

Balmer Lawrie Organisational Gazette



BLOG

Vol. 1 Issue 10

October 2014



एक कदम स्वच्छता की ओर

*"Everyone must be his
own scavenger."*

-M.K. Gandhi



EDITORIAL

It is said that "Cleanliness is next to Godliness"! We all appreciate the fact that living in a clean way, maintaining hygiene and keeping our surroundings clean will not only improve our personal environment but also our social environment. We are all aware of the impact of pollution and global warming. We have a huge responsibility of leaving the earth clean, green and beautiful for our children and future generations. This is not an easy task, but not impossible either! Thanks to our Prime Minister, Mr. Narendra Modi for initiating the Swachh Bharat Abhiyan.

Every issue of BLOG is centred on a theme. You would have guessed by now that the theme for this issue is "Clean India Mission".

According to a UN report released this year, India continues to have the largest number of people in the world defecating in the open. According to the 2011 Census, only 32.70% of rural households had access to toilets. The Swachh Bharat Abhiyan is a wakeup call for all of us. We have to consciously act to make our country clean. The mission seeks participation from all citizens. So let's get together and diligently devote 100 hours every year towards the cause of cleanliness.

Mr. Modi said that cleaning up the country cannot be the sole responsibility of sweepers. We Indians have a role to play and we have to change our mindset. We have to change our habits and inculcate good habits in our children. According to the World Health Organization, an average of Rs. 6500 per person was lost in India due to lack of cleanliness and hygiene. Swachh Bharat would make a significant impact on public health and in safeguarding income of the poor, ultimately contributing to the national economy. Let's join hands to make Swachh Bharat a successful public movement; let's make our country one of the cleanest nations of the world!


C&MD's MESSAGE

Mr. Viren Sinha

*Chairman &
Managing Director*

In the early hours of 25th September 2014 all of you received an email from the PMO's office with the subject line reading "PM's clarion call to join the Swachh Bharat Mission". Thus, began a journey which brought all the countrymen together to be one with the Hon'ble Prime Minister, Shri Narendra Modi's vision to realize Gandhiji's dream of a 'Clean India'. This dream has to be achieved by the 150th birth anniversary of Mahatma Gandhi in 2019; a humongous task indeed! A nationwide campaign was launched and people from all walks of life became ambassadors. We came forward too!

As part of this campaign, all government organisations, public sector companies, NGOs, educational institutions and other organisations pledged to work towards building a 'Clean & Green India' for our future generations. At Balmer Lawrie, the enthusiasm of the employees was overwhelming. Immediately after the campaign was launched, we gathered on Gandhi Jayanti for a mass cleanliness drive in all our units/establishments and surrounding areas. Since then, we have been taking continuous steps to maintain a hygienic and clean work environment always. Now we are taking initiatives to promote cleanliness not only in the surroundings we live in, but also in the public places we access. We are undertaking various initiatives, like building toilets in government schools, tree plantation programs and periodic cleanliness drives in our units/establishments across India. We have also partnered with our dealers/distributors to promote this campaign. Various competitions and workshops were organized to enhance the awareness and programs are now being planned to keep the spirit of this campaign high. A walkathon will be held on 14th December 2014 at Kolkata and subsequently in other locations.

I thank you all for participating with immense fervor in the awareness campaign which culminated on 31st October 2014, and urge all of you to take this mass movement of "Clean India" forward. Please continue to dedicate 2 hrs every week towards cleanliness in your own little way. It's a long journey but I'm sure all of us would aspire to see a clean India in 2019 and pay our tribute to Bapu!

SWACHH BHARAT ABHIYAN @ BALMER LAWRIE

On 25th September 2014, Balmer Lawrie joined the Swachh Bharat Abhiyan. As part of this campaign, employees in various units / establishments across India took the Swachhta Pledge on 2nd October, and a mass cleanliness drive was conducted in the surrounding areas. Offices and factories were cleaned and tree plantation programs were organized. On the same day, foundation stone was laid for toilets in government schools by C&MD and Directors in the northern, eastern and western regions of the country. The initiative was endorsed by the leadership and each of the Directors picked up the broom and joined the cleanliness drive.



C&MD administers the pledge at the IP factory at Asaoti and joins the cleanliness drive



Directors clean the surrounding areas of the units/establishments of the Company

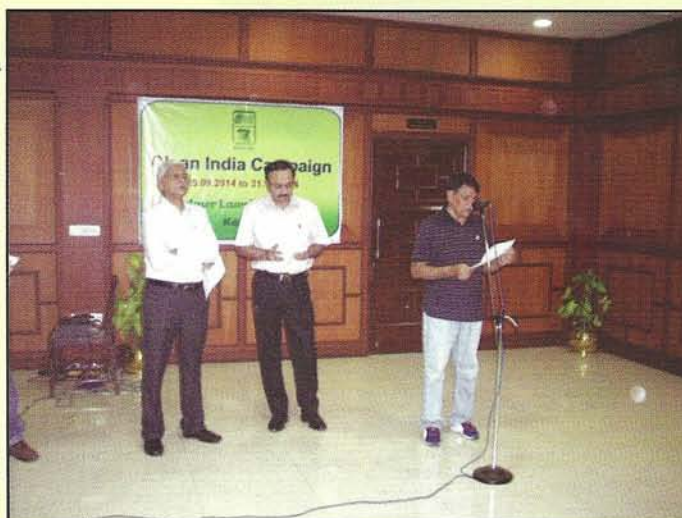


Some employees from the northern region joined the walkathon on Rafi Marg

SWACHH BHARAT ABHIYAN @ BALMER LAWRIE

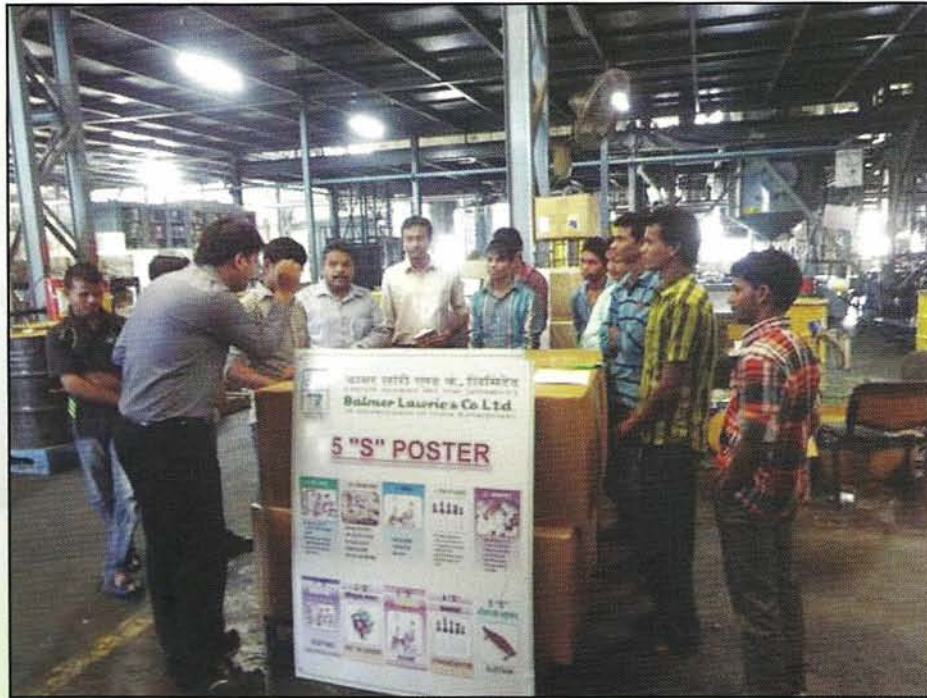


C&MD laid the foundation stone of a toilet in a school in Palwal, Haryana. While Director [Service Business] and Director [Finance] laid foundation stones of toilets in Kolkata schools, Director [Manufacturing Business] laid foundation stones of toilets at schools in Mumbai and surrounding areas. In all, foundation stone laying ceremony to construct toilets was held at 8 schools. Under the Swachh Bharat Mission, the Company plans to construct more than 20 toilets in government schools across the country and organize many more activities to make this mission a success.



The "Clean India" pledge was administered at all location. In photo are glimpses from two locations.

SWACHH BHARAT ABHIYAN @ BALMER LAWRIE



5S competitions were carried out at various factories



Tree plantation programs, workshops & quiz contests were held at some locations



SWACHH BHARAT ABHIYAN @ BALMER LAWRIE



Weekly cleaning activities are continuously being carried out at utility rooms, scrap yards, backyards, shop floor - machineries etc. Senior officials carried out weekly inspection to ensure upkeep of our premises & offices.

KNOW YOUR LEADER...



Mr. Ratna Sekhar Adika, Sr. Vice President [HR], joined Balmer Lawrie in January 2014. A humble, patient and highly approachable gentleman, Mr. Ratna Sekhar is liked by one and all.

1. How has your journey been in Balmer Lawrie till now...

My journey so far in Balmer Lawrie has been great. Though it's just been ten months that I have joined Balmer Lawrie but feels like I have been associated with the company for long. I sincerely thank all my seniors and my colleagues who have helped me feel comfortable, all letting me to settle down fast. Thus, have been able to start performing my duties without any difficulty.

2. Significant professional and personal achievements

During my tenure with Bharat Electronics Limited, I helped them streamline their HR manual as well as compiled all the office orders and circulars issued from the inception of the company and made it as a searchable document, easy to find and easy to amend etc. which was a great achievement for me. I was also involved in signing the long term wage settlement, Career Planning Settlement, Plant Performance Incentive Scheme etc. While with Ramky Group, I prepared the entire HR manual. Another achievement worth mentioning here is my involvement with TATA Projects to implement Performance Management System through Strategic Deployment Matrix model. I also conducted Employee Engagement Survey, involved in designing the action plans for Leaders, SBUs to improve their engagement scores on low scoring parameters.

3. Significant achievements of the HR function in Balmer Lawrie

In the last few months with Balmer Lawrie, we have been able to timely conclude PMS for the year 2013-14. We have successfully implemented VRS scheme of G&L, Sewree Plant and rolled out Reward and Recognition Scheme. We have also been able to effectively handle the contempt of court case at Supreme Court

against our Company.

4. Who all are there in your family?

My wife and two sons.

5. Who is the person who influenced you the most and why?

Mr.V.Ammineedu, my first Unit Head at Bharat Electronics Limited, Kotdwara Unit had a great influence on me. A down to earth person Mr. Ammineedu, started the unit with a few people and it was because of his vision and sheer hard work that he could establish the Unit and bring it to the production stage. Although the unit was situated in a remote place without any industries around, he set up the unit within the approved project cost and without any time overrun. His style of working and team management had given me many insights into managing people and the environment. He is a true role model. His problem solving ability, understanding the difficulties of others and coming out with a win win solution was simply great and perfect one to follow.

6. What is your favourite one liner?

Simple desire will not get you what you want, you should also deserve the same. To become deserving you should work hard in all the areas and deliver.

7. What are your hobbies?

I love reading whenever I have some free time.

8. Which is your favourite travel destination?

Pondicherry is my favourite destination and I love the clean beaches. I had a marvellous experience while visiting this place and given a chance I would want to go there again and again.

9. Two things that your colleagues don't know about you

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10. Your management style or mantra

I suggest putting yourself into others shoes and think well whenever you are giving any decision. Another mantra I believe in is, if possible extend help but don't harm anybody; be a part of execution, lend a helping hand to your team members. Give credit to deserving team members and take the responsibility for failures.

11. Message for all Balmer Lawrie employees

We are soon going to celebrate 150 years of Balmer Lawrie and would want to request all the members of Balmer Lawrie Family to give their best in whichever area they are working. We all should put our efforts to make BL a Rs. 10,000 crores Organisation.

THE MOTHER'S JOURN



KEY IN THE CITY OF JOY



Antanu Biswas and Amritendu (s/o Achal Kumar Mitra)

ANNUAL GENERAL MEETING – 2014

An Annual General Meeting (commonly abbreviated as AGM, also known as the annual meeting) is a meeting that official bodies, and associations involving the general public (including companies with shareholders), are often required by law (or the constitution, charter, by-laws etc. governing the body) to hold. An AGM is held every year to elect the board of directors and inform their members of previous and future activities. It is an opportunity for the shareholders and partners to receive copies of the Company's accounts as well as reviewing fiscal information for the past year and asking any question regarding the directions the business will take in the future.

Under the Companies Act 2013 (Section 96), it is stated that every Company other than One person Company shall in each year hold in addition to any other meetings, a general meeting as its annual general meeting. It also states that the first AGM should be held within nine months from the date of closing of the first

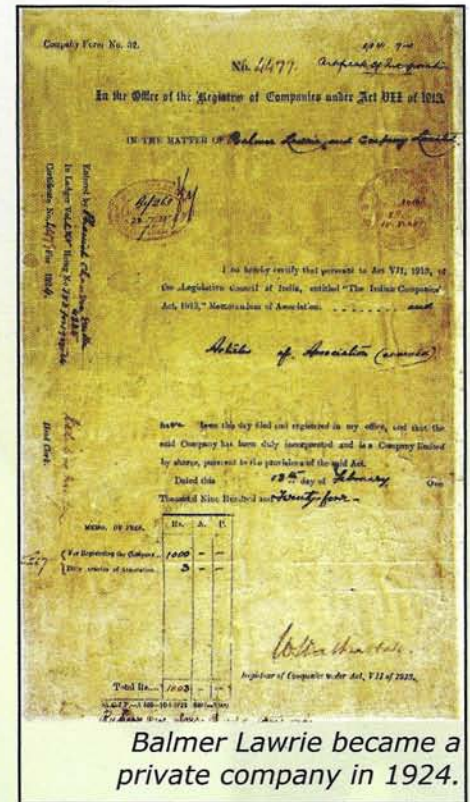
financial year of the Company whereas in the 1956 Act it was stated that the first AGM had to be held within 18 months from the date of incorporation.

There is another major change in the 2013 Act compared to the 1956 Act. The 2013 Act states that AGMs can now be held on all days including Sundays and public holidays but cannot be held on National Holidays as declared by the Government. The Public/National Holidays are Independence Day, Republic Day and Gandhi Jayanti. So Companies can hold AGMs on all days except these three days.

The 2013 Act also defines the business hours unlike the 1956 Act. The business hours for holding the AGM will be anytime between 9:00 am and 6:00 pm.

Our first General Meeting was held in 1925, 2nd and 3rd in 1926, 4th and 5th in 1927, 6th and 7th in 1928, 8th and 9th in 1929, 10th and 11th in 1930, 12th and 13th in 1931, 14th and 15th in 1932. After that

every year a meeting was held. The 33rd General Meeting was held in 1950. Upto the year 1955 ordinary General Meetings were held. Since 1956, the Company has been holding Annual General Meetings.



Balmer Lawrie became a private company in 1924.



On 25th September, 2014 the 97th Annual General Meeting was held at Birla Sabhaghar in Kolkata.

The Secretary's Department headed by the Company Secretary organizes the AGM every year. Know Your Fellow Balmer Lawrien Column features two members of the team.

KNOW YOUR FELLOW BALMER LAWRIEN...



Abhishek Lahoti, Company Secretary, BLIL and Dy. Company Secretary, Balmer Lawrie

How long have you been associated with Balmer Lawrie and currently what is your role?

My journey with Balmer Lawrie started in April 2007 when I joined the Company at the age of 24, as a "trainee" for 15 months in the Secretary's Department. Immediately upon completion of my training I was absorbed by the Company as "Secretarial cum Legal Officer" on contractual basis. Thereafter, in March 2010 I was appointed as "Company Secretary cum Legal officer" of our joint venture – Transafe Services Limited.

Recently, in May 2014 I was transferred from Transafe Services Limited to act as Deputy Company Secretary of Balmer Lawrie & Co. Ltd. and Company Secretary of Balmer Lawrie Investments Limited.

What do you like about Balmer Lawrie?

The most distinguishing feature of Balmer Lawrie is its ability of adaptation. The Company having its roots since 1867 i.e. more than 147 years has dwelt in miscellany of businesses with changing time. It's evident that the team had always been flexible, ready to take risks and to explore alternatives for betterment. Eventually, the Company entered in the "Prime Stage" of its Corporate Life-cycle which is the most desirable stage to reach but the most difficult to maintain. Thankfully, we are maintaining the same by our ability to adapt. I hope the same trend continues.

What is your most memorable moment in Balmer Lawrie?

I had always been inspired by my seniors to take up challenging assignments. As a trainee I always gazed at the door with the label "Board Room" and longed to get a chance to spook into that room and

at the same time imagined the important activities which might be taking place in that room and wondered how learned and intelligent must be those persons who are allowed to enter that room.

I was involved in drafting out the agreements pertaining to the Indonesian Joint Venture of Balmer Lawrie. Suddenly, we were informed that the JV partners were going to visit India and an urgent meeting was called up for internal discussion. The twist in the events started at this point. My senior Shri Amit Ghosh, Company Secretary had to urgently fly to Delhi and the only person left for discussion from my department was me. Suddenly I was called to report to the Board room. My heart was racing with the excitement when I slowly opened the door of my dream room and in the next moment it escaped a beat to see that all the Whole-time Directors and Executive Directors had assembled for holding discussions. So basically I – a kid of 24 years was going to face the most premium minds of our organisation, most of whose corporate experience was more than my age. To add cherry on the cake of my restiveness, the discussion was on foreign law. The attendees were very kind and made me feel comfortable. As the discussion went on, I started to understand that how constructively were all the inputs given by the various departments assimilated to understand the situation and make strategy. I would remember this meeting for my life.

Who is your inspiration in life and why?

My inspiration has always been my mother. She has always been very sportive to learn from whosoever, whatsoever and where-so-ever. She has always been the person concentrating to find solutions when we were stuck and wasting time in analyzing the problem.

What are your hobbies?

In my free time I like to read books, anything which is food for thought and I also like long drives.

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

My paternal house is in Chhappar, Churu district of Rajasthan. My father expired in 2013, and I stay with my mother and my wife. I have an elder sister who is married and stays in Chennai.

Any message for Balmer Lawrie employees.

I have been nurtured and pampered like a kid in this organisation. I would like to thank all the colleagues for their guidance, advice and overwhelming support.

"He who believes in infinite lives will also have infinite patience, for there is no single goal to reach, only one's gaze that has to keep expanding.... When the mind expands, Lakshmi follows" – Devdutt Pattanaik –Business Sutra.

KNOW YOUR FELLOW BALMER LAWRIEN...



Kaustav Sen, Senior Manager [Legal]

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

I have been associated with Balmer Lawrie since July 2009 and currently I work in the capacity of Senior Manager (Legal) cum Public Information Officer (under RTI Act, 2005).

What do you like about Balmer Lawrie?

I am impressed with the dedication and loyalty of employees across all levels which has immensely helped the Company reach its current status.

What is your most memorable moment in Balmer Lawrie?

I have been with the Company for around 5 years.

Though there have been many pleasant memories to cherish, yet feel that the "most memorable moment/event" is yet to happen.

Who is your inspiration in life and why?

My Parents. They came to India as "Refugee" from erstwhile East Pakistan (now Bangladesh) and "Domiciled" themselves satisfactorily against all odds. I still remember my father's statement when I was unwilling to appear in my Company Secretaryship (Final) examination- **"Don't ever expect me to recommend you to anybody-either perform or perish"**. I qualified in the first attempt.

What are your hobbies?

I love travelling whenever I get a chance. Another interesting hobby of mine is debating.

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

I belong to Kolkata and have my parents, wife, brother, sister-in-law and niece in my family.

Any message for Balmer Lawrie employees.

Give your best, believe in your potential, always be accountable to yourself and wait for the right opportunity to excel.

Tete-e-tete with Mr. Amit Ghosh, Company Secretary

Your journey at Balmer Lawrie...

My association with Balmer Lawrie dates back to August 2007, when I joined the organization on deputation. While I was serving as Company Secretary, I was absorbed by the Company on 1st May, 2012. Prior to joining Balmer Lawrie I was working with IBP Indian Oil from 1988 to 2007 and I was in the role of Company Secretary since 1996. My journey at Balmer Lawrie was pretty interesting because of the diversity of exposure that I had. The other thing is that there is a questioning approach in the organization. This ensures that the actual results will be as per expectations.

Your personal and professional achievements...

In my tenure at Balmer Lawrie I had experienced more than 20 general meetings and this included court convened meetings as well. In these 20 years my deliverables have been error free.

I've handled all types of issues in the private sector. At IBP I handled public issues, right issues, issues of fully convertible debentures (FCD) and bonus issues. At that point in time FCD was a new instrument. I had proposed to the then Director [Finance] of IBP that it would be good to introduce FCD. He was convinced and FCD was successfully implemented at IBP. My participation in these forums was from conceptualization to implementation. At Balmer Lawrie I dealt with only



Mr. Amit Ghosh, Company Secretary superannuated on 31st October 2014 after completing a successful stint with Balmer Lawrie. We had a chat with him on his last day of service to know about his journey at Balmer Lawrie and his post retirement plans.

bonus issues. Handling the share registry function was also significant as we handled many registrars as part of this.

I won the prestigious Corporate Governance Award

Tete-e-tete with Mr. Amit Ghosh, Company Secretary

when I was working as Company Secretary at IBP. The award, which was conferred separately to IBP and me, was given away by the then Vice President of the country Mr. B S Shekhawat at a function in Vigyan Bhavan, New Delhi. This is one achievement that I cherish and many of you wouldn't be aware of.

You have seen various AGMs at Balmer Lawrie. Is there any anecdote that you remember...

There are two anecdotes I particularly remember, one related to IBP and the other to Balmer Lawrie. In one of the AGMs at IBP, the then Chairman wanted to introduce a bell system to control shareholders from speaking at the AGM. He would time the shareholders and would allow them to speak only for 3 minutes. On the day of the meeting, every 3 minutes he would ring the bell. It so happened that in spite of ringing the bell, one shareholder didn't stop and he refused to follow the Chairman's order. A funny brawl was the consequence and the bell system had to be stopped.

The second incident was also unique. In one of the Balmer Lawrie AGMs a shareholder was continuously asking questions and some of them were beyond the agenda of the AGM. The other shareholders tried to stop him but he continued. When nothing worked the C&MD of the Company scolded him and he obliged like a school boy.

Your most memorable moment at Balmer Lawrie...

Two events are extremely memorable. One is the implementation of the Joint Venture at Indonesia. We were closely involved and months of hard work and tremendous effort helped to see the project through. The other was the acquisition of Vacations Exotica.

What do you plan to do post retirement?

The first choice will be teaching. I've taken sessions at ICSI and National Law College in the past and would love to teach again. I would also like to explore opportunities and pursue assignments in the field of law. During my tenure with Balmer Lawrie, I had got the opportunity to study law. Since I spent most of my career as a Company Secretary, if any opportunity from the areas of CS and CA knock my door, I will surely grab it.

Who all are there in your family?

My wife, Swati, who is a homemaker and my daughter, Debolina, who has completed her M-Tech from Jadavpur University.

Your message for Balmer Lawriens...

Work diligently without harboring too much of expectations.

AWARDS & ACCOLADES



Mr. Mukesh Agarwal, G&L – Delhi, successfully ran the AirTel Delhi Half Marathon 2014 on 23rd November 2014 and completed the 21.097 km course in 2 hrs 19 mins. In photo, he poses with the finisher's medal at the end point.
Keep going Mukesh!

Mr. Viren Sinha, C&MD won the "Five Club Competition" – Golf Tournament held at Tolly Club, Kolkata. The award was given away during the Annual Golf Prize Distribution held during August 2014 at the Club. Congratulations!



TALENT UNLIMITED

A Journey by the Train

The whistling train continued its relentless journey. Few shattered dreams and a couple of unborn embryos of hope accompanied me. As I look out of the window, I realize a completely different world in front of me. I wonder with curiosity that who stays in the small muddy hut in a remote corner of village? What is that man doing, standing and staring, as the train flashes by his wandering brown eyes. Which is this place where the dim light guards silently throughout the night, to keep the pangs of darkness away? Where does the vast unconquered and unmeasurable

fields lead up to? One after the other, the thoughts merge, diverge and then lose their identity all at once. Just like the moments of our lives. The futile present dwells on the inglorious past. The blames of the present are passed on to the past. The future sits silently, perhaps laughing at the narrow minds of the present and the badly judged hearts of the past.

The train now has achieved its full speed, I suppose. The things shake in an orderly random way. There is a calmness in motion which I feel now. It's already late in the night. It's also too late to think

much now. The buzzing train bullets through the meanders of land and ocean. The darkness peeks once a while when the clouds manage to blind the moon. The night is young, but the distance is not. A long way to go and on these long tired eyes, sleep arrives consolingly. It arrives to rub off the slates of the past. It arrives to write something unknown for the future. It arrives in the present moment, which now has been lost somewhere in the sleepy pursuit of dreams and that perfect world, beyond all harsh realities and cruel consciousness.

Sidharth Udani, LI- Kolkata



Mousumi d/o Mintu Dey, CHR D - Kolkata



Bhaskar Bharat, Executive Trainee (2014)

Mechanical Letter

To my Fortuner,

Before you rolled out in my life, I was like Ambassador Classic model, now it became Honda City and I DZire to give efficiency of Logan with Swift pick-up, Verna you kick start my system. We share high Mach-Index. You made the rough terrain of my track, frictionless with zero aerodynamic resistance. The stress-strain curve was put to reverse gear. You taught me the A-B-C of life ie; acceleration-brake-clutch. You Steered my life through 180 degrees.:) You are like a reliable engine, with a high durability. You keep my system running, without stalling. Your active and my reactive forces, together forms a strong Couple. High reliability with low fuel consumption makes you an obvious choice.

I am ready to sign a life time warranty with you.

With tonnes of petrol & diesel.

From your Chevy.

- Kshama Agarwal, Strategic Planning Department

KNOW ABOUT THE CONTINUOUS LEARNING SCHEME

Time and again the Company has initiated various employee benefit schemes. We will bring you a synopsis of various schemes, starting with the Continuous Learning Scheme, from this issue of BLOG.

With a view to attracting and retaining talent, the Company has devised two schemes to provide learning opportunity and creating a learning ambience, viz. **(1) Assistance to Acquire Management Qualification [full time basis]; and (2) Educational Loan for Acquisition of Additional Qualifications [part time]**. Some of the details are enumerated below.

Scheme for Assistance to Executives to Acquire Management Education

Eligibility:

Any degree, which qualifies a person to appear for CAT/MAT/XAT etc, excluding those with PG qualification in Management, in the age group of 25 to 40 years not below Executive Grade E2, with a minimum 3 years service in Executive cadre in the Company; and

The candidate must have obtained performance appraisal rating not below "VG" for the immediate preceding 3 years with reference to the year in which selection is made.

Financial Assistance:

The Company would meet 100% of the tuition fee, subject to a maximum of Rs. 3.0 lakhs for the entire duration of the programme.

Leave and benefits:

The selected Executive would be granted special study leave at half the salary [comprising of basic pay including other components which are treated as part of basic pay, dearness allowance and house rent] for the duration of the programme, not exceeding 24 months. The period spent on such study would be reckoned for the purpose of gratuity and other retirement benefits, provided he/she complies with the obligations contemplated under clause 17.1.5, but he/she would not earn any other allowances/benefits/perquisites. However, if the Executive is already allotted Company owned/leased accommodation, the family may be allowed to continue in the accommodation during the period the Executive is at the institute, on payment of normal monthly hire charges as applicable to other serving Executives of same grade; in such cases, the component of HRA will not be considered for computing half salary. The Company will also reimburse medical expenses in accordance with the rules in force from time to time.

Employee Educational Loan Scheme for Acquisition of Additional Qualifications

Objective:

The objective of the scheme is to encourage the employees to acquire additional technical and professional qualification, to help them hone their skills and competencies, and thus help in superior performance and enhancement of growth opportunities in their respective professional fields.

Scope, Extent and Applicability:

The "**Employee Educational Loan Scheme for Acquisition of Additional Qualifications**" covers all the regular employees on the rolls of the Company, who have completed **not less than 3 years of regular service in the Company and have a minimum of 10 years to superannuate**.

This loan would be granted to pursue any recognized part time degree/diploma course, which is conducted by a University or an Institute, provided the course has the approval of the AICTE. Needless to mention, the course of study, which an employee wishes to pursue, should be relevant to his/her field of work. The decision of the Company with respect to the courses for which loan would be granted and whether a course would really benefit an applicant or not vis-à-vis his present or likely future role in the Company will be final and shall not be called into question. The loan will be granted only once during the entire period of service with the Company.

Amount of loan:

The amount of loan would be **equivalent to the tuition fee** charged by the University/Institute, subject to a maximum of Rs. 1.0 lakh, for which requisite proof should be submitted. The Company may, however, put a cap on the loan amount an employee would be eligible or the total amount that would be available for release in a year, due to financial stringencies or for any other reason. If the tuition fee is payable in instalments, the loan will be granted to the employee also in instalments, subject to maximum as stated above.

To know more about the schemes for example the selection procedure, bond, recovery & interest, posting, career prospects, amendment, application forms etc. please check out the scheme under the HR Manual uploaded in the Company's Intranet.

#CleanIndiaCampaign

SHITSUKE
CLEAN
ENVIRONMENT
BIODEGRADABLE
SET IN ORDER
SEISO SEITON
SEIKETSU
STANDARDIZE

ECOLOGY
OZONE
ENERGY
NATURE
CONSERVATION
GREEN
EARTH
PAPERLESS
RENEWABLE
SOLAR
ALTERNATIVE
REUSE WATER
POLLUTION

SWACHH
BHARAT

ECO
REDUCE
WATER
RECYCLE
SUSTAINABILITY
SHINE
CARBON FOOTPRINTS

