

AlfaaZ



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A Quarterly Newsletter (For Inhouse Circulation only)

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MD's Alfaaz

Dear Readers,

I take this opportunity to wish you all a very happy and more importantly, a safe diwali ! Diwali, a festival of lights (Deepawali) should be celebrated in a traditional way with Diyas. This way we are extending a helping hand to Indian diya makers.

The Prime minister's open invite to the world to come and "Make In India" shall hopefully bring in many investors in various fields ranging from Automotive to Electronics. His promise of effective and easy governance to help achieve high growth and creation of jobs will surely bring in a pool of manufacturing giants to India.

We have a Prime Minister who is actually speaking our language. As we are very conscious about the Quality of our Products as well as our Environmental obligations, the PM has also given us a new slogan "to manufacture with ZERO DEFECT and ZERO EFFECT". Every manufacturer in India needs to understand this and make products that are high in Quality and are defect free. This would raise the respect for Indian made goods throughout the world. Also at the same time he has to ensure that the Processes and the Raw Materials that he uses to produce should have no negative impact on the Environment. Even when the products have reached their End Of Life (EOL) they should not contribute to degrading the environment but should have a clearly defined disposal method. As a starting point the manufacturers can start adopting ROHS (Restriction Of Hazardous Substances) by which they eliminate the use of hazardous metals like Lead, Cadmium, Mercury, Hexa-chrome, Polybrominated biphenyls(PBB) & Polybrominated diphenyl ethers(PBDE) in their products.

H.S. Sethi
Managing Director

Vikaas New Products

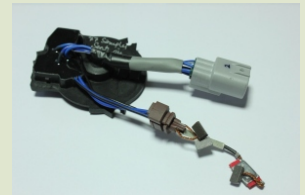
Gilard has added a range of new products to its arsenal in the last quarter. Take a quick look at some of the new products.



GE's Item Code : 1169
Bobbin Assembly



GE's Item Code : 778
5 Pin 4 Position Rotary Switch



GE's Item Code : 2185-13
Plate Assembly Cover (New Innova)



An Essential Thought for a Clean India -
If 'you' becomes 'I', our country will be a better place to live in and we can have a better life!

There is something that I can do - "I can clean my own work area and also take care of my surroundings", without waiting for others to start the good work.

Yogdaan EHSAS Initiatives for CSR

"World Clean up" Day Celebration

Care for the Environment is one of Gilard's core corporate values. Our Environment policy commits us to maintain a clean environment for the employees & the community. We make good environment practices indispensable in routine activities. We accord high priority to 5S within the company and also believe in training our employees in a manner that this becomes a way of life for them. As a part of this commitment, we celebrate "World Earth Day - 22nd April" & "World Clean Up Day - 24th Sept" in a special way. We gear up to clean the areas close to our vicinity.

On 24th Sept, 80 Gilardians joined this activity. Managers, Operators and Sweepers collected heaps of trash from the roads and disposed it in M.C's Garbage bin. They moved about as rag pickers in teams of two and made the activity more meaningful by sharing the concern with those who stood around as onlookers. The top four teams who collected the maximum trash were given tokens of appreciation :- i) Ms. Veena Rani E-0501 & Ms. Amarjeet Kaur E-0935; ii) Ms. Rajwant Kaur E-1534 & Ms. Rajinder Kaur E-0843; iii) Ms. Rajo Devi A-0172 & Ms. Rekha Devi A-0190; & iv) Mr. Pappu A-0198 & Mr. Surender.

The Prime Minister launched the **Swachh Bharat Campaign** on 2nd October announcing this as a joint responsibility of the government and 125 crore Indians. We totally agree with this statement and forward an appeal to our readers to actively participate in this national campaign. India is in desperate need to raise awareness and civic responsibility. We hope the nationalistic fervor spreads and we all together open the window of joyful and grateful living by having a cleaner and healthier India. Gilard's Team EHSAS has taken up its Campaign – **Swachh Bharat Sahyog**.

CIP Competition on EHS :- Kim Collins has said, "Strive for continuous improvement instead of perfection". At Gilard, we encourage our fellow Gilardians to suggest ideas for improvements. While Continuous Improvement Plans (CIPs) and Kaizens are welcomed in quality and cost reductions, suggestions to support the Environment as well as Health & Safety (EHS) at work are also encouraged. It is ensured that all good suggestions are implemented.

We share with you the winning entries : 1st Prize:- Elimination of Heat Shrinkage process from an assembly line. Benefit:- Energy consumption reduced 3084 units p.a. Suggestion - Mr. Gurjinder Singh, PLM/Implementation Mr. Amit Sharma & Mr. Rajan Uppal, PLM. **2nd Prize:-** A suggestion which helped in reducing consumption of diesel. Benefit:- Natural resource saving. Suggestion - Mr. Amit Kumar, Maintenance/Implementation - Mr. Kamaljeet Singh, Maintenance. **2nd Prize:-** Replacement of plastic tea cups with paper cups. Benefit - 24000 plastic cups discarded p.a. in the environment will be avoided. Suggestion- Ms. Rajwant Kaur, PLM/Implementation Mr. Rocky Monga, Purchase. **3rd Prize :-** Large packs of housekeeping materials to replace small packaging sizes. Benefit:- Elimination of 1300 plastic containers discarded p.a. Suggestion Ms. Palwinder Kaur, HRD/Implementation Mr. Naresh Guleria, Purchase. **3rd Prize:-** Batch printing of components' body before assembly to eliminate cleaning. Benefit:- Operators relieved from discomfort of acetone & reduction in used cloth discarded. Suggestion Ms. Harvinder Kaur, Assembly/Implementation- Ms. Rupinder Kaur, Assembly. **Consolation Prize :-** Refilling of permanent markers. Consumption p.a. 720 markers. Benefit:- No disposal in environment. Suggestion Ms. Rajinder Kaur, Wiper Assembly Line. **Consolation Prize:-** Replacement of taps with spring loaded taps- Canteen, Washing Areas & Toilets. Benefit:- Wastage of water controlled. Suggestion Ms. Manjit Kaur, P.M.O.

.Department awarded for Highest Participation :- Product Life Management (PLM).

Mr. Sanvir Singh



Mr. Rajinder Singh



Mr. Rajat Verma



Mr. Ratnesh Kumar



Blood & Platelets Donors

Gilard appreciates the kind gesture of these donors who donated blood on request received by Gilard from Rotary Blood Bank in July. Mr. Ratnesh Kumar donated blood platelets for a cancer patient.

F I K A R F A R A K F A K H A R

"If we are passionate about our work, we can make a difference and then take pride in the results."

Dil Se... The Creative Zone

ਮੁੱਕਦੇ ਰੁੱਖ

ਜਯਾਤ

Safety Tips for a Happy Diwali

ਚਿਤੀ ਵਿਚਾਰੀ ਫਿਰੇ ਚੀਕਦੀ, ਕਿਹਨੂੰ ਸੁਣਾਵੇ ਦੁੱਖ ?
ਹੁਣ ਆਲ੍ਹਣਾ ਪਾਉਣ ਨੂੰ ਰਹੇ ਨਾ ਬਾਲੇ, ਨਾ ਰਹੇ ਉਹ ਰੁੱਖ!!

ਅੱਜ ਜਮੀਨਾਂ ਦੀ ਥਾਂ ਉੱਚੇ-ਉੱਚੇ ਬਣੇ ਫਲੈਟ ਪਏ
ਜਿੱਥੇ ਹੁੰਦੀ ਸੀ ਕਦੇ ਖੇਤੀ, ਉੱਥੇ ਨਾ ਉਹ ਖੇਤ ਰਹੇ
ਪਾਣੀ ਸੀ ਜਿੱਥੇ ਮਾਰਦਾ ਛੱਲਾਂ, ਜਗ੍ਹਾ ਗਈ ਉਹ ਸੁੱਕ
ਹੁਣ ਆਲ੍ਹਣਾ ਪਾਉਣ ਨੂੰ ਰਹੇ ਨਾ ਬਾਲੇ, ਨਾ ਰਹੇ ਉਹ ਰੁੱਖ।

ਨਿੱਕੇ ਹੁੰਦੇ ਰਹੇ ਵੇਖਦੇ, “ਬਾਲਿਆਂ” ਚੋਂ ਡਿੱਗ ਪੈਣਾ
ਕਦੋਂ ਚੁੱਕੂਰੀ ਚਿਤੀ ਬੋਟ ਨੂੰ, ਵੇਖਦਿਆਂ ਅਸੀਂ ਰਹਿਣਾ
ਆ ਕੇ ਚਿਤੀ ਵਿਚਾਰੀ ਨੇ, ਲੈ ਜਾਣਾ ਬੋਟ ਨੂੰ ਚੁੱਕ
ਹੁਣ ਆਲ੍ਹਣਾ ਪਾਉਣ ਨੂੰ ਰਹੇ ਨਾ ਬਾਲੇ, ਨਾ ਰਹੇ ਉਹ ਰੁੱਖ।

ਸਾਰੇ ਪੰਛੀ ਕਰਨ ਸਲਾਹਾਂ, ਕਹਿੰਦੇ ਹੁਣ ਕੀ ਕਰੀਏ ?
“ਇਨਸਾਨਾਂ” ਕੋਈ ਰੁੱਖ ਨਾ ਛੱਡਿਆ, ਕਿੱਥੇ ਜਾ ਕੇ ਮਰੀਏ ?
ਬਿਨ ਹਰਿਆਲੀ ਹੁੰਦੀ ਜਾਂਦੀ, ਸੁੰਨੀ ਮਾਂ ਦੀ ਕੁੱਖ
ਹੁਣ ਆਲ੍ਹਣਾ ਪਾਉਣ ਨੂੰ ਰਹੇ ਨਾ ਬਾਲੇ, ਨਾ ਰਹੇ ਉਹ ਰੁੱਖ।

ਬੈਦਵਾਣਾਂ, ਜੇ ਹੁਣ ਨਾ ਸੰਭਲੇ, ਫੇਰ ਸੰਭਲ ਨਹੀਂ ਹੋਣਾ
“ਜੰਗਲਾਂ” ਬਿਨ “ਇਨਸਾਨਾਂ” ਵੀ ਤਾਂ, ਸਾਰੀ ਉਮਰ ਈ ਰੋਣਾ
ਬਿਨ ਰੁੱਖਾਂ ਤੋਂ ਪੈ ਜਾਣੀ ਏ, ਸਾਰੇ ਜਗਤ ਵਿੱਚ ਭੁੱਖ
ਹੁਣ ਆਲ੍ਹਣਾ ਪਾਉਣ ਨੂੰ ਰਹੇ ਨਾ ਬਾਲੇ, ਨਾ ਰਹੇ ਉਹ ਰੁੱਖ।

Amandeep Kaur Baidwaan, E-1032

Tyohar (Festivals)

Tyoharo ka hai mausam ye, hum khushi
manayenge; Jhoom rahi hai yeh hawa, hum
bhi gayenge.

Dussehra yeh dikhlati hai, ki satya jeet gaya,
yeh bhi sach nahi, ki yeh kalyug beet gaya,

Eid ke paavan awsar par, sabko gale
lagayenge; Tyaharo ka hai mausam ye, hum
khushi manayenge

Khush hota hai mann bada, chaaron taraf
roshni dekh kar, Diwali sampooran karte hai
fir, maatha tek kar,

Patakho ka nahi shor karenge, aur Deepak
Jagayenge, Tyoharo ka hai mausam ye, hum
khushi manayenge

Agar vair bhav khatam ho jaye sab me, to
kitna jivan acha ho, Na koi kisse se ladega,
agar sab ka dil sach ho,

Vaada karte hai Gilard mein har din miljul
kar manayenge, Tyoharo ka hai mausam ye,
hum khushi manayenge

Mr. Atinder Pal Singh, E-1700

ਜਿਸਸ ਕੋ ਤੋ ਰੋਜ਼ ਸਭਾਰੇ ਹੈ ਹਮ,
ਰੂਹ ਕੋ ਭੀ ਸਭਾਰਨਾ ਚਾਹਿਓ।
ਫੂਲੋਂ ਕੋ ਸ਼ਾਖ਼ ਸੇ ਨਾ ਤੋੜਿਓ,
ਖੁਸ਼ਬੂਓਂ ਸੇ ਪਿਆਰ ਕਰਨਾ ਚਾਹਿਓ।

ਯੂੰ ਤੋ ਸਚੀ ਭਾਵੋਂ ਦੀਵਾਰੋਂ ਪਰ ਭੀ ਲਿਖੀ ਹੋਤੀ ਹੈ,
ਲੇਕਿਨ ਦੀਵਾਰੋਂ ਪਰ ਲਿਖੀ ਭਾਵੋਂ ਕੋ
ਦਿਲ ਮੇਂ ਭੀ ਤਾਰਨਾ ਚਾਹਿਓ।
ਸੁਨਾ ਹੈ ਚਹਰੇ ਤੋ ਆਇਨੇ ਕੀ ਟਰਹ ਹੋਤੇ ਹੈ,
ਦੇਖਕਰ ਚੇਹਰੇ ਦਿਲ ਕੀ ਖਾਮੋਸ਼ੀ ਕੋ ਭੀ ਪਫਨਾ ਚਾਹਿਓ।

ਸੁੰਝ ਸੇ ਨਿਕਲੀ ਭਾਵ ਕੋ ਸੁਨਤਾ ਹੈ ਹਰ ਕੋਈ,
ਝਾਕ ਕਰ ਆਂਖੋਂ ਮੇਂ ਦਿਲ ਕੇ ਦਰਦ ਕੋ ਭੀ ਸਮਝਨਾ ਚਾਹਿਓ।

Ms. Rekha Devi, A-0190

Famous Quotes

1. Hard work never brings fatigue. It brings
satisfaction. - Narendra Modi

2. If I had six hours to chop down a tree, I'd
spend the first four hours sharpening the axe.
- Abraham Lincoln

3. Enjoy what you do & you will never have to
work a single day of your life. - Bill Gates

4. Any intelligent fool can make things bigger
& more complex. It takes a touch of genius & a
lot of courage to move in the opposite
direction. - Albert Einstein

5. If you can not explain it simply, you don't
understand it well enough. - Albert Einstein

6. All birds find shelter during a rain. But Eagle
avoids rain by flying above the clouds.
Problems are common, but attitude makes the
difference. - Dr. A.P.J Abdul Kalam

7. I haven't failed. I have just found 10,000 ways
that won't work. - Thomas Edison

8. To improve is to change, to be perfect is to
change often. - Winston Churchill

Compiled By:
Ms. Hardip Kaur, E-1285

Diwali, a festival of lights, fireworks, sweets and
gifts with a message to forgive & love is around the
corner. While wishing all our associates a happy
and safe Diwali, we recommend an eco-friendly
Diwali. It is advisable to have community
celebrations with neighbours, relatives or friends to
reduce fireworks. They need to be discouraged also
because they are manufactured by the unorganized
sector where child labour is used and exposure to
toxic substances leads to chronic ailments and
subsequent deaths of many child labourers. We
understand when it comes to Diwali our young
children are most enthusiastic about the fireworks.
If we share the correct knowledge and
consequences with them, many of them will choose
to have a Diwali without crackers. Parents can offer
to buy them gifts with the same amount of money.
At least we start sowing the seeds in the minds of
our children and if not this year, over the coming
years their thought process will surely move
towards an eco-friendly Diwali.

Some do's/don'ts to help you ensure a happy celebration :-

- 1) Keep candles and other naked flames out of
reach of children & pets, and away from clothes,
hair, curtains and flammable fabrics and furniture.
- 2) Look for an open space and ensure that crackers
are burnt away from crowded area.
- 3) Keep small children away from the area of
fireworks otherwise make sure you are there to
supervise them.
- 4) Never ignite fireworks like rockets if there is any
overhead obstruction, especially if there are
electrical wires above or if they face open windows
or doors.
- 5) Stop fireworks as per the stipulated time
mentioned by the local authorities.
- 6) Keep a first aid box and a blanket handy for
medical emergencies and a bucket of water/ sand/
fire extinguisher for fire emergencies that might
come up.
- 7) Take care of your dogs on the evening of Diwali.
They get terrified with the sound of fireworks due
to their highly developed sense of hearing. Dogs
when afraid of sound of fireworks are usually
comfortable under the bed or in other places they
feel they will be secure. Give them access to that
place in your house.

Ms. Sonu Kakkar, E-1273

News From Around Gilard



Gilard's New Creche

Gilard's new Creche building is ready with a small playground for the kids. Situated within the premises but away from production shops for safety of tiny tots. The room is well lit and airy with French windows and comfortable furniture. The well equipped pantry has all necessary gadgets and other requirements. The management provides biscuits and milk twice a day. Indoor games for the kids and teddy bears for the toddlers adorn the crèche. An effort has been made to add colour to the place. The little angels are under the care and supervision of a trained care taker and their mothers are permitted to visit them 2-3 times during the day. Cameras installed are under direct supervision of the H.R.D. to ensure a doting care by the In-charge. The new crèche was inaugurated on 1st October, 2014.

Prashikshan

Trainings Conducted in 3rd Quarter

- 1) Initiating CIPs on EHS on 2nd July, 14 for a Cross Functional Team. Trainer : Ms. Guneet Sethi
- 2) "Information available in ERP" on 18th July, 14 for PLM. Trainer : Ms. Ishleen Sethi
- 3) Training on "Legal Requirements" on 25th July, 14 for a Cross Functional Team. Trainer : Ms. Guneet Sethi
- 4) "Workshop on D8" on 30th July, 14 for a Cross Functional Team. Trainer : Ms. Hardip Kaur
- 5) "Aspect and Impact Study of Activities with case study of Plating" on 22nd August, 14 for all Engineers, Team Plating, H.R., Tool Room, Central Stores. Trainer : Ms. Guneet Sethi
- 6) "Effective Meetings and Business Communication" on 27th August, 14 for Team Sales, NPD and Finance. Trainer : Mr. Manjiv Singh
- 7) Awareness on the "function of a Limit Switch" for the Sales team on 8th September, 1. Trainer : Mr. Gurjinder Singh
- 8) "Mean Time Between Failures (MTBF)" on 17th September, 14 for the In-charges of Production Shops. Trainer : Mr. Kamaljeet Singh

Road Signs



No Parking



No Stopping
or Standing



Overtaking
Prohibited



U-Turn
Prohibited

Gilard's Concern Over Road Safety

Dear Readers,

Let me start off by saying that I love India. We Indians have always had plenty of reasons to rejoice about our Nation which now the rest of the world is waking up to as well. The success of ISRO's Mangalyan is a salute to the Indian technology, manufacturing capability and the entrepreneurial spirit which our young nation has in abundance. I don't want to dampen the jubilant mood that we are in but there is one important issue which we at Gilard feel deserves some attention. When it comes to safety, we do lack the sensitivity that it deserves. India has the highest number of fatal road accidents in the world and that is not a statistic to be proud of.

Fatal Road accidents are common news. One casual glance at the article in the newspaper and we move on to read our horoscopes. That's how immune we have become to this issue. I wonder if the incidents would reduce if our horoscope read a little something like this, "Drive carefully, you are at risk".

Experiencing rash driving of others in everyday life I often ponder as to why do people not understand!!! As I understand, one of the root causes of high rate of road accidents on the Indian roads is lack of knowledge of traffic rules. Reason being most of us manage to get our driving licenses sitting at home without clearing the driving test!!! Now this is incredibly strange and I do not feel proud when I think "It happens only in India". What is most unfortunate is that most of us refuse to learn from our mistakes because we fail to realize that we play a vital role in maintaining or breaking road discipline no matter whether we are from the bracket of humble pedestrians or cyclists; or whether we hail from the segment of pepped up motor bike riders in full swing or the more secure four wheel drivers. While on the move, we must identify our roles and responsibilities as citizens of our country and implement them.

Taking the onus of spreading awareness on Traffic Rules amongst our readers, we are introducing a new column, "Road Safety Tips", sincerely hoping our readers are good learners believing in, "it is never too late to learn and to implement for improvements"... **Editor-in-Chief**

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