



# REACH-OUT

E-Magazine

APRIL – MAY, 2020

*Reading is a*  
**passport**  
*to countless*  
**adventures.**

*-Mary Pope Osborne*

Little's love  literacy

## CONTRIBUTION

<b>+ Vision &amp; Concept</b>	<b>:</b>	<b>HUMAN RESOURCES</b>
<b>+ Editor</b>	<b>:</b>	<b>Mr. Deepak Jain – HRD</b>
<b>+ Co-Editor</b>	<b>:</b>	<b>Mr. Dinesh Kumar - HRD</b>
<b>+ Facilitating Team</b>	<b>:</b>	<b>Mr. Jai Sharma - Admn.</b>



**Mr. Dinesh Kumar  
(HRD)**



**Mr. Jai Sharma  
(Admin.)**

**Interested Team Members Welcome to be a part of Facilitation Team !!**

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**CEO'S DESK**



**Dear Colleagues,**

**Mr. Madhur Gupta  
Chief Executive Officer**

**Greetings to the Team-Hero Steels Limited**

**We are together combating the unprecedented challenges of COVID-19. This pandemic has challenged human life across the world.**

**Central and State Governments are leading the management of this health calamity. Corporates are aligning and associating with these initiatives in full force. Team HSL along with its business partners is also supporting Government and the community.**

**My compliments to the real heroes who are executing these initiatives at ground level, risking their lives. Under such a situation, aligning with the national policy and government guidelines we will progressively resume operations in a graded manner. However, post lockdown we must continue to take all necessary precautions for a much longer duration. Aspects like 'Social distancing' will have to be integrated in to our lifestyle.**

**Individually and collectively, as a team, we have to ensure that we are:**

- a) Safe at Home**
- b) Safe in Transit**
- c) Safe at Workplace**
- d) Safe for Family**
- e) Safe for Colleagues**
- f) Safe for Community**

**These may appear simple words but these carry a huge responsibility and an enormous challenge. Implementing these surely means a change in our way-of-life. Changes in how we walk, talk and even breathe. How we keep ourselves safe and also ensure safety of other human beings will decide how soon we win this battle.**

**To facilitate this change, our COVID-19 Task Force, under guidance of management, has worked out a detailed SOP for safe start of operations. Each element of this plan integrates YOUR SAFETY at the core.**

**Guidelines include starting from home to going back safely. Aspects like behaviour at work place, usage of canteen and other common facilities, guidelines in case of sickness and health emergency are explained in detail.**

**I am confident that “Team HSL” will show the right spirit of being safe towards this challenge.**

**Stay Safe. Stay positive.**

**Madhur Gupta  
Chief Executive Officer**



## **EDITOR'S DESK**

**Dear Colleagues,**

**Greetings to the Team-Hero Steels Limited**



**Mr. Deepak Jain  
AGM – HRD**

**We are glad to release the current issue of Reach-Out E Magazine for April and May, 2020.**

**This month magazine will provide the highlights of different Online & Webinars Organized, Safety Guidelines, News & Events and Journal Section.**

**Request you to share your valuable contribution and suggestions to enrich the contents of this magazine.**

**Let's contribute and enrich our knowledge!!**

**Stay Safe, Stay Happy!!**

**Warm Regards,  
Deepak Jain**

## JUNE BIRTHDAYS



NAME	DEPARTMENT	DOB
GANGA BAHADUR	MILL-4HI	1-Jun
RAM KISHUN	H.R.SLITTER	1-Jun
AAKASH VERMA	PERSONNEL	1-Jun
NAVRAJ PHULARA	SECURITY	1-Jun
VIKAS SHARMA	QUALITY ASSURANCE	4-Jun
JITENDRA KUMAR	REWINDING	4-Jun
RAJ GURU KUSHWAHA	CRS	5-Jun
HEERA LAL PANDEY	ELECTRICAL	5-Jun
SANDEEP KUMAR SINGH	ANNEALING	5-Jun
HARJEET SINGH	SECURITY	5-Jun

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<b>SURINDER KUMAR</b>	<b>SECURITY</b>	<b>11-Jun</b>
<b>BHUPINDER SINGH</b>	<b>PDI</b>	<b>12-Jun</b>
<b>ANIL KUMAR</b>	<b>ANNEALING</b>	<b>12-Jun</b>
<b>SATWINDER SALUJA</b>	<b>MARKETING</b>	<b>13-Jun</b>
<b>ABHAY PRATAP SINGH</b>	<b>MAINTENANCE</b>	<b>14-Jun</b>
<b>MANSA LAL DUBEY</b>	<b>MILL-6HI</b>	<b>15-Jun</b>
<b>ONKAR NATH MISHRA</b>	<b>DM PLANT &amp; PUMP HOUSE</b>	<b>16-Jun</b>
<b>VISHAL KUMAR</b>	<b>BILLING</b>	<b>18-Jun</b>
<b>SANTOSH KUMAR SINGH</b>	<b>MAINTENANCE</b>	<b>19-Jun</b>
<b>SURENDRA KUMAR GUPTA</b>	<b>OPERATIONS</b>	<b>19-Jun</b>
<b>TIRATH SINGH</b>	<b>SECURITY</b>	<b>20-Jun</b>
<b>TRIVENI DHAR</b>	<b>H.R.SLITTER</b>	<b>24-Jun</b>
<b>LAL CHAND YADAV</b>	<b>MATERIAL HANDLING</b>	<b>25-Jun</b>
<b>MATA PRASAD</b>	<b>MILL-4HI</b>	<b>25-Jun</b>
<b>RAJ RISHI YADAV</b>	<b>MAINTENANCE</b>	<b>25-Jun</b>
<b>VINOD SINGH</b>	<b>H.R.SLITTER</b>	<b>28-Jun</b>
<b>VINDESHWARI PRASAD SHUKLA</b>	<b>SECURITY</b>	<b>30-Jun</b>
<b>SANJIB BARUAH</b>	<b>MATERIAL HANDLING</b>	<b>30-Jun</b>



**TRAINING PROGRAMMES – APRIL & MAY 2020**

Training Programmes on various topics were conducted by Team Leaders to enhance learning and application of Knowledge among other team members.

In all **996 Man-hours** training were imparted as per Identified Needs of the employee during the month of **April – May 2020**.



Sr. No.	Program	Date of Session	Faculty	Total No. of Participants	Total No. of Training Hours
1	Grooming & Etiquette	2-Apr-20	Mr Pankaj Sharma	11	22
2	Effective Communication	2-Apr-20	Mr Parag Dahiwele	8	16
3	Effective Communication	3-Apr-20	Mr Aayush Khurana	11	22
4	Leadership Compass for times of Crises	3-Apr-20	Mr Shreenivas Nagappa	6	6
5	Grooming & Etiquette	6-Apr-20	Mr Yesudass Amos	9	18
6	Time Management	7-Apr-20	Mr Yesudass Amos	25	50
7	Time Management	8-Apr-20	Mr Aayush Khurana	7	14

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8	Key Account Management	10-Apr-20	Mr Pankaj Sharma	10	25
9	Key Account Management	10-Apr-20	Mr Sunil Wadhwa	10	30
10	Rust Preventive	10-Apr-20	Mr Someshwar Dutt Tripathi	21	21
11	Key Account Management	11-Apr-20	Mr Pankaj Sharma	10	25
12	Key Account Management	11-Apr-20	Mr Sunil Wadhwa	10	30
13	Key Account Management	13-Apr-20	Mr Pankaj Sharma	10	25
14	Key Account Management	13-Apr-20	Mr Sunil Wadhwa	10	30
15	Key Account Management	14-Apr-20	Mr Pankaj Sharma	10	25
16	Key Account Management	14-Apr-20	Mr Sunil Wadhwa	10	30
17	Key Account Management	15-Apr-20	Mr Pankaj Sharma	10	25
18	Key Account Management	15-Apr-20	Mr Sunil Wadhwa	10	30
19	Email Etiquette	15-Apr-20	Mr Parag Dahiwele	11	22
20	Organizational Values	16-Apr-20	Mr Aayush Khurana	19	38
21	Email Etiquette	17-Apr-20	Mr Yesudass Amos	8	16
22	Six Sigma	18-Apr-20	Mr Abhay Saxena/ Mr Arun Sharma	24	48
23	Listening Skills	22-Apr-20	Mr Hemant Kumar	18	36
24	Listening Skills	23-Apr-20	Mr Hemant Kumar	15	30
25	e-Dialogue on Business & HR Challenges Amid Coronavirus Pandemic	23-Apr-20	Mr SY Siddiqui	2	5
26	TQM	24-Apr-20	Mr Abhay Saxena	28	56
27	Microsoft Excel	27-Apr-20	Mr Deepak Marwaha	4	8

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28	Mind Power	29-Apr-20	Ms Achla Bhardwaj	6	12
29	Patient Education Session on Managing Work from Home	1-May-20	Dr. Samir Parikh	3	3
30	Webinar on Survival & Growth of Business post COVID-19	2-May-20	AS Mittal/ Mr Gurdeep Singh	11	22
31	The art of working remotely in the time of crisis	5-May-20	Mr Vrinda Shinkre	2	4
32	Conflict Management	8-May-20	Mr Ramesh	8	16
33	Leadership During Adversity	9-May-20	Mr Sudarsana Sanyal	3	6
34	Public Speaking	11-May-20	Mr Aashootosh Kumar	13	26
35	How to Stay Positive & Productive in the War against Corona	12-May-20	Mr Vijay Michihito Batra	3	6
36	Opportunities in Crises	12-May-20	Mr Sunil Kant Munjal	7	14
37	12 Steps approach of Problem Solving in Production/Operations/Quality	19-May-20	Mr Narender Singh	9	18
38	Fifteenth Leader Speak session on 20th May 2020 at 6.45 pm – 8.00 pm on Rebuilding Spirits to rebuild the economy	20-May-20	Gurudev Sri Sri Ravishankar/ Mr Sunil Kant Munjal	5	10
39	Meditation for Cultivating Positivity	22-May-20	Mr Avinash Anand Singh	18	18
40	Technical Session - Steel Making Hot rolling & Std. for Steel grades	23-May-20	Mr Manish Dhani	20	40
41	Role of HR in Crisis	23-May-20	Mr Raju Foujdar	2	4
42	Meditation for Inner Peace	27-May-20	BK Sister Sapna	26	39
43	Motivation	28-May-20	Ms Shernaz Sharma	23	46
44	Feeling Lost? Learn How To Be Bulletproof	30-May-20	Mr Chaitanya Puri	6	9
<b>Total</b>				<b>492</b>	<b>996</b>



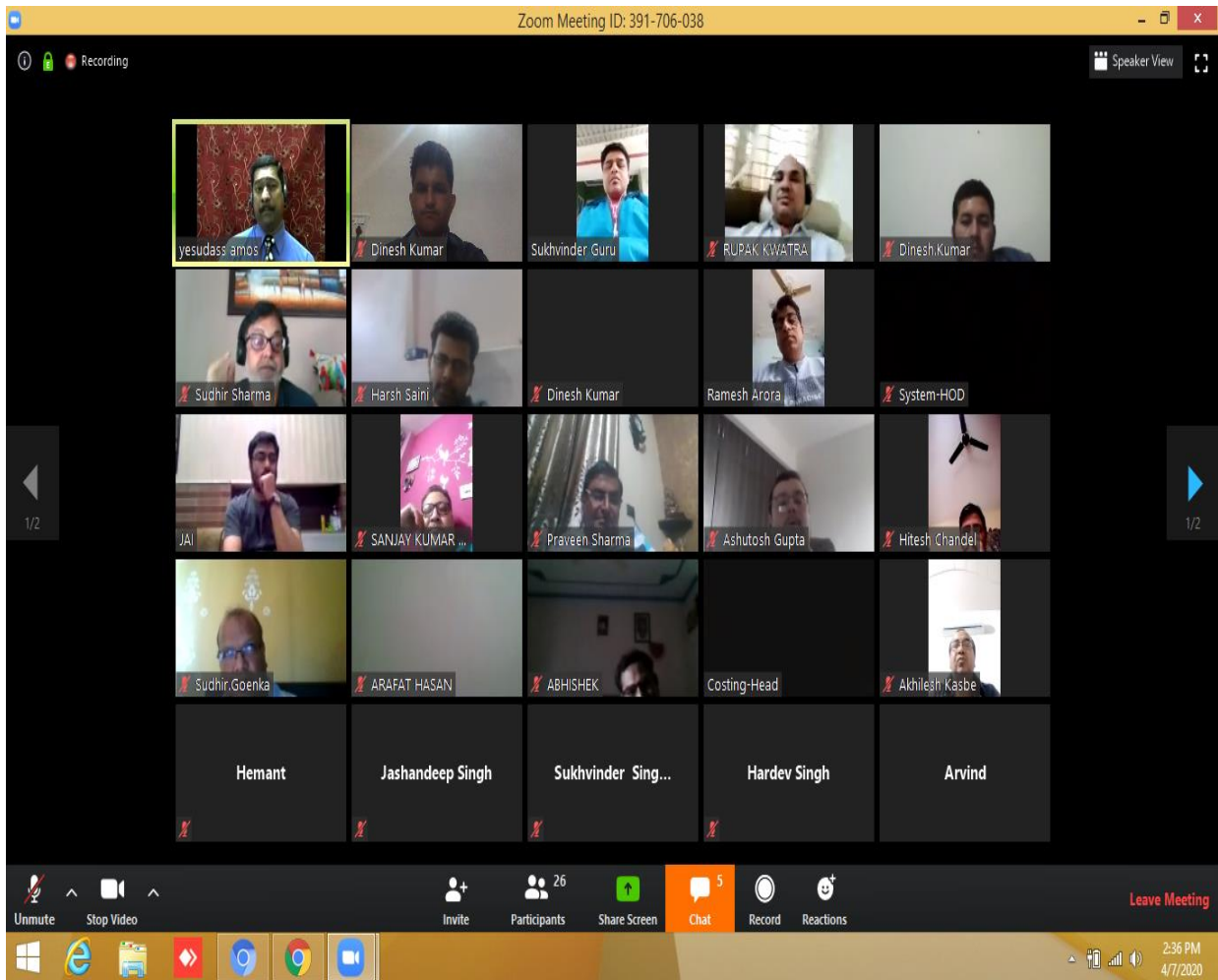
NAME	DESIGNATION	DEPARTMENT	DOJ	LOCATION
Manish Gupta	AGM	Marketing	01 April 2020	Gurgaon



# Session on Time Management

By:-Mr Yesudass Amos

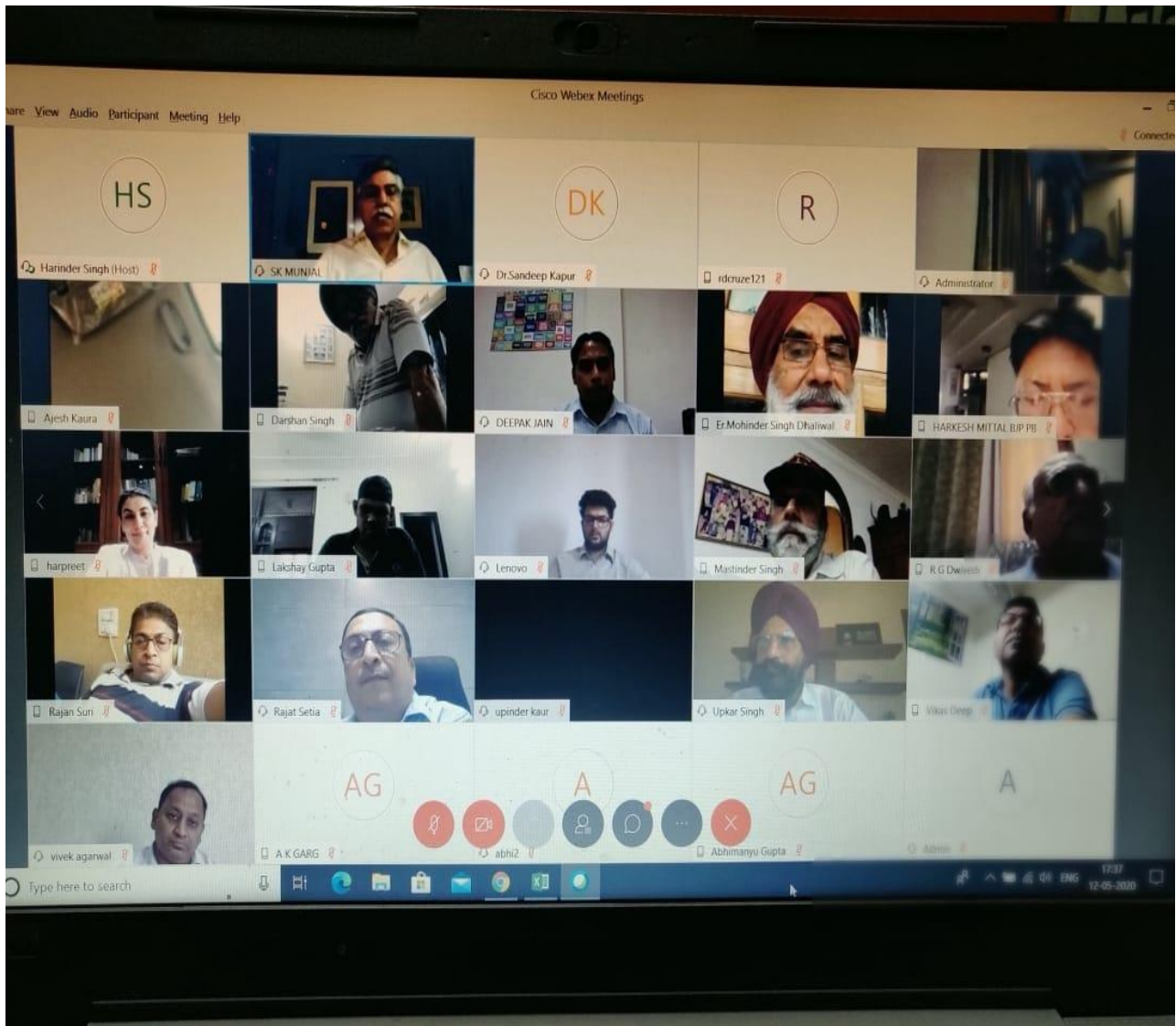
7th April, 2020



# Session on Opportunity in Crises

By:- Mr Sunil Kant Munjal

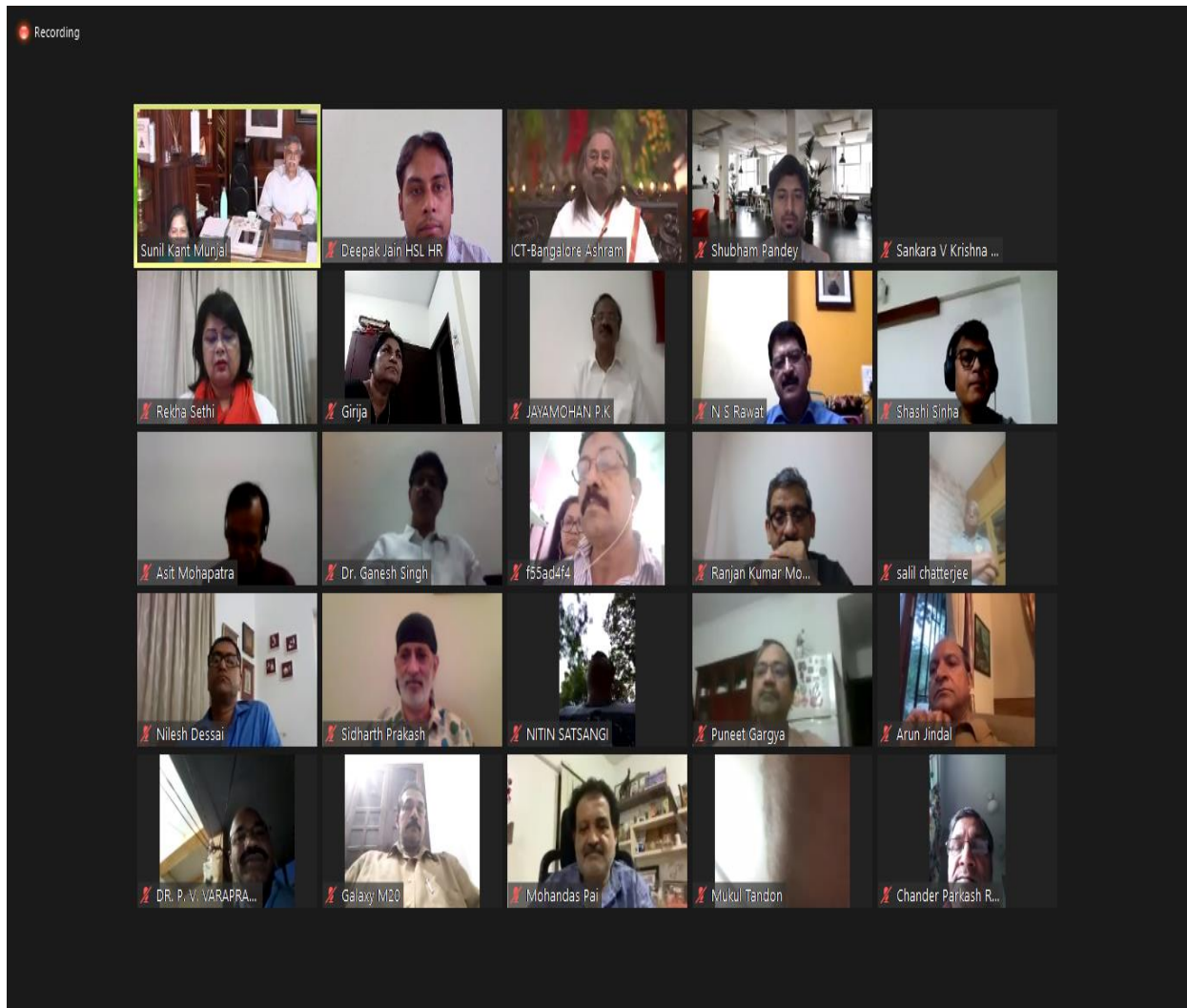
12th May, 2020



# Leaders Speak on Re-building Spirits to Rebuild the Economy

By:- Gurudev Sri Sri Raishankar Ji, Shri Munjal Ji & Others

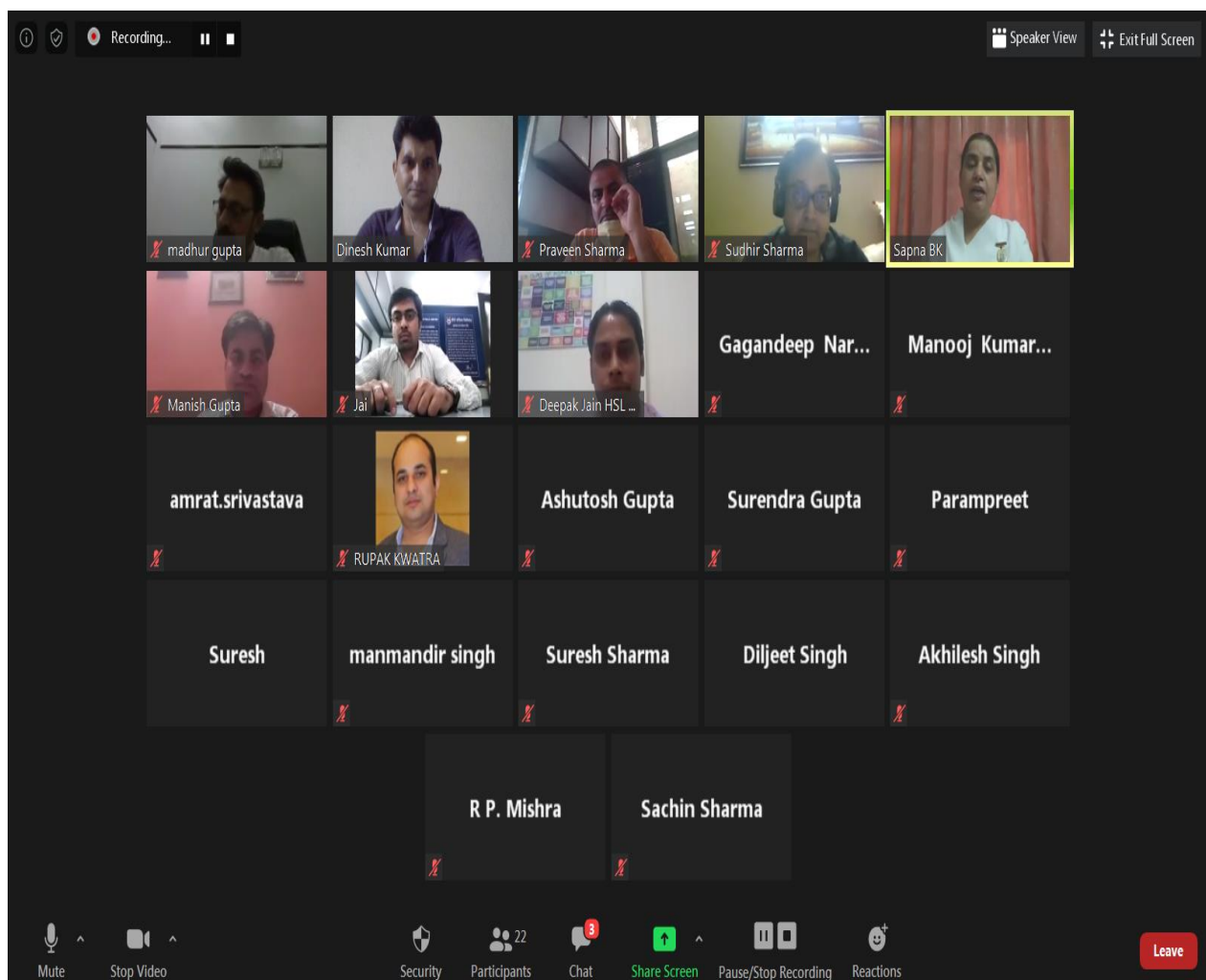
20th May, 2020



# Session on Meditation for Inner peace

By:- BK Sister Sapna

27th May, 2020





# Session on Motivation

By:-Ms Shernaz Sharma

28th May, 2020



**Message shared by an employee when salary credited in his account on 7<sup>th</sup> May**

हम सभी वर्करो की तरफ से हमारी कंपनी का दिल से आभार दुनिया की इस महामारी के समय में भी कंपनी हम सभी के साथ खड़ी है हम सभी लोगों का भी फर्ज है कि हम सभी उनकी हर उम्मीदों पर खरा उतरें हमारी कंपनी सच में (हीरो है)

**WFH – 24<sup>th</sup> March to 2<sup>nd</sup> May**

**WORK FROM HOME**



MR. MADHUR GUPTA  
(CEO)



MR. ARVIND TIWARI  
(ACCOUNTS)



MR. DEEPAK JAIN  
(HRD)



MR. JAI SHARMA  
(ADMIN)



MR. KAMAL RANA  
(TUBE PLANT)



MR. CHETAN JAIN  
(ACCOUNTS)



MR. ASHUTOSH GUPTA  
(Q.A)



MR. PRAVEEN SHARMA  
(DESPATCH)



MR. DINESH KUMAR  
(HRD)



MR. VIMAL KOUL  
(MARKETING HEAD)

# WORK FROM HOME



**MR. MANISH GUPTA-**  
**(CFO)**



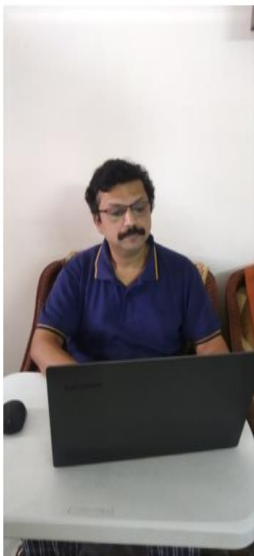
**MR. RUPAK KWATRA-**  
**(MARKETING)**



**MR. CHETAN JAIN**  
**(ACCOUNTS)**



**MR. NAVEEN BATISH**  
**(HRD)**



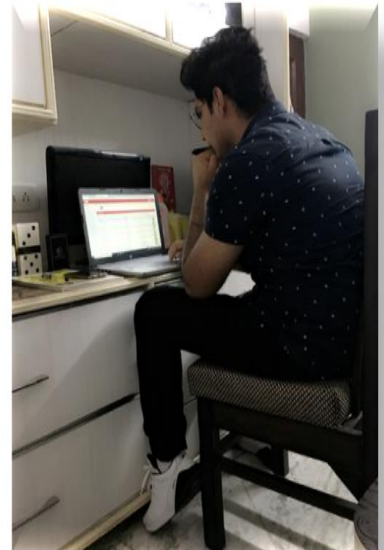
**MR. SK GUPTA-**  
**(PRODUCTION HEAD)**



**MR. GAGANDEEP NARANG-**  
**(PURCHASE HEAD)**



**MR. SUDHIR SHARMA-**  
**(IT)**



**AAKASH VERMA-**  
**(HRD)**

**HERO STEELS LIMITED SAFETY GUIDELINES**

1. Please use personal vehicles or self-transport and to Sanitize your Hands before entering at plant premises and after reaching back home.
2. To ensure thermal temperature screening (two times in a day)
3. Please note it is important to flash the Attendance card to mark your attendance.
4. Always Wear a Mask as soon as you step out of your home and even in plant premises.
5. Maintain Social Distance of minimum two meters.
6. Please help Office Support (Admin, Security, Housekeeping & Pantry) in keeping us safe, so don't dissuade housekeeping staff to skip the regular sanitization of your workstation while you are on your desk or cabin.
7. No meetings with more than 3 people at a particular place & time without maintaining an adequate physical distance of 2 meter if manageable.
8. To maintain hygiene, homemade food is allowed, no outside cooked food allowed in the premises.
9. No physical meeting with visitors in the office. In case it is imperative then all your visitors are to record their personal details & purpose of visit to the office.
10. Download Aarogyasetu App, it's a mandatory requirement to enter the office premises. In case Security personnel ask you to show the App on the phone, please cooperate.
11. The outstation employees resuming their services after lockdown must follow HSL Quarantine guidelines.
12. HSL Helpline number: 7888496116

**We are committed to provide you a hygienic and safe workplace as employees' well-being is the first priority of Hero Steels.**

**Stay Safe, Stay healthy!**



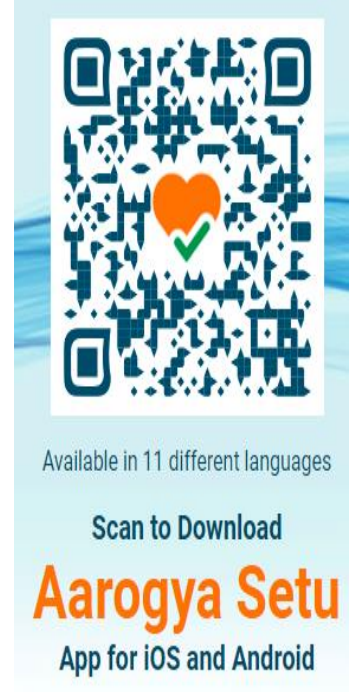
# AAROGYA SETU APP



All employees are suggested to download “AAROGYA SETU APP”

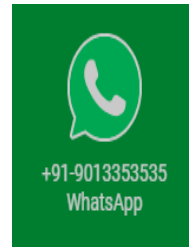


The Government of India has launched 'AAROGYA SETU', a mobile application aimed to connect health services and we the people of India in our combined fight against COVID-19. The App will proactively reaching out to and informing the users about the potential risk of infection, best practices and relevant medical advisories pertaining to the containment of COVID-19 pandemic.



AAROGYA SETU app is a blue tooth based COVID -19 Tracker and alert when even any COVID-19 patient nearby

मैं सुरक्षित । हम सुरक्षित । भारत सुरक्षित ।





# AAROGYA SETU APP – Installation process



<https://play.google.com/store/apps/details?id=nic.goi.aarogyasetu>

<https://apps.apple.com/in/app/aarogyasetu/id1505825357>

After Installing Open the app and grant location, Bluetooth and other permissions ask while first time run

Enter the phone number and verify it by using the one-time password (OTP)

Complete the set-up by answering the questions, including those related to your travel history.

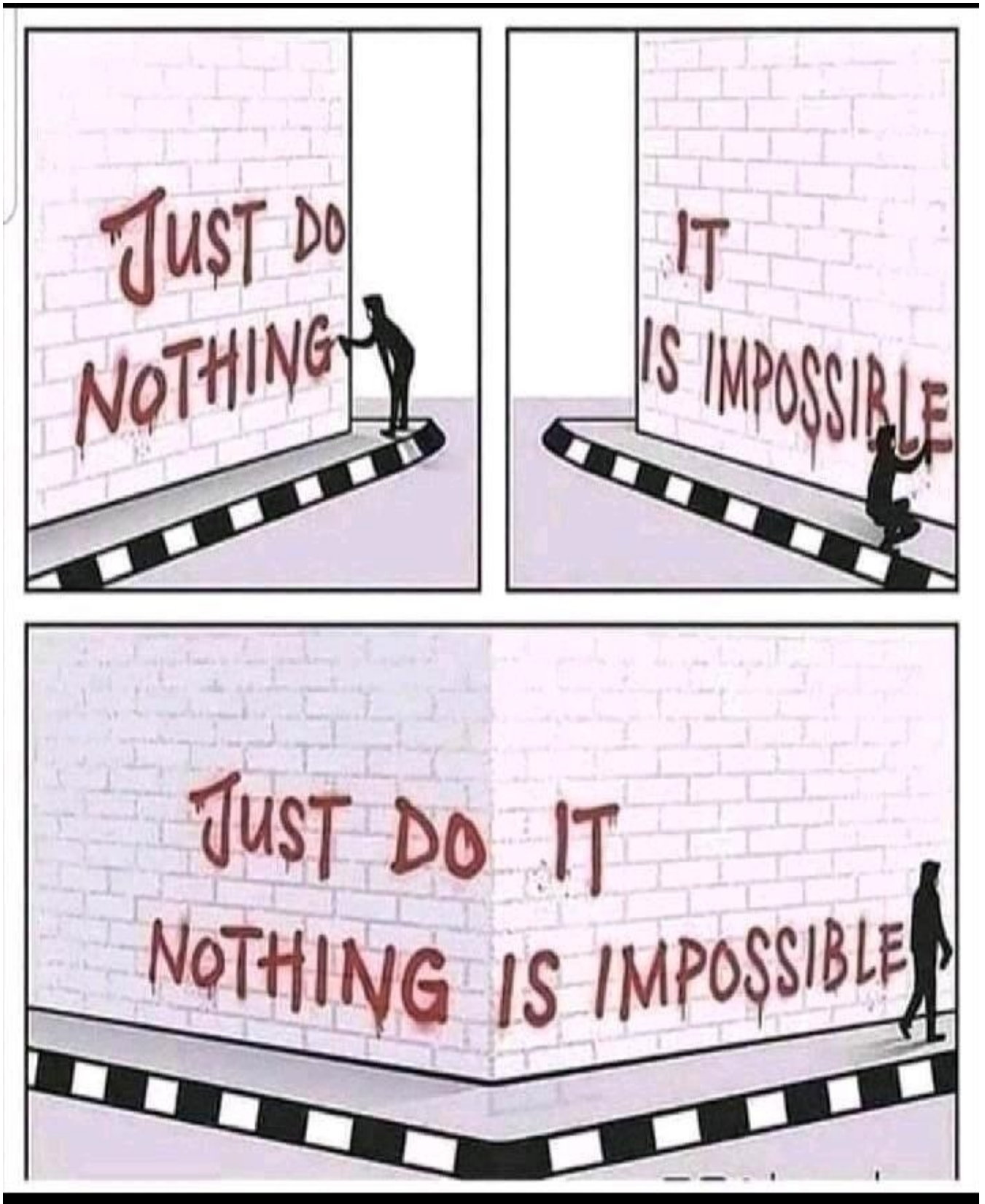
Take the assessment before you start using the app

Once the app is set-up, it will work even in phone's background to interact with other smartphones with the **AAROGYA SETU** app installed.

**Don't turn off Bluetooth & keep location as-"Always on" to allow application run in background to interact with other smartphones**

## सदा स्वस्थ रहने के 8 मंत्र

1. सुबह एक गिलास गर्म पानी पीना चाहिए
2. पानी धीरे-धीरे और घूंट-घूंट पीना चाहिए।
3. भोजन से 40-50 मिनट पहले एक गिलास पानी पीएं।
4. खाना पकाने के बाद 40 मिनट के भीतर भोजन खाएं।
5. खाना चबा-चबा कर खाना चाहिए।
6. सुबह ज्यादा भोजन खाएं, दोपहर कुछ कम खाएं,  
रात को बहुत कम व हल्का भोजन खाएं।
7. नाश्ते के बाद काम शुरू करें, दोहपर के भोजन के बाद आराम करें,  
रात के खाने के बाद 500 कदम चलें।
8. सूर्यास्त होने से पहले रात का खाना खा लेना चाहिए।





## Homage



It is with deep regret that we inform you about the sad demise of **Mr. Amit Chaturvedi**, a Hero veteran. He left for his heavenly abode on 10<sup>th</sup> May in his deep sleep.

We all share the pain & grief of the bereaved family and pay our heartfelt condolences.

We pray to the almighty for the departed soul to rest in peace.

From Hero Steels Family

## Ayurveda's immunity boosting measures for self care during COVID 19 crisis

In the wake of the Covid 19 outbreak, entire mankind across the globe is suffering. Enhancing the body's natural defense system (immunity) plays an important role in maintaining optimum health.

We all know that prevention is better than cure. While there is no medicine for COVID-19 as of now, it will be good to take preventive measures which boost our immunity in these times.

Ayurveda, being the science of life, propagates the gifts of nature in maintaining healthy and happy living. Ayurveda's extensive knowledge base on preventive care derives from the concepts of "Dinacharya" - daily regimes and "Ritucharya" - seasonal regimes to maintain healthy life. It is a plant-based science. The simplicity of awareness about oneself and the harmony each individual can achieve by uplifting and maintaining his or her immunity is emphasized across Ayurveda's classical scriptures.

Ministry of AYUSH recommends the following self-care guidelines for preventive health measures and boosting immunity with special reference to respiratory health. These are supported by Ayurvedic literature and scientific publications.

### Recommended Measures

#### I General Measures

1. Drink warm water throughout the day.
2. Daily practice of Yogasana, Pranayama and meditation for at least 30 minutes as advised by Ministry of AYUSH (#YOGAatHome #StayHome #StaySafe)
3. Spices like Haldi (Turmeric), Jeera (Cumin), Dhaniya (Coriander) and Lahsun (Garlic) are recommended in cooking.

#### II Ayurvedic Immunity Promoting Measures

1. Take Chyavanprash 10gm (1tsf) in the morning. Diabetics should take sugar free Chyavanprash.
2. Drink herbal tea / decoction (Kadha) made from Tulsi (Basil), Dalchini (Cinnamon), Kalimirch (Black pepper), Shunthi (Dry Ginger) and Munakka (Raisin)

- once or twice a day. Add jaggery (natural sugar) and / or fresh lemon juice to your taste, if needed.

3. Golden Milk- Half tea spoon Haldi (turmeric) powder in 150 ml hot milk - once or twice a day.

### III Simple Ayurvedic Procedures

1. Nasal application - Apply sesame oil / coconut oil or Ghee in both the nostrils (Pratimarsh Nasya) in morning and evening.

2. Oil pulling therapy- Take 1 table spoon sesame or coconut oil in mouth. Do not drink, Swish in the mouth for 2 to 3 minutes and spit it off followed by warm water rinse. This can be done once or twice a day.

### IV During dry cough / sore throat

1. Steam inhalation with fresh Pudina (Mint) leaves or Ajwain (Caraway seeds) can be practiced once in a day.

2. Lavang (Clove) powder mixed with natural sugar / honey can be taken 2-3 times a day in case of cough or throat irritation.

3. These measures generally treat normal dry cough and sore throat. However, it is best to consult doctors if these symptoms persist.

1 The above measures can be followed to the extent possible as per an individual's convenience.

2 These measures are recommended by following eminent Vaidyas from across the Country as they may possibly boost an individual's immunity against infections.

1. Padma Shri Vaidya P R Krishnakumar, Coimbatore

2. Padma Bhushan Vaidya Devendra Triguna, Delhi

3. Vaidya P M Varier, Kottakkal

4. Vaidya Jayant Devpujari, Nagpur

5. Vaidya Vinay Velankar, Thane

6. Vaidya B S Prasad, Belgaum
7. Padma Shri Vaidya Gurdeep Singh, Jamnagar
8. Acharya Balkrishna ji, Haridwar
9. Vaidya M S Baghel, Jaipur
10. Vaidya R B Dwivedi, Hardoi UP
11. Vaidya K N Dwivedi, Varanasi
12. Vaidya Rakesh Sharma, Chandigarh
13. Vaidya Abichal Chattopadhyay, Kolkata
14. Vaidya Tanuja Nesari, Delhi
15. Vaidya Sanjeev Sharma, Jaipur
16. Vaidya Anup Thakar, Jamnagar

Disclaimer: The above advisory does not claim to be treatment for COVID 19.

**By:- Mr Tajinder Kumar**

**Engineer - Electrical**

## Why, What, How....

Share with us creativity.

We invite your valuable Write-ups, Art work, Ideas, Poetry and Articles.

We would encourage your participation in Reach-Out.

You can Share your valuable FEEDBACK with us at:

[dineshkumar@herosteels.com](mailto:dineshkumar@herosteels.com) & [jaindeepak@herosteels.com](mailto:jaindeepak@herosteels.com)

