

**BALMER
LAWRIE**

ONLINE

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BLOOM

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BULLETIN



EDITORIAL

We are in Unlock 1.0 and have learnt to live with COVID-19! The 'New Normal' has now become a way of life. Our units and establishments are being sanitised regularly, all of us are wearing masks at the workplace, exercising social distancing, following the SOPs and taking all the necessary precautions to prevent the containment of COVID-19. Check out the HSE Update section for tips to stay safe and healthy!

Come June and we gear up to celebrate the World Environment Day (WED) on 5th June and the International Day of Yoga (IDY) on 21st June every year. This year the theme for WED was 'Celebrating Biodiversity'. An online quiz was organised for all employees on the occasion and various units pan India witnessed tree plantation drives.



The world would be observing the sixth International Day of Yoga (IDY) on 21st June 2020. The observation of IDY in the past years has been marked by mass demonstrations of Yoga in public places. However, due to the COVID-19 pandemic, this year IDY will be observed in a non-congregative manner. Ministry of AYUSH (MoA), GOI will be organising a 45-minute long Common Yoga Protocol (CYP) drill at 7.00 AM on 21st June 2020, which will be streamed on the website <https://yoga.ayush.gov.in/yoga/>, the social media platforms of MoA and partner TV channels. The CYP is a Yoga Protocol developed by accomplished Yoga experts, to facilitate harmony in the observation of IDY. Over the last few years, it has become one of the most popular Yoga programmes in the world. Hon'ble Prime Minister, Shri Narendra Modi says "Yoga is a symbol of universal aspiration for health and well-being. It is health assurance in zero budget". Request all of you to join the CYP drill along with your family members from home.

We will bring you glimpses of World Environment Day and IDY celebrations in the July 2020 issue of BLOOM. Meanwhile enjoy reading this issue, stay safe and do not hesitate to mail your feedback, contributions and suggestions to mukhopadhyay.mohar@balmerlawrie.com.

Mohar

बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक उद्यम)



Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

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; commitment to customers is our top priority! 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. Where there is a will, there is indeed a way!



- ❑ Being a Public Sector Enterprise under the Ministry of Petroleum and Natural Gas (MOPNG), GOI, BL services member companies of MOPNG. During the lockdown period the Logistics Services team had to manage 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.



IT - SAMPARK

The IT Sampark Program was initiated in the year 2019. Workshops were organised at all major locations of Balmer Lawrie and was well appreciated by all. It helped the Business Team to understand the various IT Solutions, which have been procured and implemented in the recent past years to help them in efficiently and securely conduct business operations.

As the last year's program was a major hit, Corporate IT decided to continue the same via Video Conferencing Solution. Workshops were organised and trainings were provided to West and East Zones. Unfortunately, the program had to be halted owing to nationwide lockdown due to the Coronavirus (COVID-19) pandemic.

Being an 'Enabler for the Business', Corporate IT saw the lockdown as more of an opportunity rather than a challenge to continue the program. We were guided by the seniors to plan and organise the online sessions. Around 18 online sessions were conducted via Video Conferencing Solution "Lifesize" which was attended and appreciated by many of our fellow Balmer Lawriens. Attendance was a major concern initially, but with the support of our HR Team and instructions from Senior Management, we were able to overcome that issue. Mr. Rajeev Kumar Singh, Head [Retail Sales] - G&L attended the program, which he greatly appreciated. He even recommended his entire team to attend the program the following day. Without the support of all my seniors and the HR Team, this program would not have been a success.

In these unprecedented times, if we fail to adapt, we may fail to move forward. We can join hands using Information Technology while following social distancing. I humbly request all my colleagues to follow all safety measures, which will help us in overcoming the COVID-19 pandemic.

"A River cuts through a Rock not because of its Power but its Persistence."

**Anurag Arora, Deputy Manager [IT]
Corporate IT, Kolkata**

VIRTUAL MEETING ETIQUETTES



Dos

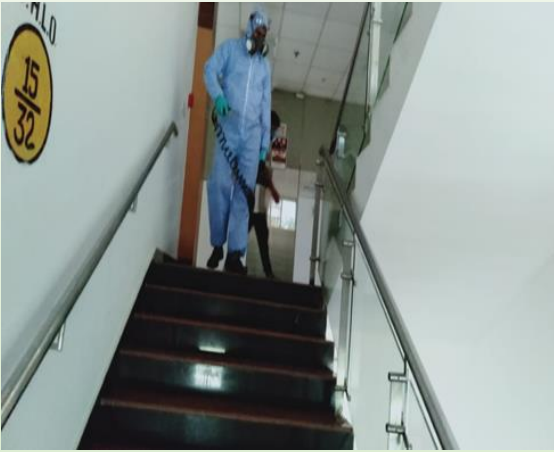
- ✓ Clearly mention your full name and email while joining the meeting for identification.
- ✓ Try joining the meeting at least 15 minutes prior, so that technical issues (if any) can be resolved.
- ✓ Keep your microphone always on mute. Unmute only when you want to communicate with the speaker.
- ✓ Wait for your turn to convey your thoughts. Speak loudly and clearly.
- ✓ Dress appropriately and maintain eye contact with the camera.
- ✓ Go through the agenda of the meeting and adhere to the same.

Don'ts

- ✗ Refrain from doing other activities during the meeting / conference like checking emails, browsing through your phone, eating, talking to someone else etc.
- ✗ Try not to interrupt when others are speaking; use Raise Hand / Chat option (as applicable).
- ✗ Don't position your camera too low or too high.

HSE [HEALTH, SAFETY & ENVIRONMENT] UPDATE

Balmer Lawrie is continuing to take all the preventive and protective measures at all units and establishments for the containment of the COVID-19 pandemic. All employees are wearing masks inside the plant / office premises and are maintaining social distancing as per guidelines. Regular sanitization is being done at all units and offices. All employees are well aware for this 'NEW NORMAL' situation and all Executives and Officers are doing routine jobs through virtual meetings / interactions.



Sanitization at IP, Taloja and IP, Vadodara



Fire drill carried out at TCW, Hyderabad



A preventive measure has been adopted at TCW, Rai to cool down the ambient temperature inside the plant



Hand sanitization is being done at all plants / offices

Some tips for Balmer Lawriens for adapting in the 'New Normal' situation

- ✓ Ensure social distancing in workplace / canteen / public place
- ✓ Avoid public gatherings. Connect with your loved ones over a phone / video call
- ✓ Wear nose mask in public place / office / public transport
- ✓ Practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean
- ✓ Do simple exercise / pranayama everyday
- ✓ Personal hygiene should be maintained
- ✓ Usage of personal vehicle is preferable than public transport
- ✓ Sanitize your hands after touching lift buttons, electrical switches, door knobs, telephone etc.
- ✓ Always carry water bottle and sanitizer with you
- ✓ Do not shake hands with friends / colleagues
- ✓ Do not spit in the public place
- ✓ Do not touch your face and your nose mask
- ✓ Be careful while driving, especially at road crossing
- ✓ Do not ignore symptoms like fever, sneezing or coughing. Immediately contact a doctor
- ✓ Take care of aged family members
- ✓ Follow the "AYUSH MANTRALAYA" guidelines
- ✓ Download the AROGYA SETU application in your mobile
- ✓ Preferably ensure 8 hours sleep at night
- ✓ Boost body immunity by taking ginger, raw turmeric, tulsi leaves, chawanprash etc.
- ✓ Have healthy, nutritious, readily cooked food and take Vitamin C (Amla, Lemon, Citrus fruits etc.)
- ✓ Prefer home cooked food instead of road side food
- ✓ Do not leave your home, especially if you feel sick
- ✓ Try to keep your shoes outside of your room after returning from
- ✓ Take a hot water bath after returning from outside / office



Pradhan Mantri Ujjwala Yojana
Clean Fuel Better Life...



Board level appointment



Our Company announced an important leadership change at the Board level. **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.

We wish him all the best in his new role!

Farewell

- **Mr. Srinivasan Krishnan**, Branch Manager [Hyderabad], Logistics Services - Hyderabad superannuated on 31st May, 2020 after successfully completing 25 years of service.
- **Mr. Chander Gandhi**, Deputy Manager [Travel], Travel & Vacations - Delhi superannuated on 31st May, 2020 after successfully completing around 30 years of service.
- **Mr. P Sreekumar**, Deputy Manager [A&F], Logistics Infrastructure (CFS) - Mumbai superannuated on 31st May, 2020 after successfully completing 34 and 1/2 years of service.
- **Mr. Priyabrata Sinha**, Executive [Salary & Trust Funds], Corporate Accounts & Finance - Kolkata superannuated on 30th April, 2020 after successfully completing 31 years of service.

We wish you all the best in your future life!