

ISSUE 05 - JULY - SEPT'15

SARJAN *Setu*

SAVE WATER
DRINK RAIN



CMD's MESSAGE

- At the outset, I take this opportunity to welcome on board Mr. SudhirKulkarni , newly appointed CEO and all the new Joiners at Sarjan. Hearty Welcome to all of you. We have always taken pride in developing associations and processes, with appropriate customisation to the needs and challenges of a diverse client spectrum and it is this fulfilment, which energises our future thoughts and commitment towards a defined and inclusive growth philosophy.
- Strategy, processes and technology coupled with dedicated workforce have and will be the critical element of future ahead. The encouragement and support of all my team members and client community, would always play a vital role towards scaling greater heights. I expect Integrity, Objectivity, Independent Thinking, and disciplined commitment from each employees. I am sure all of the employees may portrait same co-operation & hard work and take Sarjan to a new Horizon.



MANAGEMENT THOUGHT

Just as the fingers of our hand are unequal, and no two fingers are similar, the individuals in the organizations are different from one another. Just as each finger necessarily needs to be different from the others, so that the hand works efficiently, it is important that every individual is a separate identity, and brings in that difference, to make the organization more effective. Do not try to conform – if all five fingers of our hand were similar, we would not be able to do anything with our hand! If you try to imitate someone else in the organization, we will end up with two persons duplicating each other. How effective would that be? So cherish the difference; preserve your individuality. Ask questions. And do bring in your suggestions. Remember one thing though – while we are all individual drivers on the road, the traffic rules are in force to ensure that the traffic moves smoothly, and without mishap. Similarly, we do conform and expect employees to conform to certain minimum rules so that we drive the organization in the desired organization. So long as we ensure this, Long Live the Difference!

WARM WELCOME TO NEW JOINEE



SR. NO.	EMPLOYEE'S NAME	DEPARTMENT	DATE OF JOINING
1	VAISHALI TASHI	SR. SALES COORDINATOR	07.04.2015
2	KARUNA JYOTHI	SR. MANAGER TECHNICAL	09.04.2015
3	IRSHAD MANSURI	EXECUTIVE IT	01.05.2015
4	TUSHAR PARMAR	EXECUTIVE ACCOUNTS	20.05.2015
5	BHARATKUMAR MAKWANA	SR. BDE	01.06.2015
6	AKSHAY PATEL	QA-QC- JR. ENGINEER	10.06.2015
7	JAYDEEP PATEL	QA-QC- JR. ENGINEER	10.06.2015
8	SIDDHATA POWAR	QA-QC ENGINEER	25.06.2015

WELFARE ACTIVITY

MEDICAL CHECK-UP

- As a part of various welfare activity We have arranged the medical checkup camp on the 6th of June, 2015 with supports of all employee.
- Where we have done all the health check up which is necessary to factory.
- We have invited to " Shree Sai Occupational Health Care (Consultant for Industrial Health Care) for medical check-up.





WALL OF FAME

- Below member is in wall of fame, names is as below,
1) P. Unnikrishnan
- Now we are more and more focused on our culture and values and everyone following the same so that all the team members are decided to fill the wall.
- New revised Scheme :

- 1 Base for selection will be CULTURE and PERFORMANCE!
- 2 Period of evaluation will be every month.
- 3 WALL OF FAME is the wall at reception area.
- 4 HOD to nominate person from their department as per the attached format.
- 5 HOD to justify their recommendation.
- 6 Nomination form to reach HR on the 2nd of every month for the previous month. Later than 2nd, the form will directly be disqualified. If 2nd is Sunday then it has to reach by 1st evening.
- 7 Only hard copy will be accepted.
- 8 Selection of HOD for the same will be done by MANAGEMENT.
- 9 Wall of Fame shall carry the photo of winner ALONGWITH CERTIFICATE OF APPRECIATION and a SHOPPING VOUCHER for Rs.1500.
- 10 Winner's photo will be published in quarterly newsletter of company.
- 11 Maximum times nominated employee will be one of the nominees for the BEST EMPLOYEE award in Umang 2016, as a direct entry.
- 12 In cases he/she loses the best employee award, he/she will still deserve a special incentive of 5% additional revision in salary over and above the regular increment for the year 2016-2017.

EMPLOYEE Birthday CELEBRATIONS

We had a Birthday Celebration of our employee whose Birth Date was in last quarter and we all enjoyed by wishing them along with cake cutting & light snakes. With the presence of all employees and MD, we had a memorable moment as well.

No.	Employee Name	Dpt.	DOB
1.	Hasmukh Prajapati	PPC	07/05
2.	Ashok Vankar	Stores	17/05
3.	Mukesh Chauhan	Production	20/06
4.	Karuna Jyothi	QC-Production	13/06

**THE NEXT QUARTER BIRTHDAY CELEBRATIONS
WILL BE CONDUCTED ON THE LAST SATURDAY OF
SEPTEMBER, 2015 I.E. 26.09.2015.**



BIRTHDAY WISHES TO EMPLOYEES HAVING BIRTHDAY IN NEXT QUARTER

No.	Employee Name	Dpt.	DOB
1.	Vaishali Tashi	Corp. Sales	14-07
2.	Irshad Mansuri	IT	02-08
3.	Prakash Kumar Bal	QA-QC	02-08
3.	Tushar Parmar	Accounts	16-08
5.	Bharat Makwana	Sales	25-08

SIP AND CAMPUS PROGRAM:

- 1) First we have approach to all the collages and send them proposal for invitation for SIP and campus interviews.
- 2) We have visited total no. of 05 collages and taken around 150 interviews for management and engineering stream.
- 3) From that we have select total no. of 05 students, 02 in finance and accounts + 02 in Sales and Marketing, 01 in HR.
- 4) Accounts and Finance student has done their project on "Comparative Statement Analysis And Auditing".
- 5) Human Resource Management student has done the project report on "Employee Job satisfaction".
- 6) Sales and Marketing - one Student has done the project report on "Customer Satisfaction Of Reverse Osmosis (R.O.) in Ahmedabad" and second has done on "Buying Behaviour Of Industry In Ahmedabad On R.O. Plant".
- 7) All students have completed their report under their mentors (Head of Department).
- 8) All students have provided the induction training and shadow orientation training.



EMPLOYEE ENGAGEMENT ACTIVITY

We have done our employee engagement activity in month of June with game playing of "Musical Chair".

We have given prizes to the final three winners.

In this activity all employee have participated and enjoyed a lot.

DIRECTOR'S B'DAY CELEBRATION

We have celebrated Birthday of our one of Director Mr. Himanshu Patel on 20th April, 2015
With the cake cutting we have celebrated the birthday.



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