of Management Lucknow to conduct six days Modular Management Development programs, which are customised for Balmer Lawrie Executives in Grade Bands E1/ E2, E3/ E4 and E5/ E6. The tie up is for three years and each year one Module shall be conducted for each Grade Band. The first of these programs were conducted for the Executives in the grades E5 and E6 from 6th to 11th January 2020. The program was inaugurated by Mr. Prabal Basu, C&MD in the presence of all Directors of the Company and Program Directors at IIM-Lucknow. The second program was held from 3rd to 8th February 2020 for Executives in Grades E3 & E4, and the last program for the financial year 2019-20 was scheduled in the month of March 2020, for Executives in Grades E1 & E2.

◆ SBU: Greases & Lubricants organised a Dealer's Meet at Kathmandu in Nepal on 20th February 2020. During the meet, 'Balmerol' automotive products were launched and Kankai Oil Suppliers, Kathmandu was appointed as distributor for Nepal. The event was well covered by the local media. Mr. Sreejit Banerjee, COO [G&L] and other Executives were present at the meet.





◆ The Travel vertical of SBU: T&V set-up an implant office at IIT - Kanpur. The implant office was inaugurated on 11th February 2020 by Deputy Director & Registrar of IIT – Kanpur. Mr. T S Sankar, Travel Head of the Eastern Region was present on the occasion.

◆ SBU: Leather Chemicals participated in the India International Leather Fair held from 1st to 3rd February, 2020 at the Chennai Trade Centre in Chennai. A stall was put up to exhibit the basket of products manufactured by the SBU. Mr. Prabal Basu, C&MD visited the stall, which saw good footfall.



◆ Logistics Services (LS) participated in the 8th Air Cargo India International Biennial Conference & Exhibition held between 25th and 27th February 2020 at the Grand Hyatt, Mumbai which was a unique platform for leading global players to explore the growing potential of the Indian market. LS also participated in the CTL-BHP 2020 exposition held on 27th & 28th February 2020 at NESCO Goregaon, Mumbai. With a footfall of 5000 visitors, this B2B event was attended by the Shipping lines, Break Bulk operators and leading players of the shipping industry. Balmer Lawrie put up stalls at both the exhibitions.



◆ The 49th National Safety Week was observed from 4th to 10th March 2020 across all the units and establishments of Balmer Lawrie. The observance of the week commenced with employees taking the safety pledge followed by reading out of C&MD's message. At Balmer Lawrie 'Safety' is a way of life. The Company achieved no Loss Time Injury (LTIs) from the year 2017-18 till date because of BL's 10 Golden Safety Rules and the various HSE initiatives. To further promote the safety culture, a series of contests like spot the hazard, quiz, extempore, safety skit, essay and slogan writing were organized for the employees during the week. A training on 'Fire Safety, Fire Drill and Emergency Evacuation' was conducted for the Eastern Region employees.



◆ The HR Meet was organised on 14th & 15th March 2020 at Fort, Raichak in Kolkata. The Employee Satisfaction Survey results and action items was one of the main agendas besides other HR initiatives. Mr. Prabal Basu, C&MD, Mr. A Ratna Sekhar, Director [HR&CA] and Mr. A N Palchaudhuri, Director [Service Business] attended the Meet.



◆ Balmer Lawrie, a market leader in Corporate Travel Management signed an MOU with Kerala Tourism Development Corporation (KTDC) on 12th June 2020. Travel & Vacations (T&V) through this agreement will now offer accommodation facility to all its institutional

and retail customers at KTDC star hotels including heritage properties at attractive and discounted tariffs in Kerala. Besides providing end-to-end travel, ticketing and tourism services, T&V also provides hotel accommodation facilities to its customers. The Company has tie-ups with popular hotel chains across 100 locations and this agreement is an enhancement to its bouquet of services. Mr. Adhip Nath Palchaudhuri, Director [Service Business], Balmer Lawrie and Mr. V. R Krishna Teja, Managing Director, KTDC signed the MoU through a Video Conferencing call.

Board level appointments



Mr. Adhip Nath Palchaudhuri took over as Director [Service Businesses] with effect from 1st March 2020. Mr. Palchaudhuri will be overseeing the Logistics (Infrastructure & Services) and Travel & Vacations businesses of the Company. Prior to assuming charge as Director, Mr. Palchaudhuri was heading the Sales & Marketing function of SBU: Industrial Packaging in the Company. Mr. Palchaudhuri joined Balmer Lawrie in 2012 and has led the ERP implementation across the organisation. He has also significantly contributed in the areas of Sales & Marketing and Supply Chain Management in the Company. Prior to joining Balmer Lawrie, he has worked with a wide variety of reputed

organisations in the IT Services / Consulting domains in India and abroad. He holds a B.E (E&C) from the University of Roorkee (now IIT Roorkee) and a PGDM from IIM Lucknow. A seasoned professional he has work experience of over 25 years.

Mr. Sandip Das took over as Director [Finance] and Chief Financial Officer with effect from 01st May 2020. He will be overseeing the Finance and IT functions of the Company. Mr. Das, a qualified Chartered Accountant, joined Balmer Lawrie on 24th May 1993. Prior to taking over as Director, he was holding the position of Senior Vice President [Finance]. A seasoned professional with more than 30 years of experience, he has worked in core business areas in both manufacturing and services and the Corporate Finance function, during his tenure at Balmer Lawrie.



Logistics Services goes the extra mile during lockdown...

- When the entire country was under Lockdown 1.0 to contain the spread of COVID-19 and there were no vehicles for commuting from one place to another, Balmer Lawrie (BL) Logistics walked the extra mile for the custom broking and delivery of specialised cargo of a premier laboratory of a Defence organization under GOI. BL successfully handled the shipment of 1x40 FR at Mumbai Port on 16th April 2020.



- Logistics Services handled the delivery of 4x20 for its esteemed customer, a Specialty Chemicals Manufacturer on 13th May 2020. The CFS was full with containers at 6th level stacking height with no tracker devices installed on the boxes. BL had to meet the delivery schedule. Nothing could deter the spirit of our Logistics team at Mumbai; they were determined and thus, manually searched the entire yard for the boxes with the specific container numbers.



- During the lockdown period the Logistics Services team managed the delivery of 2x40 OT, 4x40 FR, 1x40 HC and 1x20 Dry for a Maharatna CPSE under MOPNG. There was a shortage of vehicles but the team made efforts and successfully got the delivery out in four days.

- The Logistics Services team at Kolkata handled and booked air import movement of more than 7500 kgs of catalyst for a strategic private player based out of West Bengal.



- The team provided a complete alternative logistics solution that involved bringing the cargo to Delhi instead of Kolkata since passenger / freighter aircraft landing was denied in the Kolkata airport due to lockdown imposition. As a result of this, in spite of local lockdown, the company managed to receive the cargo and was highly satisfied with the alternate solution provided by Balmer Lawrie (BL).

- Balmer Lawrie successfully executed mango movements [perishable cargo] from Lucknow to Middle East [Sohar in Oman and Jebel Ali in UAE]. This is the first time that mangoes from Uttar Pradesh were exported via ocean mode. The containers were picked up and placed for stuffing at the pack houses of Lucknow and after stuffing, the same were moved to Nhavasheva / Mundhra for onward movement by Ocean.





- The Project Logistics team of Balmer Lawrie successfully completed movement of Out of Gauge (OOG) cargo in a 40 ft OT Shipper's own container on an air suspension vehicle from Mumbai Port to Weapon Equipment Depot, Visakhapatnam. The Shipper's own container with very sensitive high value defense cargo with a height of 3.80 mtr was moved in a specialized 50 ft low bed air suspension vehicle. The activities undertaken included

survey at port and at site, transportation along with escort, coordination with local authorities, toll gate and various permissions enroute for the safe, secured and smooth movement.

- The Logistics Services team at Bangalore successfully handled 54 nos. / 1500 kg Class 3 Flammable Liquid Air Export to Male. The scope of work for Balmer Lawrie involved Cargo packaging as per DG regulation, Strapping & Lashing of cargo and Labelling of the cargo at Bangalore Airport. The cargo was picked up and delivered on time.
- Logistics Services, Mumbai successfully handled the movement of four ODC engines to USA and Canada for a PSU Gas Major in the month of June 2020. The door-to-door delivery involved airlifting of one engine weighing 5200 kgs from Mumbai to Houston and three engines of 6300 kgs from Mumbai to Alberta.



BALMER LAWRIE FIGHTS COVID-19

Balmer Lawrie fights COVID-19 and contributes over Rs 1.28 crore to PM CARES Fund

Balmer Lawrie has joined the country to fight the global pandemic Coronavirus (Covid-19). The Company has taken stringent measures as per the directive of the Government and implemented various initiatives to ensure the safety of all employees and maintain business continuity. These include dissemination of Dos & Don'ts for employees, guidelines on wearing masks, action on various travel advisories, implementation of protocols on surveillance, proper visitor management etc. All offices, plants and establishments of the Company have proactively adopted all precautionary measures to stem and contain the spread of Covid-19. Thermal scanning, use of hand sanitisers, masks, adequate liquid handwash / soap, proper cleaning and frequent fumigation / sanitisation of the workplace have been ensured in all offices and establishments of the Company. Awareness workshops have also been conducted in many locations. All the advisories and guidelines from the Administrative Ministry of the Company, Ministry of Health & Family Welfare, Ministry of Home Affairs, Department of Personnel & Training (DOPT), Ministry of Personnel, Public Grievances and Pensions, and the National Centre for Disease Control (NCDC) have been communicated to every employee through circulars periodically.

As per the advice and guidance of Hon'ble Prime Minister, Shri Narendra Modi, Balmer Lawrie embraced the lockdown and employees were advised to work from home. All necessary technical support was provided by the IT Department. With a view to contain the spread of Covid-19 and enforcement of social distancing norm, all Personnel working from home or otherwise were advised to maximize the utilisation of the video conferencing facility for conducting meetings. A virtual Conference/ Webinar facility provided by National eGovernance Division (NeGD) was made available and could be used by all

Personnel for the purpose of work-related consultation with their counterparts. This video conferencing / webinar facility offered by NeGD was used to conduct meetings during the lockdown period. To enable maximum utilization, NeGD had fixed maximum duration of a meeting to 2 (two) hours with a concurrency of 100 (hundred) connections. Frontline employees in offices / plants / CFSs / TCWs / ICPs, who were working on emergency services during the lockdown period were provided all necessary support by the Company. Balmer Lawrie is appreciative of their dedication and commitment, which was highly critical to maintain business continuity. They worked round-the-clock and made efforts in providing food, protective gears and ensuring health and hygiene at the workplace.

Being a 153 years old company, Balmer Lawrie has been exhibiting tremendous resilience in combating the challenges posed by Covid-19. All employees have been putting that extra effort and going that extra mile to help the Company cope with the situation. The employees also came forward to help in the country's fight against Covid-19 by donating a day's salary. **Balmer Lawrie contributed Rs 1,28,25,899.00 (Rupees One crore, twenty-eight lakh, twenty-five thousand and eight hundred and ninety-nine) to the Prime Minister's Citizen Assistance and Relief in Emergency Situations (PM CARES) Fund. Balmer Lawrie allocated Rs 1 crore from its Corporate Social Responsibility (CSR) Fund and the rest of the amount was voluntary contribution of one day's salary by the employees of the Company.**

Balmer Lawrie is taking all measures to keep up the performance of its various businesses. The manufacturing plants of the Greases & Lubricants, Industrial Packaging and Leather Chemicals businesses across the country, Container Freight Stations and Temperature Controlled Warehouses pan India and Integrated Check Posts in Raxaul and Jogbani under the Logistics business adopted staggered withdrawal of lockdown based on business need, such that customers' requirements could be taken care of. Some units ensured essential services were provided even during lockdown for business continuity.

Balmer Lawrie is taking all the preventive and protective measures at all units and establishments for the containment of the COVID-19 pandemic. The Company has adopted a Standard Operating Procedure for resumption of work after the lockdown which states the precautionary measures to be taken by all employees and other stakeholders, in order to ensure a safe and secure workplace post COVID-19. Two Handbooks, one on COVID-19 prevention and the second on dealing with COVID-19 if it hits the household have also been developed for employees and their families. Mailers and posters were designed for awareness.

Balmer Lawrie implemented all preventive measures to contain the spread of Covid-19 at all its plants, offices and establishments

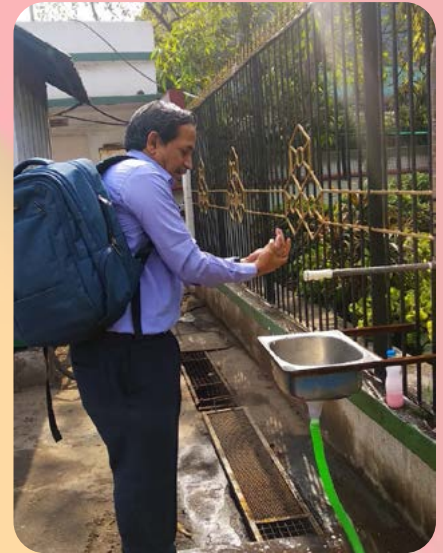
Social Distancing





Thermal scanning and hand sanitisation at all units and establishments





Sterifume Sanitisation of all plants / units and offices





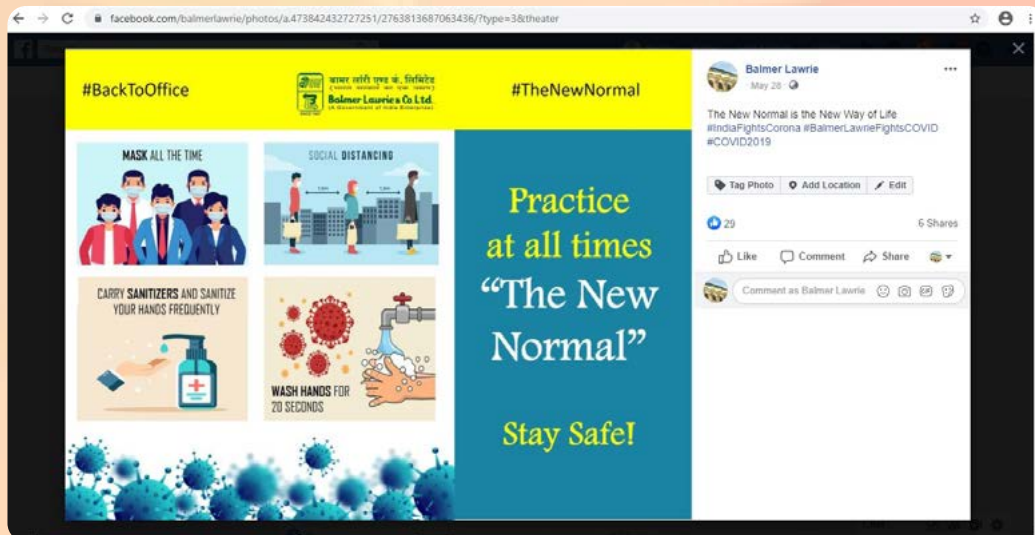
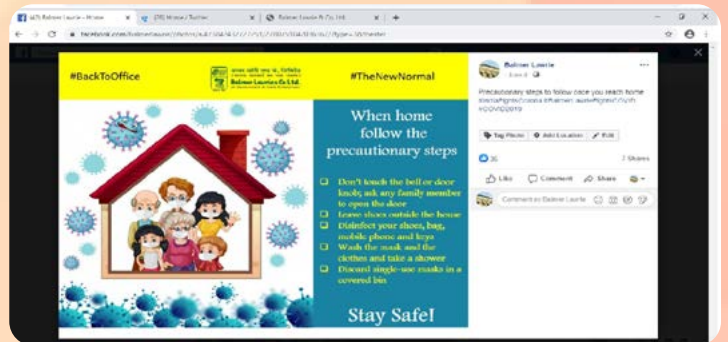
Awareness workshops by doctor and online workshops

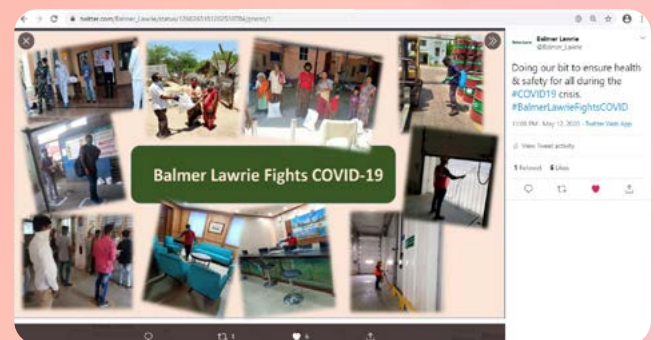
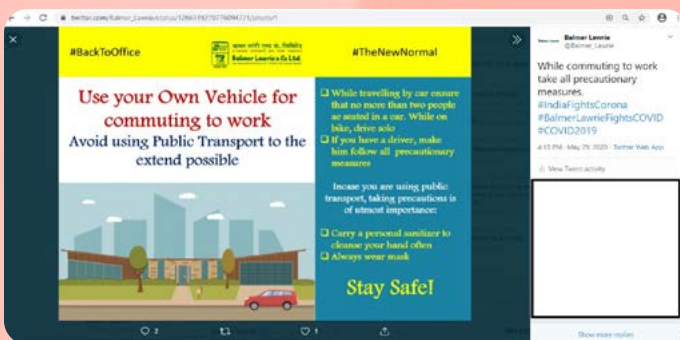
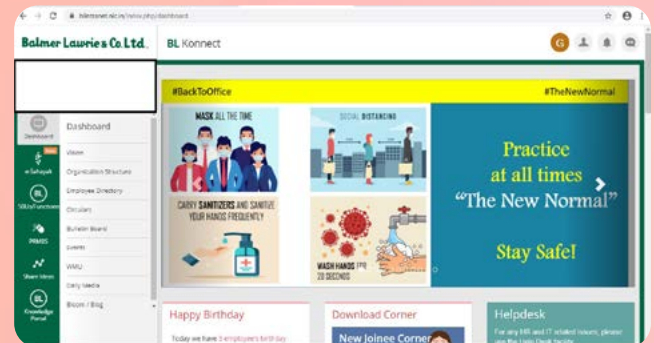
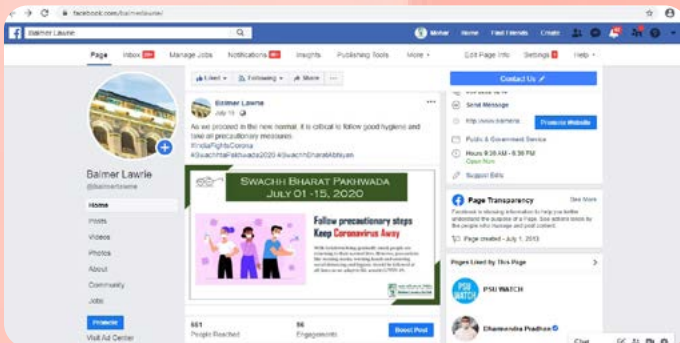
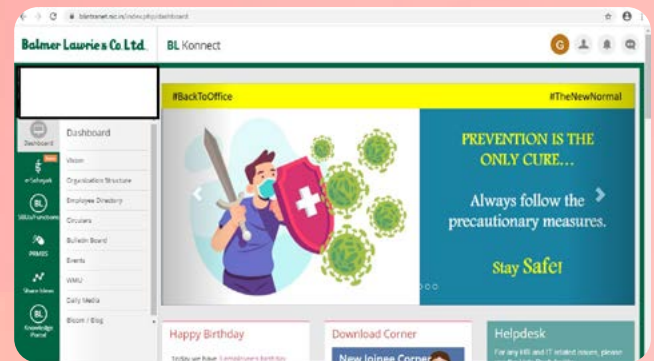


PPE Distribution at ICP, Raxaul along with demo on how to wear the same



Awareness campaign on Social Media (Facebook and Twitter) and Intranet





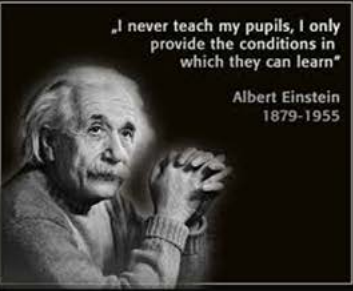
Munchies For Your Mind

The COVID-19 pandemic has forced the world to review a lot of things, one major area being how we learn. Many of us have seen it in our houses with our children. Learning will no longer be the same, classrooms will barely be there. In keeping with the changes in Balmer Lawrie, the CHRD team launched a set of e-Learning programs. The series is titled 'Munchies for Your Mind'.

Launched on 21st April 2020, the series was made accessible to all personnel in Grade O1/ FTO1 and above. The first course was on Leadership Essentials. The series comprises around twenty eLearning courses like Managing Conflict, Delegation Essentials, Stress Management, Presentation Skills, COVID-19, Building Peer Relationship, Communication Skills, Finance for Non Finance Managers, Listening Skills, Customer Service Skills etc.


Every alternate day a module was made available for learning. The platform is versatile and one could access the module even on the go through their smart phones as well. A day after the course was emailed, a snippet on the course module for quick read and recap and a feedback form was also sent to all personnel. The information and feedback gathered through post-course feedback forms was used to improve future offerings. In days to come learning will not be a matter of choice, it will be a differentiator which will impact survival and growth. All personnel were encouraged to make the best use of the opportunity by culling-out learning hours for their self-development and professional growth.

Leveraging the digital platform in such a scale is a first of its kind initiative in Balmer Lawrie. Director [HR&CA] and C&MD have appreciated the initiative in their message.




„I never teach my pupils, I only provide the conditions in which they can learn“
 Albert Einstein
 1879-1955

Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young.
 — Henry Ford —




Munchies for your Mind Series!!



In our endeavour to create and nurture a learning culture within the organisation and positively impact performance, CHRD has launched the e-Learning series 'Munchies for your Mind'. The modules cover various management/ work-skill topics.

The modules are like 'nuggets' spread over 30/45 minutes. Efforts have been made to capture the necessary nuances in each of the modules and I am sure each one of you would find it adding value to you as a professional. While going through the modules one can test her/ his learning, take quizzes, which makes the modules interactive to the extent possible. This initiative is for all of us and I recommend each one of you to go through all the courses. So, make use of the lockdown period positively and enhance your learning! I would also request you to send in your suggestions to the Corporate HR Team for us to be able to continue to augment this or similar e-learning initiatives in future.

Adika Ratna Sekhar
 Director [HR&CA]



'Munchies for your Mind' is a very good initiative by the Corporate HR Department. The topics are well captured in the e-Learning modules.

I went through one of the modules on my mobile. I am happy that we have leveraged technology to facilitate learning in the organisation, especially at a time when we are facing unexpected disruptions due to the COVID-19 pandemic. I will urge all of you to make best use of this learning opportunity.

Prabal Basu
 Chairman & Managing Director

COVID-19 CSR Initiative



As part of CSR activities undertaken during the COVID-19 lockdown period, IP – Chittoor distributed food items to migrants and underprivileged families in villages near the plant on 21st April 2020.

SWACHH BHARAT PAKHWADA CELEBRATED

The Ministry of Petroleum and Natural Gas (MOPNG), GOI observed and celebrated the Swachh Bharat Pakhwara from 1st to 15th July 2020. Balmer Lawrie, being an MOPNG Company, joined the celebrations. The focus was to make people aware of maintaining personal hygiene and cleanliness of the surroundings, to prevent the spread of COVID-19. Various activities involving the employees and the communities residing around our offices and plants were organised during the fortnight. On the first day, a webinar on the Swachhta Pakhwada was organised. The webinar was inaugurated by Mr. Adika Ratna Sekhar, Director [HR&CA] and the main areas related to the activities were addressed by Mr. Dilip Kumar Das, Head [Administration & CSR]. During the webinar, all the panelists discussed the importance of the event and the ways in which communities could be engaged. Planned activities of the event were shared with all participants and they were encouraged to spread the message on COVID-19 prevention and protection. Participants from all operation areas had connected and some of them shared their opinion on meaningful implementation. During the fortnight, awareness posters were displayed at the offices in Kolkata, Mumbai, Delhi and Chennai. The second webinar was organised on 15th July 2020. All the planned activities were reviewed and some of the experiences of the employees were shared among the teams. Also, suggestions were taken from the participants for incorporation in the next Swachhta Pakhwada. All the offices were directed to sanitize and conduct cleanliness activities in the office premises and plant areas during the fortnight. Tree plantation programs were also carried out.

Below are glimpses of distribution of personal protective equipment in various locations pan India during the fortnight. From 1st to 15th of July, the Company distributed 19450 masks, 4350 Sanitizers (100ml), and 1600 Gloves among the 4450 beneficiaries.





1000 cotton masks were distributed to the economically weak Safai Kamgar villagers at Padghe Village near the Industrial Packaging plant at Navi Mumbai. Mr. Vishnu N Joshi, Corporator – Panvel Municipal Corporation was present during the occasion. Masks and sanitizers were distributed in the Ballard Estate office in Mumbai as well.



500 sets of personal protective material including 10 face masks, 2 pairs of gloves and 100 ml of sanitizer were distributed to the local public residing in and around our factory premises in Chennai.





Masks and sanitizer were also distributed in Kolkata to the local public around the Company's headquarter and other units.



Masks and sanitizers were distributed in the Northern Region.

Know Your Fellow Balmer Lawrien...



Neerav Gupta

Head [Sales & Business Development]

Travel, Delhi

How long have you been working with Balmer Lawrie and currently what is your role/dept?

I have completed 13 years in Balmer Lawrie and currently working as Head [Sales & Business Development] in the Travel vertical of SBU: Travel & Vacations in Delhi.

What do you like about Balmer Lawrie?

More than 150 years of profitable existence speaks a lot about the organisation's corporate culture and governance. It has a nice work culture and allows employees to work freely. Also, there is good support from seniors and employees are motivated and appreciated for their efforts. I like the fact that the awards are duly conferred without any bias to the truly deserving people. This lets us go the extra mile, makes us think out of the box and helps us to gain knowledge and experience. The organisation gives me opportunities to equip myself to be among the best professionals. Balmer Lawrie is indeed "a great place to work".

What is your most memorable moment in Balmer Lawrie?

The most memorable moment in Balmer Lawrie was the day when I had completed my 10 years and I was awarded a certificate. That day I realised that I have completed a decade of learning and have still more to go.

Who is your inspiration in life and why?

I have been inspired by many people at different periods of my life. During childhood I used to listen the stories of General Manekshaw, the first Indian Army Officer to be promoted to the rank of Field Marshal. His military career spanned over four decades and five wars. When I grew up, I was inspired by my father, who was the first army officer from a small town in Rajasthan, who served the Indian Army for more than 33 years and was part of two wars. He is my inspiration from whom I have learned discipline, fearlessness, will power, self-confidence and to respect others. I feel proud to be a son of an Army Officer.

Place you belong to and who all are there in your family?

Family is strength and power of any person. I belong to Rajasthan, born and brought up in Delhi married to a lady, who is a friend more than a wife; Nidhi a working professional. We have two little kids Aarika (7 Yrs) and Aayansh (9 Months). I live with my father, who is a source of inspiration and backbone of our family. It's a blessing to be a part of a warm and loving family.

What are your hobbies?

Sports, travelling and astrology are my hobbies, which I love to follow whenever I get time.

How does it feel to be part of an organisation that has a rich legacy of 150 years?

It is certainly a great feeling to be part of an organisation that has a history of steering successfully through the ever-changing dynamic business scenarios. I feel proud to work with the team of professionals who has pride, team spirit and feeling of belongingness for the organisation and will love to uphold and carry forward the rich legacy and values in future. "People will forget what you said, people will also forget what you did but people will never forget how you made them feel".



Subhadip Chattaraj

Deputy Manager [HR],

CFS - Kolkata

How long have you been working with Balmer Lawrie and currently what is your role/dept?

I joined Balmer Lawrie on 28th March 2018 as Deputy Manager [HR] in Container Freight Station, Kolkata under SBU: Logistics Infrastructure. I have been entrusted with the overall management of HR and Admin Functions of the unit.

What do you like about Balmer Lawrie?

The best part about Balmer Lawrie is its open-door culture and the trust shown by the Senior Management towards their junior team members. Here, in Balmer Lawrie, people enjoy the freedom to perform their role, which in turn inculcates the sense of responsibility and ownership towards one's job.

What is your most memorable moment in Balmer Lawrie?

Though it's just two and half years I am part of the Balmer Lawrie family, still there are few moments I always cherish. Such as, our CFS unit winning prizes in all categories of events organised during the Foundation Day 2019, which was my first year in Balmer Lawrie. I was adjudged as the

Best Batsman and receiving the trophy from C&MD was a great feeling altogether.

Who is your inspiration in life and why?

My parents are my greatest inspiration in life. Their hard-work and sacrifices made me what I am today.

Place you belong to and who all are there in your family?

I have my parents and my loving wife in my family. My native place is a village called Mithani, near Asansol City of Paschim Bardhaman District. However, once my father retired from his services of Eastern Coalfield Limited, all of us shifted to Suri, the Capital City of Birbhum District.

What are your hobbies?

I am very fond of playing outdoor games like Cricket, Football, Tennis and Badminton.

How does it feel to be part of an organisation that has a rich legacy of 150 years?

It's an honour to be part of such a 'Great Organisation' having a legacy and rich heritage of over 150 years. This gives me a real sense of pride and always thrusts and motivates me to contribute in a way so that this legacy can be carried forward for another 150 years to come.



Susanta Bhattacharya

Deputy Manager [HR]

G&L, Silvassa

How long have you been working with Balmer Lawrie and currently what is your role/dept?

I joined the Balmer Lawrie family on 14th October 2019 as Deputy Manager [HR]. I am presently based at G&L, Silvassa Unit and is leading the HR Department here. This is a factory HR role, which encompasses the entire HR, Administration & CSR functions.

What do you like about Balmer Lawrie?

The diversified business that the Company is present in is very unique for any PSU. Moreover, making profits all throughout its journey of 150 years and that too in every quarter is an unbelievable achievement, which makes this organisation very different from others. This Company has handled a wide range of businesses since its inception.

What is your most memorable moment in Balmer Lawrie?

The COVID times are tough for everyone and those stood by you during these times, proved themselves as your best friend. Just to recollect a phrase, “A Friend in Need is a Friend Indeed”. During these tough times the Company is with the employees in all aspects thus, making this a great place to work. Being clearly focussed is very relevant for every business to grow and flourish, which the Company has proven in hard times.

Who is your inspiration in life and why?

My father is my inspiration in my life. He had a very difficult childhood. Still his patience, calmness of mind and strong determination makes him very different from others. From the age of 14, he had to support the family financially. During such times, he completed his studies and also supported the family. Even now at the age of 65, his hunger to learn continues. He has learnt how to send email, WhatsApp and is willing to learn any new thing that comes his way; really amazing!

Place you belong to and who all are there in your family?

I belong to Durgapur, West Bengal. I have my parents, who stay at Durgapur, my brother, who lives with his family at Bangalore and I am at Silvassa which my little son and wife.

What are your hobbies?

I like listening to Hindi songs of this era.

How does it feel to be part of an organisation that has a rich legacy of 150 years?

The rich legacy itself speaks of the fact what it is actually in reality. I really feel very proud to say that I belong to the Balmer Lawrie family, which has a rich legacy of over 150 years. The Company has gone through all the stages sustaining its reputation of a professionally and well managed organisation. However, I feel 150 is just the beginning for this realm. Feels very proud to say that our Company is “150+ years young”.

AWARDS & ACCOLADES



SBU: Greases & Lubricants participated in the 22nd Lubricating Grease Conference organized by NLGI – India Chapter (IC) from 1st to 3rd February, 2020 at Hotel Marriot in Indore. Two technical papers were presented by Executives from ARL. The technical paper presented by Dr. Somnath Chattopaddhyay titled ‘Development of Extreme Pressure Greases using Nano Solid Dispersion’ was adjudged the ‘Best Technical Paper’ of the 22nd NLGI – IC Conference. Every year, NLGI – IC sponsors the awardee of the best technical paper to attend and present his / her technical paper at NLGI-USA, AGM. Congratulations to Dr. Chattopaddhyay and wish him all the best for the future!

It's not over yet!



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



Source – United Nations COVID-19 Response

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