



# PIONEERS

in Petroleum Refining

Jan-June, 2020

Volume II, No. 1

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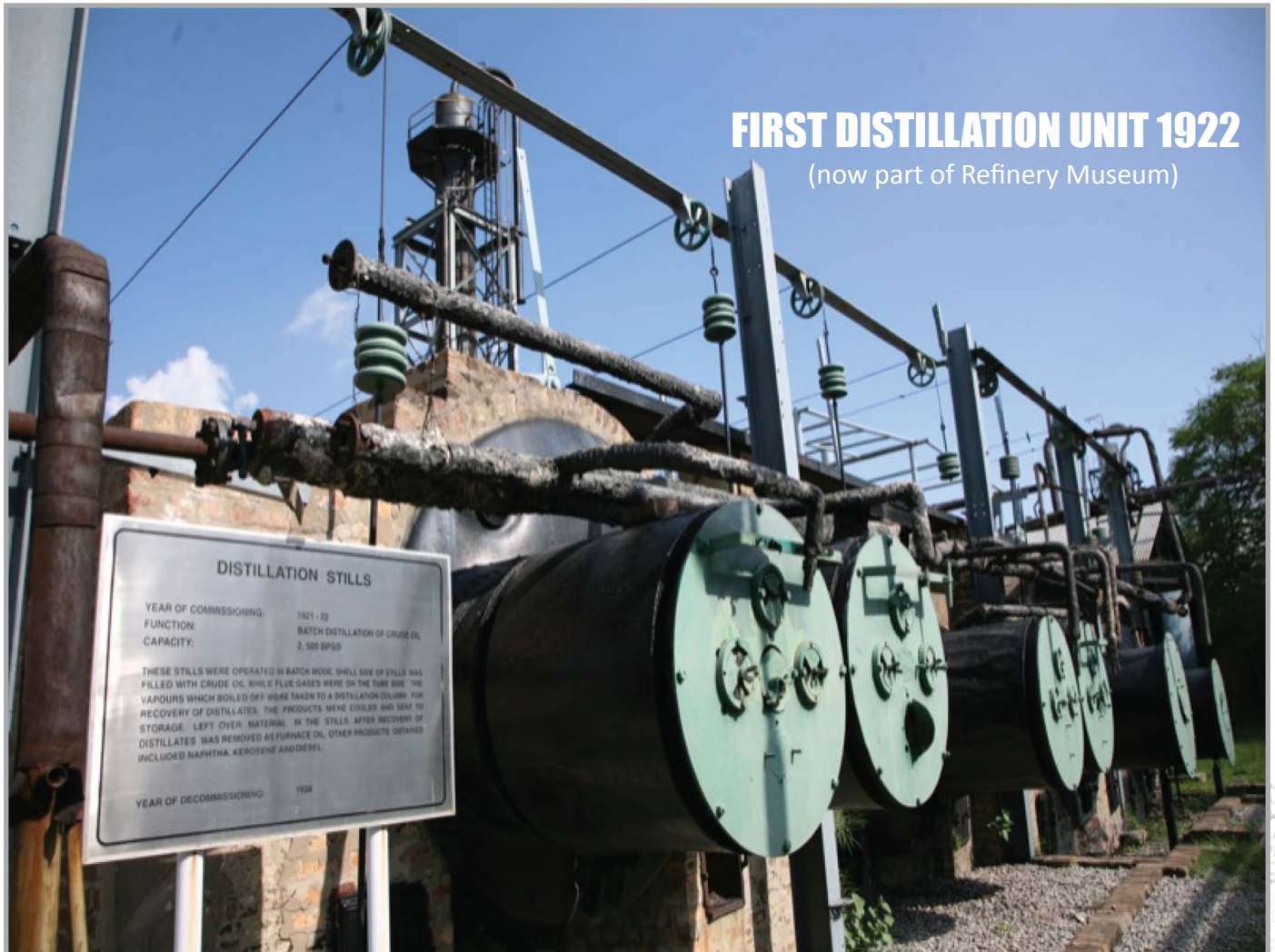
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# A PAGE FROM HISTORY

## FIRST DISTILLATION UNIT 1922 (now part of Refinery Museum)



## PATRON IN CHIEF



*M. Adil Khattak  
CEO (ARL)*

## PATRON



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(Human Resources)*

## EDITOR'S NOTE

### Dear Readers!

Let me first of all acknowledge our heroes at ARL and the country for rendering services against all odds during the challenge of COVID-19 pandemic. In this realm, a separate section has been dedicated to highlight the efforts of ARL since outbreak of this Pandemic.

We have received encouraging response on the last issue of PIONEERS. Efforts have been made to publish a wholesome newsletter covering all aspects of life at ARL over the past six months.

The growing contributions from our colleagues are commendable. All employees are invited to enrich PIONEERS with their ideas and research work.

You are welcome to share valuable feedback at [newsletter@arl.com.pk](mailto:newsletter@arl.com.pk)

**Stay safe, take care and happy viewing..!**



## GLOBAL PANDEMIC, LOCAL RESPONSE: AN APPRAISAL OF ARL'S EFFORTS AGAINST COVID-19



Saba Sarfaraz  
HR & A

COVID-19 outbreak in Wuhan, China in the end of 2019 become a global pandemic that is claiming thousands of lives and bringing with it a New Normal the world over. Pakistan is no exception where the number of affected patients has risen to over 255,000 with death toll of round 5,300 so far and affecting every walk of life.

At Attock Refinery Limited following precautionary measures have been taken to minimize the spread of COVID-19 amongst the employees and the surroundings communities: -

- Refinery operations including receipt of Crude and dispatch of products would continue as hitherto fore to meet the national demand of petroleum products.
- Company Hospital has been directed to remain pro-active and hold awareness/precautionary sessions as per directions of the government.
- Informative circulars / banners in English and Urdu have been issued highlighting the precautionary / remedial measures.
- Company employees returning from Umrah/ Ziarats have been directed to immediately report at the Company Hospital and follow up actions are being taken as per medical advice.
- Biometric attendance system (use of thumb/fingers) has been replaced with low proximity RFID Cards attendance system for all employees.
- At all the Refinery/ Company office entry points Thermal Scanners have been provided and all employees, bowser/ oil tanker drivers and contractor staff are scanned compulsorily in coordination with Company hospital.
- Official travelling has been restricted to the minimum.
- Where possible official meetings have been replaced with meetings on electronic media/Zoom and all concerned have been advised to use telephone and Emails to the optimum.
- Options like **Straggling of timings Office, Work from Home and Flexi Office Hours** have been adopted under the direction of respective HODs.
- Door locks/knobs are regularly sanitized and medically approved cleaning liquid is being sprayed twice a day in offices and other areas frequented by human beings.
- Hand towels and soaps in the washrooms have been replaced with paper towels, liquid soap and sanitizers.
- The employees have been advised to avoid hand-shakes, frequently wash hands and use hand sanitizers which have been placed in offices and toilets.
- All recreational activities including indoor games at the Company Clubs have been stopped.
- Employees have been instructed to educate their families regarding prevailing COVID-19 situation and take precautionary measures as per written instructions issued by the Company / Company hospital.
- ARL Junior Model School building has been earmarked as Quarantine area in case the epidemic reaches beyond reasonable limits.
- Thermal scanning and disinfection of all the four Mosques and Church administered by the Company. Imams of the Mosques are also being encouraged to educate the people to minimize prayers in congregations and to use Mosque public address system to convey preventive/ precautionary measures for which written scripts have been given to them.



- Company Fair Price Shop / PCC Shopping Mall have been advised to keep sufficient stocks of daily use essentials and adopt online shopping system.
- Screening of surrounding areas of Morgah, Kotha Kalan and Dhoke Nawaz is being undertaken in coordination with local administration/ union councils.
- Other public places like Social Security Hospital, Dental Clinic and Morgah Police Station are being subjected to environmental audit by our team comprising Doctors and administrative staff.
- All relevant areas in the refinery and office have been made into self-serving points for tea where raw material for tea, electric kettle and disposable cups have been placed to avoid shared utensil and serving by peons.
- Company sanitation staff has been directed to maintain highest standard of cleanliness in the campus including clearing of garbage bins once a day under the auspices of Health, Safety and Environment department.
- Disposal of waste from houses of employees declared COVID-19 positive is handled by a special team with PPE and the waste is burnt in the NCPC incinerator. The vehicle used and PPE are sanitized after every use.



**For the first time Management Committee Meeting was held outdoors on March 19, 2020 in the wake of COVID -19 Pandemic**



**ARL Sales team attending OCAC Product Review Meeting on Zoom**





## INITIATIVES TO FIGHT COVID-19 WITH PATIENT UPDATES & ADVICE



The novel coronavirus emerged in the central China city of Wuhan to the end of last year and proliferated to almost the whole world within a couple of months. It's not the virulence or fatality, but the infectivity of the new virus – also known as SARS-CoV-2 – that has set off a global frenzy.

A number of initiatives were launched by Attock Hospital Limited (AHL) to fight the challenge of Covid-19 infection. These were briefly mentioned as under:

- Effective liaison was established with District Health Authorities to have best outcomes and avoid legal complications.
- A public awareness campaign encompassing all information about the pandemic was launched through concerted efforts utilizing printed materials & lectures etc at the Group Companies & community levels.
- Teams were formed to perform different specialized tasks required to manage the pandemic in its entire spectre. Some of the important ones were Infection control team, clinical assessment & advisory team, Liaison management team to co-ordinate with health regulators & Covid-19 management designated healthcare facilities, quality control team, covid-19 positive burial team, Covid-19 Positive patients management team & Information & Co-ordination team.

The Attock Group remained coronavirus-free until May 12 when an 89 years old man was brought to AHL on April 27 with history of weakness of right side of the body and diagnosed as ischemic stroke. He was tested positive for Corona on May 12 and died at AHL on next day.

Another patient Mr. Safron Hameed was shifted to Benazir Bhutto Hospital (BBH) on May 14 with visible symptoms of Covid-19 later his test came back positive and he died of Corona on May 17.

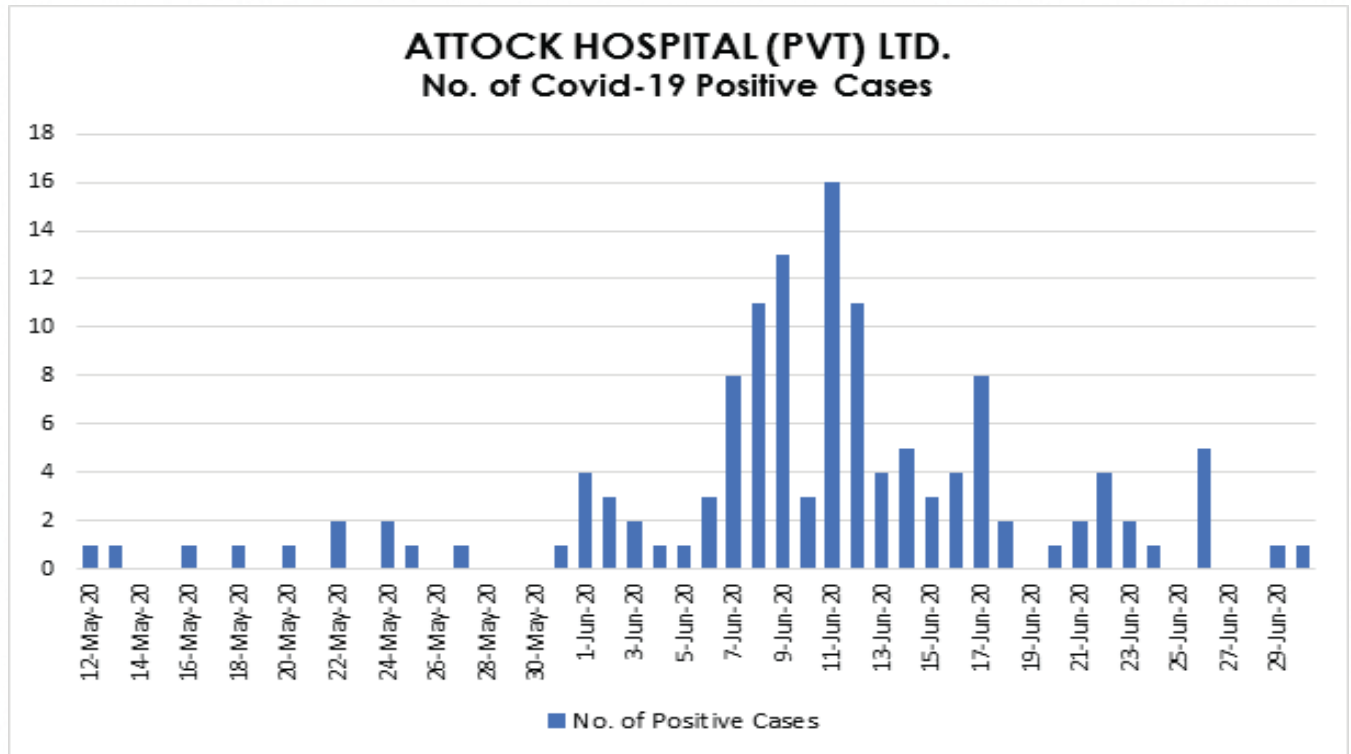
The bodies were shifted to graveyard by rescue team where selected members of their families offered their funeral prayers and they were buried according to all relevant SOPs. We pray for all those families who have been lost their loved ones by COVID-19.

A total 128 were tested positive for Covid-19 in Attock Group with 51 cases in ARL, 04 in AGL, 16 in AHL 32 in APL, 24 in POL and 01 private case while about 109 coronavirus patients have recovered so far.





It has been observed that the infection went up (as shown in graph) after Eid-UI-Fitr when employees moved to their villages/cities, it is still the same, Although number of cases has been reduced in Attock Group companies, however the threat prevails as the disease is with us and cases may significantly go even higher this time after forthcoming Eid-UI-Adha.



### Advice:

Due to expected increase in Corona patients during Eid-UI-Adha employees are advised to avoid any kind of travelling to their respective outstation/native village/city/hometowns during Eid-UI-Adha holidays.

It is recommended that all employees must maintain social distancing & adopt extra precautionary measures during these holidays so that better prevention from pandemic may be assured towards resurgence spread of Corona virus in Attock Group.

The Prophet ﷺ Said,

***If you hear of an outbreak of plague in a land, **do not enter** it; but if the plague breaks out in a place while you are in it, **do not leave** that place.***

(Sahih al-Bukhari 5728)



## SAFETY MANAGEMENT AT ARL DURING COVID-19



Covid-19 has affected every industry around the globe. Resultantly, normal working arrangements need to be managed through proper safety planning to prevent the spread of Covid-19.

In recognizing the changing working dynamics, ARL's HSE team has played an active role and has taken several initiatives which are highlighted below:

### 1. Training & Awareness

Awareness plays a pivotal role in preventing spread of any disease. To address this aspect, regular awareness sessions for different sections of the Refinery are being arranged. Employees are briefed about symptoms and precautions of Covid-19 they should consider during working in refinery and at home. Awareness of staff has also been done through posters and circulars displayed on prominent places and notice boards.

### 2. Covid-19 Audit

Punjab government industries department issued guidelines for different industrial units. Based on these guidelines, a checklist was prepared which by HSE to cover different areas like workplace hygiene, availability of hand sanitizers and masks, hand washing facilities, employee awareness through posters, social distancing, checking of body temperature.

Audit of different areas in coordination with area safety in charges was conducted to check requisite compliance. Shortcomings were highlighted and addressed without any delay.

### 3. Corona Surveillance Form:

For timely identification of persons, who had interacted with corona patient or are experiencing corona symptoms, corona surveillance form was circulated. Almost Eight hundred filled forms were screened and data was reported to AHL for further action.

### 4. Domestic Waste Management of COVID-19 Patients:

HSEQ department in coordination with other relevant departments developed a comprehensive procedure for safe collection and disposal of domestic waste to prevent spread of Covid-19. According to this procedure, medicated polythene bags were provided to corona positive or suspected patients. Necessary personal protective equipments were provided to person collecting waste which was then shifted through waste collection vehicle to incinerator for final disposal. Disinfection of person who collected the waste and vehicle was ensured.

### 5. Ensuring Personal Protection of Employees:

Research has shown that wearing mask can greatly reduce the transmission of Covid-19, while regular hand washing and use of hand sanitizer affectively removes virus. Considering the critical nature of masks and hand sanitizers, HSEQ department has played a key role in ensuring timely availability of masks and hand sanitizers in sufficient quantity to refinery employees. QCL section developed indigenous hand sanitizer based on guideline of world health organization.

### 6. HSE Surveillance:

HSE teams regularly visit refinery different areas to check HSE compliance. In addition to checking HSE requirements during execution of different jobs, all the protocols required to prevent the transmission of Covid-19 were checked which include compliance of masks, maintaining safe distance.



## PREPARATION OF HAND SANITIZER AT ARL'S LABORATORY



ARL seeks to conduct its activities in such a way as to promote the health of, and avoid harm to its employees, contractors, visitors and the community. Due to the ever-growing necessity of regular disinfection of hands to prevent the spread of novel Corona virus, only high percentage (Min. 60 %) alcohol-based disinfectants are effective protection.

ARL's Quality Control Laboratory (QCL) prepared an Alcohol-based Hand Sanitizer in March 2020 for employees and all associated staff working across ARL as per directives of Management. Later on due to the risk of many uncertified hand sanitizers, with questionable efficacy appeared in the market leads the management to continue preparation of hand sanitizer according to formulation-I of World Health Organization (WHO) Guidelines 2020 at ARL Laboratory.

Hand sanitizer is a chemical and it is important to know the risks of any chemical that one keep in his home or office. Make yourself aware of the best ways to prevent problems and how to respond in an emergency situation. Now that we are fighting COVID-19, alcohol-based hand sanitizers are some of the measures one can use to protect himself.

QCL ensures the availability of hand sanitizer in all departments and offices for the safety of employees, contractors and visitors. QCL has also developed SOP's for issuance of hand sanitizer and to ensure its accessibility to the end user for their safety.

To ascertain that every employee has ease and access for availability two points for distribution has been selected, Quality Control Laboratory (for inside refinery) and Admin section (for outside refinery). Till date more than 100 liters of alcohol based sanitizer has been distributed among staff. A dedicated team at QCL is responsible for preparing and maintaining at least 10 liters of sanitizer in back up all the time.



وَمَنْ أَحْيَاهَا فَكَأَنَّمَا أَحْيَا النَّاسَ جَمِيعًا

**Whoever saves the Life of one  
person, is as if he had SAVED THE  
LIFE OF ALL MANKIND.**

(Al-Quran: 5-surat Al-Maidah - Ayat 32)



## MAN OF THE QUARTER (MOQ) AWARDS

4<sup>th</sup> MoQ (2019) awards ceremony was held at ARL Diner on February 04, 2020. The awards were distributed in the following categories:

<u>Types of Awards</u>	<u>No. of Recipients</u>
Performance	18
Safety	04
Housekeeping	04

In 4<sup>th</sup> Quarter-2019, Quarterly Safe Man-Hours trophy was won by Materials Management Section.

## PERFORMANCE AWARDS



MUHAMMAD AFZAAL RAJA  
OPERATIONS



TAHIR FAHEEM  
OPERATIONS



MAHMOOD KHAN  
OPERATIONS



BHOLA KHAN  
OPERATIONS



MUHAMMAD AKRAM  
MAINTENANCE



SAKHAWAT ALI  
MAINTENANCE



ABDUL RASHEED  
MAINTENANCE



MUHAMMAD ZAHoor  
MAINTENANCE



MOHAMMAD ARIF  
HR & ADMIN



MUHAMMAD ALI  
HR & ADMIN



AHMED NAWAZ  
HSEQ



KHAZAN GUL  
HSEQ



SHAHID IQBAL  
C & MM



SHEIKH MUHAMMAD EJAZ  
F & CA



MUHAMMAD FAROOQ  
AHL



AAMIR JAVED  
OPERATIONS



GHULAM RABANI  
HR & ADMIN



ZAHID MEHMOOD  
HR & ADMIN

## SAFETY AWARDS



ASAD MAHMOOD  
HSEQ



MUHAMMAD NASEER  
OPERATIONS



EHSAN  
MAINTENANCE



ZEESHAN NAWAZ  
MAINTENANCE



## COMMENCEMENT OF CLASSES AT ATTOCK INSTITUTE OF HORTICULTURE (AIH)

AIH started its first batch of academic year from February 18, 2020 at AIH Campus, Morgah Rawalpindi. In the beginning, following two programmes have been offered.

1. Diploma in Horticulture with six months duration: The diploma program has been designed with a fine mix of 40 hours theory and 320 hours practical work in order to enable passing out students to earn their livelihood through acquisition of hands on knowledge and skills.

2. Kitchen Gardening Course with one month duration: The course has been offered as evening program to facilitate employees, their families and local community to learn basic skills of kitchen gardening.



## MORGAH CLUB FLOWER SHOW

71<sup>st</sup> Annual Flower Show was Organized by Morgah Club during 2<sup>nd</sup> week of April, 2020. Due to Pandemic of Covid-19, only judging of Bungalows and offices lawn was done.

1<sup>st</sup> position holders in different categories are as follows:

### Category

Extra Large Bungalows  
Large Bungalows  
Medium Bungalows  
Small Bungalows  
Large Office Lawn  
Small Office Lawn  
Parks  
Road Sides

### Winner

Mr. Shuaib Anwer Malik  
Mr. Habib Anwer  
Mr. Khaleeq Uz Zaman  
Mr. Tahir Aziz  
ARL – General Office  
APL Rest House  
Morgah Biodiversity park  
Refinery Chowk to Barrier No. 3



## ELLIOT CLUB FLOWER SHOW

15<sup>th</sup> Annual Flower Show was organized by Elliot Club during 3<sup>rd</sup> week of April 2020. Lawns and vegetable gardens of colony residences of Non Management and Junior Management Staff were assessed in the competition.

1<sup>st</sup> position holders in different categories are as follows:

### Category

JMS Residences Garden  
NMS Residences Garden

### Winner

Mr. Sarfaraz Ahmed  
Mr. Rafaqat Ali



## ANNUAL CEREMONY OF JUNIOR MODEL SCHOOL (JMS)

ARL's JMS Morgah Rawalpindi has been rendering quality education (upto Grade 5) to children of employees and local community since 1962. In keeping with the tradition, the academic year of JMS ended with commemoration of its annual prize distribution ceremony on March 06, 2020 at Elliott Club.

Members of governing body and a large number of parents attended the function. The ceremony was colored with vibrant performance of JMS students on stage which was thoroughly enjoyed by the audience.

The chief guest also distributed certificates and prizes amongst position holder students and commended the efforts of faculty for wholesome development of their students. At the end of ceremony, a group photograph of JMS staff with the members of governing body was taken.





## POSITION HOLDERS



1<sup>st</sup> Zara Waheed, Class: Prep



1<sup>st</sup> Hadia Qadeer, Class: 1-A



1<sup>st</sup> Anum Shahzad, Class: 1-B



1<sup>st</sup> Minahil Shafique, Class: 2-A



1<sup>st</sup> Hamza Qureshi, Class: 2-B



1<sup>st</sup> Fatima Batool, Class: 3-A



1<sup>st</sup> M.Ahmed, Class: 3-B



1<sup>st</sup> Aheera Tariq, Class: 4-A



1<sup>st</sup> Khadeeja Zaheer, Class: 5



2<sup>nd</sup> Raina Sajid, Class: Prep



2<sup>nd</sup> Zahra Batool, Class: 1-A



2<sup>nd</sup> Abiha Awais, Class: 1-B



2<sup>nd</sup> Haram Fatima, Class: 2-A



2<sup>nd</sup> M.Ruban, Class: 2-B



2<sup>nd</sup> Arman Khan, Class: 3-A



2<sup>nd</sup> Zil-e-Huma, Class: 3-B



2<sup>nd</sup> Taha Hafeez, Class: 4-A



2<sup>nd</sup> Navera Nadeem, Class: 4-B



2<sup>nd</sup> Muqadas noor, Class: 5



3<sup>rd</sup> Umair Shahzad, Class: Prep



3<sup>rd</sup> M. Abdullah, Class: 1-A



3<sup>rd</sup> M.Hassan, Class: 1-B



3<sup>rd</sup> M. Zaryab, Class: 2-A



3<sup>rd</sup> Warda Eman, Class: 3-A



3<sup>rd</sup> Ahsan Ali, Class: 3-B



3<sup>rd</sup> Sundas Waleed, Class: 4-A



3<sup>rd</sup> M.Hassan, Class: 4-B



3<sup>rd</sup> Areeba Iqbal, Class: 5



## NATIONAL INSTITUTE OF LABOUR ADMINISTRATION TRAINING (NILAT) VISIT

A delegation from NILAT Karachi, comprising 15 participants of 58<sup>th</sup> Post Graduate Diploma Course in Labour Administration and Industrial Welfare visited ARL on January 09, 2020.

The participants were given detailed presentation with special emphasis on Industrial Relations and Occupational Health and Safety practices at ARL. The participants also visited the Refinery to practically observe crude oil refinery operations.



## MODERN COLLEGE OF COMMERCE AND SCIENCES (MCCS) SPORTS GALA

As a part of its corporate social responsibility (CSR), ARL offers its sports grounds to those educational institutions of the community who don't have such facilities due to limited space. The management of MCCS, Rawalpindi requested ARL to sanction its Cricket Ground for their annual sports Gala on January 22, 2020.

A special segment of this ceremony was colorful performance of their students on folk stories of four provinces in traditional dresses which was a nice way to promote national solidarity. Later on, cricket competition was held within MCCS teams.





## AWARENESS SESSION ON CHILD PROTECTION

Attock Sahara Foundation (ASF) in collaboration with Sahil Foundation, Islamabad conducted an awareness session on 'Child Protection' at Elliott Club on February 20, 2020. The session was wholeheartedly participated by principals and teachers from twenty government and private schools of the vicinity, doctors from Attock Hospital Pvt. Limited (AHL), members of civil society organizations, CBA representatives from ARL, housewives from local community, representatives of National Cleaner Production Center (NCPC) and imams of local Masajid.

In this session, audience were educated through lectures, presentations and animated videos on the environment which leads to child abuse and precautionary measures were also highlighted to avoid such situations.



## ISLAMABAD HORTICULTURAL SOCIETY VISIT

The members of Islamabad Horticultural Society visited Morgah Biodiversity Park (MBP) and Attock Institute of Horticulture (AIH) on March 14, 2020. The members were briefed about Park's theme and its development along with a field visit of different areas of park including Fruit orchard, Biogas plant, Shrubs & Medicinal plants area, Aviary and Museum.

The delegates also visited AIH where they were briefed about different courses being taught at AIH in order to promote skilled workforce in Horticulture field. The visitors highly commended ARL's efforts for caring environment.





## TREE PLANTATION CAMPAIGN

In order to promote cleaner and green environment, ARL plants 10,000 to 12,000 saplings each year. During spring season of 2020, more than 4,000 tree saplings have been planted and the rest will be planted in upcoming monsoon season.



## DENGUE & CORONA DISINFECTANT SPRAY CAMPAIGN

ARL has been taking proactive measures for eradication of Dengue virus from the area since 2011. During outbreak of COVID-19 in the country, special fumigation teams have been established who regularly ensure Dengue and Corona disinfectant spray in offices, ARL colony and adjacent vicinity.



## PREEMPTIVE MEASURES DURING MONSOON

The meeting of ARL Flood Control Advisory Committee was held on May 18, 2020 to take preemptive measures against upcoming Monsoon season. It was decided to ensure cleanliness of Nullahs inside and outside refinery, drains of refinery premises and roofs of ARL offices. It was also advised to take necessary action to avoid water puddle during rains especially in laydown of refinery. Cleanliness of critical highlighted points/ areas have been done before beginning of peak monsoon season.

## ANTI- STRAY DOGS CAMPAIGNS

ARL's administration launched campaigns against stray dogs from June 8-13 and June 30 to July 04, 2020 in its colony area after receiving frequent complaints regarding rising number of stray dogs. For this purpose, the employees residing in colony were informed to keep their pet animals at home to save them from any possible harm. Due to these successive campaigns, 30 stray dogs and 2 pigs were killed in the colony area.



## FUTURE PROJECTS

### BOTTOM OF BARREL UPGRADATION

A configuration study has currently been carried out by M/s Honeywell UOP for finding out the most suitable configuration including upgradation of ARL's Naphtha Complex and the Bottom of Barrel (Residue).

M/s Honeywell UOP has analysed several options for the upgradation, and provided detailed economic and technical information for the finalized two configurations. Report has been submitted to ARL for its final review before its final issuance.

### CCR PLATFORMER UNIT

Basic Engineering Design Package for Naphtha Complex (including new and revamped units) is complete. Final submission and payment process is underway.



**REST IN PEACE....**

Following employee left us for his final abode

**Mr. Safron Hameed (Late)**

Nurse Head AHL

Joining date: Oct 03, 1997; died on  
May 17, 2020 due to COVID-19.

**GOODBYES.....**

EMPLOYEE NAME	DESIGNATION	DEPARTMENT	LEAVING DATE
Mr. Hussain Ahmed Khattak	Senior Officer	C&MM	January 6,2020
Mr. Muhammad Nasir Mehmood	Field Operator	Operations	January 8,2020
Mr. Ikram Ullah	Security Guard	HR & Admin	January 31,2020
Mr. Muhammad Kashif Ejaz	Field Operator	Operations	February 4, 2020
Mr. Ansar Mehmood	Security Guard	HR & Admin	February 6, 2020
Mr. Muhammad Ikram	Field Operator	Operations	February 11, 2020
Mr. Ishfaq Ahmad Lodhi	Field Operator	Operations	February 28, 2020
Mr. Sikandar M. Zulqurnain	Field Operator	Operations	March 2, 2020
Mr. Mukhtar Ahmad	Field Operator	Operations	March 2, 2020
Mr. Sabir Shah	Field Operator	Operations	March 2, 2020
Mr. Shahab Gul	Field Operator	Operations	March 3, 2020
Mr. Muhammad Hasham	Boardman	Operations	March 3, 2020
Mr. Danial Tariq	Field Operator	Operations	March 4, 2020
Mr. Ahmed Hassan	Boardman	Operations	March 6, 2020
Mr. Muhammad Sheryar	Field Operator	Operations	March 6, 2020
Mr. Tauqeer Hassan	Field Operator	Operations	March 6, 2020
Mr. Rana Muhammad Khurram	Field Operator	Operations	March 6, 2020
Mr. Adnan Mehrban	Field Operator	Operations	March 10, 2020
Raja Muhammad Rizwan	Security Guard	HR & Admin	March 12, 2020
Mr. Zeeshan Ali	Boardman	Operations	March 12, 2020



**GOODBYES.....**

EMPLOYEE NAME	DESIGNATION	DEPARTMENT	LEAVING DATE
Mr. Usman Khalid	Field Operator	Operations	March 13, 2020
Mr. Sajjad Hussain	Security Guard	HR & Admin	March 16, 2020
Mr. Ibad Ullah	Field Operator	Operations	March 17, 2020
Mr. Muhammad Tanveer	Field Operator	Operations	March 21, 2020
Mr. Mahad Nawaz	Executive	C&MM	March 31, 2020
Mr. Muhammad Naveed	Security Guard	HR & Admin	April 28, 2020
Mr. Zulqarnain Mehmood	Security Guard	HR & Admin	April 29, 2020
Mr. Muhammad Khurshid	Private Secretary	Engineering	May 7, 2020
Mr. Muhammad Ehtesham	Field Operator	Operations	May 11, 2020
Mr. Tariq Mehmood	Security Guard	HR & Admin	May 31, 2020

**WELCOMES.....**

EMPLOYEE NAME	DESIGNATION	DEPARTMENT	JOINING DATE
Mr. Nasir Mehmood	Security Guard	HR & Admin	March 13, 2020
Mr. Sajjad Hussain	Security Guard	HR & Admin	March 13, 2020
Mr. Muhammad Saleem	Security Guard	HR & Admin	March 13, 2020
Mr. Muhammad Imran Nazar	Security Guard	HR & Admin	March 13, 2020
Mr. Nadeem Shoukat	Security Guard	HR & Admin	March 13, 2020
Mr. Muhammad Zafran Qamar	Security Guard	HR & Admin	March 13, 2020
Mr. Baber Mehmood	Security Guard	HR & Admin	March 13, 2020
Mr. Muhammad Ikram	Security Guard	HR & Admin	March 13, 2020
Mr. Muhammad Imran	Security Guard	HR & Admin	March 20, 2020
Mr. Rizwan Tabassum	Security Guard	HR & Admin	March 20, 2020
Mr. Qadeer Nawaz	Security Guard	HR & Admin	March 20, 2020
Mr. Rafaqat Ali Shah	Plant Operator	Operations	April 3, 2020



## WORLD ENVIRONMENT DAY 2020- TIME FOR NATURE



### Overview

World Environment Day is the most renowned day for environmental action. Since 1974, it has been celebrated every year on 5<sup>th</sup> June; engaging governments, businesses, celebrities and citizens to focus their efforts on a pressing environmental issue. World Environment Day has developed into a global platform for raising awareness and taking action on urgent issues from marine pollution and global warming to sustainable consumption and wildlife crime. Millions of people have taken part over the years, helping drive change in our consumption habits as well as in national and international environmental policy.

### 2020 Theme- Biodiversity

Biodiversity describes the variety of life on Earth. It encompasses the 8 million species on the planet—from plants and animals to fungi and bacteria; the ecosystems that house them; and the genetic diversity among them. Biodiversity may be seen as an intricate web, in which each part is interdependent. When one component is changed—or removed—the entire system is affected, and this can produce positive—or negative—consequences.

### COVID-19 and Biodiversity

The emergence of COVID-19 has made it clear that, when we destroy biodiversity, we destroy the system that supports human life. By upsetting the delicate balance of nature—encroaching on wildlife, reducing the genetic diversity within animal populations, causing climate change and extreme weather events—we have created ideal conditions for the spread of viruses between animal and human populations. Nature is sending us a message.

Reversing biodiversity loss is the only way to restore and sustain a healthy planet. This will only be possible when we understand the web of life in which we live and appreciate that it functions as a whole system. It is time to reimagine our relationship with nature and put nature at the heart of our decision-making.

### ARL and Biodiversity

For the care of biodiversity of the region Morgah Biodiversity Park (MBP) Park was inaugurated by Dr. Kim Hak Su (Executive Secretary UNESCAP) on January 31, 2005. It spreads over 28 acres, a Pro-Poor Public-Private Partnership (5Ps) project of UNESCAP, the Government of Pakistan and Attock Refinery Limited. It comprises Aviary, Fish Pond, Butter fly Garden, Xerophytic Garden, Medicinal plants Garden having 272 out of 480 species of indigenous trees, shrubs and herbs of the Pothowar region and eight bird species along with “Mahaseer” an endangered fish.



The Xerophytic Garden at Morgah Biodiversity Park



A view of the Controlled Environment for Biodiversity

In order to further enhance biodiversity conservation and to promote educational and recreational value of Biodiversity Park, breeding of wildlife has been introduced. In this context, adequate facilities for housing and breeding of wildlife have been developed.



## VUCA WORLD .... CHALLENGES & COUNTER STRATEGIES



Sajid Hussain  
HR & A

*When the wind of change blows, some build walls, while others build windmills. (Chinese proverb)*

The term VUCA (volatile, uncertain, complex and ambiguous) first appeared in the media in 1987 by the United States Army War College. VUCA represents a set of challenges that individuals, teams, managers, and organizations in affected industries all have to face. Individually, these challenges can be significant, but they can be formidable when they're combined.

The acronym V.U.C.A is defined as:

**Volatile** – change is rapid and unpredictable in its nature and extent.

**Uncertain** – the present is unclear and the future is uncertain.

**Complex** – many different, interconnected factors come into play, with the potential to cause chaos and confusion.

**Ambiguous** – there is a lack of clarity or awareness about situations

### VUCA Environment and HR Challenges:

The VUCA environment becomes of great importance for Human Resources professionals and more specifically in the design of the employee's experience. The needs and challenges to be taken into account would be:

**Volatility:** identifying talents with the necessary skills to face the new changes and achieve the objectives.

**Uncertainty:** recognizing the need to implement a learning culture in the team when it comes to being prepared for new changes.

**Complexity:** reviewing the organizational structure of the company and taking the necessary actions.

**Ambiguity:** Creating a commitment in the team as the best way to reduce risks.

### How to Lead in a VUCA World

Bob Johansen applied the concept of VUCA in his book '**Leaders Make the Future**' published in 2009. In his book, he proposes a framework that you can use to respond to VUCA threats, called VUCA (Vision, Under-

standing, Clarity and Agility) Prime. VUCA Prime is a behavioural leadership model to counteract each of the four elements of VUCA with a specific positive response. It addresses the needs of leaders to operate in the environment by focusing on deep changes to mindset, increased change capacity and new structures, models and methodologies.

VUCA Prime is reversal of the VUCA elements to form a new acronym. He suggests the following counter strategies of VUCA Prime to combat VUCA threats:

#### Counter **V**olatility with **V**ision:

➤ Accept and embrace change as a constant, unpredictable feature of your working environment. Don't resist it.

➤ Create a strong, compelling statement of team objectives and values and develop a clear, shared vision of the future. Make sure that you set your team members flexible goals that you can amend when necessary. This allows them to navigate unsettled, unfamiliar situations, and react quickly to changes.

#### Meet **U**ncertainty with **U**nderstanding:

➤ Pause to listen and look around. This can help you understand and develop new ways of thinking and acting in response to VUCA's elements.

➤ Make investing in, analyzing and interpreting business and competitive intelligence a priority, so that you don't fall behind. Stay up to date with industry news and listen carefully to your customers to find out what they want.

➤ Review and evaluate your performance. Consider what you did well, what came as a surprise, and what you could do differently next time.

➤ Simulate and experiment with situations, so that you can explore how they might play out, and how you might react to them in the future. Aim to anticipate possible future threats and devise likely responses. Gaming, scenario planning, crisis planning, and role playing are useful tools for generating foresight and preparing your responses.



**React to Complexity with Clarity:**

- Communicate clearly with your people. In complex situations, clearly expressed communications help them to understand your team's or organization's direction.
- Develop teams and promote collaboration. VUCA situations are often too complicated for one person to handle. So, build teams that can work effectively in a fast-paced, unpredictable environment.

**Fight Ambiguity with Agility:**

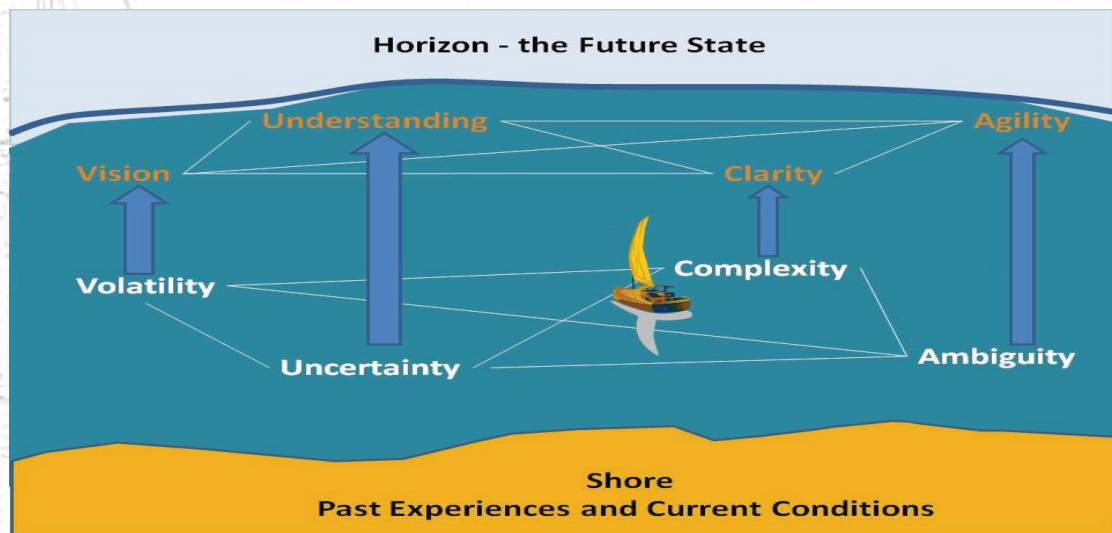
- Promote flexibility, adaptability and agility. Plan ahead, but build in contingency time and be prepared to alter your plans as events unfold.
- Hire, develop and promote people who thrive in VUCA environments. These people are likely collaborative, comfortable with ambiguity and change, and have complex thinking skills.
- Encourage your people to think and work

outside of their usual functional areas, to increase their knowledge and experience. Job rotation and cross training can be excellent ways to improve team agility.

- Lead your team members but don't dictate to or control them. Develop a collaborative environment, and work hard to build consensus. Encourage debate, dissent and participation from everyone.

➤ Embrace an ideas culture. This describes the kind of energetic culture that can give teams and organizations a creative, agile edge in uncertain times. "Vibrant, unreal, crazy, and astounding." This describes the kind of energetic culture that can give teams and organizations a creative, agile edge in uncertain times.

- Reward team members who demonstrate vision, understanding, clarity, and agility. Let your people see what kind of behavior you value by highlighting innovations and calculated risk-taking moves.



**(Pictorial Explanation of VUCA & VUCA Prime)**

**Way Forward:**

So rather than seeing the difficulties of the VUCA (volatile, uncertain, complex and ambiguous) environment; the emphasis ought to be on opportunities that can VUCA (Vision, Understanding, Clarity and Agility) prime present when we lead it to reframe the conversation.

By using wisely strategies of VUCA Prime, the leaders can lead their organization to new heights since future is as broad as horizon and the sky is the limit for progress, performance and excellence for any organization. In nutshell, the organizations can flip negative orientation of workforce by focusing on positivity / opportunity side of the situation.



## KITCHEN GARDENING



Javaid Akhtar  
HR & A

A kitchen garden is a place where, herbs and vegetables are grown around the house or on roof top for household use. Vegetables are essential component of a good diet due

to various nutrients for body functions. Vegetable consumption is very low in our country (only 50 g/day/person) as compared to international standard of 300-350 g/day/person. In Pakistan, kitchen gardening is less due to non availability of quality healthy seeds nursery.

### Benefits of kitchen Garden:

- Availability of healthy & fresh vegetables.
- Good taste & quality of vegetable in low cost.
- Productive use of wasteland around house.
- Gardening is meditative for family members.
- An environmental friendly activity.

### Production Technology & Management

To make, manage a kitchen garden with best production, the following things are important.

#### Site Selection:

All vegetables need light & it should receive at least 6-8 hours of direct sunlight per day.

#### Preparation of Soil:

- Loosened land up to 10 to 12 inches deep.
- Avoid working the soil when it is too wet.
- Mix compost/manure.
- Prepare fine beds for seed planting.

#### Sowing of Seeds:

Some vegetables are planted through seeds e.g. turnip, carrot, radish, coriander, spinach, peas,

fenugreek in winter while okra, bitter gourd, cucumber and watermelon in summer.

### Raising of Nursery:

For raising seedling nursery there is need of suitable containers, a sterilized growing medium, adequate light, moisture and proper day and night temperatures. Seedlings are raised for some vegetables e.g Tomato, Chillies, sweet pepper & Brinjal in summer & cauliflower, cabbage, broccoli, onion & lettuce in winter.

### Soil Fertility:

The nutrient sources most often used in organic production are compost, green manure, manure and sludge.

### Disease and Insect Control:

One of the safe ways to control insect pest attack is the use of bio pesticides like Neem seeds, leaves and Tobacco leaves. Use of chemical pesticides is recommended in case of severe infestation having less residual effects.

### Harvesting:

The nutritional content, freshness and flavor that vegetables possess depend on the stage of maturity and the time of harvesting. Harvest vegetable during the cool part of the morning.

### Economic Value:

Vegetable gardeners of RWP/ ISB region could expect Rs. 2000/- worth of produce against Rs. 300 to Rs. 500 investment in garden/marla.

At the end necessary guideline about kitchen gardening crops have been given below in tabular form:

Crops	Sowing	Transplanting	Availability	Row Distance	Plant Distance	Req. Growing Media
Tomato	Jan	Mar	Apr-Jul	60 cm	45 cm	15 – 20 kg
Chilli	Nov	Mar	Apr-Jul	60 cm	45 cm	20 kg
Brinjal	Nov	Mar	Apr-Oct	60 cm	45 cm	20 kg
Cucumber	Jan	Mar	Apr-Jul	1.25 cm	50 cm	30 – 40 kg
Gourds	Jan	Mar	Apr-Jul	1.25 cm	50 cm	30 – 40 kg
Pumpkins	Jan	Mar	Apr-Jul	1.25 cm	50 cm	30 – 40 kg
Okra	Mar	-----	Jul-Apr	60 cm	20 cm	10 kg
Beans	Mar	-----	Apr-Jun	60 cm	20 cm	10 kg
Onion	Oct	Jan	May	25 cm	10 cm	10 kg
Garlic	Oct	-----	May	25 cm	10 cm	10 kg
Lettuce	Aug-Dec	Sep-Jan	Sept-Mar	25 cm	25 cm	10 kg
Peas	Aug-Sep	-----	Oct-Feb	50 cm	10 cm	10 kg



## ELECTRIC VEHICLES (EV)... FUTURE PROSPECTS IN PAKISTAN



### Introduction:

During the last few decades, environmental impact of the petroleum-based transportation infrastructure, along with the fear of fluctuation in supply oil, has led to renewed interest in an electric transportation infrastructure.

### Global Perspective of EVs:

Global cumulative sales of Electric Vehicles (EVs) reached 2 million units at the end of 2016, 3 million in November 2017 and 5 million in December 2018. By the end of 2019 the stock of EVs totaled about 7.5 million units. Sales of EVs achieved a 2.5% market share of new car sales in 2019. The automobile market is shifting from Hybrid vehicles towards fully electric battery vehicles. The global ratio between EVs and Hybrid went from 56:44 in 2012, to 60:40 in 2015 and rose to 74:26 in 2019. As of December 2019, the United States had 1.4 million electric cars. More than one million electric cars had been registered in Europe through June 2018, with Norway as the leading country with over 384,000 units registered by the end of 2019. Presently, over 10% of all passenger cars on Norwegian roads are electric.

### How EV Operates:

An electric vehicle (EV) is a vehicle that uses electric motor for propulsion. Electric motors are mechanically very simple and achieve 90% energy conversion efficiency over the full range of speeds and power output and can be precisely controlled. EVs use lithium-ion batteries, which have high energy density and long life span. EVs differ from Fossil Fuel Vehicles (FFVs) in that the electricity they consume can be generated from a wide range of sources including renewable ones. The battery of an EV is recharged from wall sockets at home or dedicated charging stations and the electricity is stored in the rechargeable battery packs, which drives the wheels using electric motors.

### Advantages of EV:

A key advantage of EV is regenerative braking, which recovers kinetic energy, typically lost during friction braking as heat, as electricity restored to the on-board battery. Imagine a car having no engine, no noise, no exhaust emissions, no lube oils/filters and negligible maintenance. The acceleration test (time to achieve 0 to 100Km/hr) of EVs starts from 2.3 seconds! Latest EVs are equipped with features like semi-autonomous driving aids (Auto Pilot), innovative convenience and future-proofed technology.

### EVs Future in Pakistan:

The Automotive Development Policy of Pakistan (2016–2021) and the launch of China-Pakistan Economic Corridor (CPEC) have been encouraging foreign investments for new automobile brands to enter Pakistani market. On 6 November 2019, Pakistan's federal cabinet had approved the first-ever national EV policy in a bid to tackle effects of climate change and offer affordable transport. The policy suggests 1% general sales tax on purchase of EV against 17% levied on FFVs. Import duty on charging stations will be 1% only.

In the first phase, the government will focus on converting 30% of the total vehicles into EVs by 2030. According to policy, 100,000 cars and 500,000 bikes/rickshaws will be converted to EVs in next 4 years, and more than 3,000 CNG stations that have been shut due to gas shortage will be converted to EV charging stations. Pakistan is also planning to set up special units of electric car manufacturing in the Special Economic Zones being established under the CPEC.





اے ترقی زمانہ، منزل نہ بھول جانا  
 ممکن نہ ہو پلٹنا، اتنا نہ دور جانا  
 لہجہ کا ہے تاثر، لفظوں کا ہے چناؤ  
 کہیں دل میں اتر جانا، کہیں دل سے اتر جانا  
 ڈھونڈتا ہوں خود کو، میں اپنی تلاش میں ہوں  
 پہچان ہے خدا کی میرا خود کو جان، جانا  
 اپنا ہی کر سکا، نہ کسی کے دل میں گھر کیا  
 کس کام کا ہے تیرا یہ عشق والہانہ



## HOPE!

*Floating boats on tempestuous surfaces,*

*Darker the nights*

*Even darker the days!*

*To and fro, here and there*

*Drowning*

*Drowning*

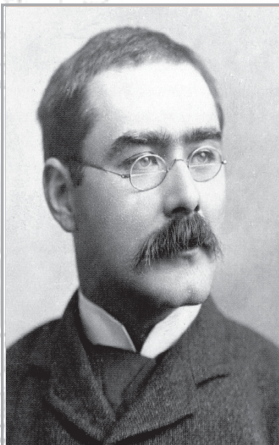
*Everything has just gone,*

*Will it come back?*

*For those who wish it to come back,*

*Or for those who have that little ray of light called  
 HOPE!*

## SIX SERVING MEN



I keep six honest serving men  
 They taught me all I knew  
 Their names are what and why and when  
 And How and where and Who.

(Rudyard Kipling)





### ﴿غزل﴾

یہ تشنگی عمر بھر نہیں رہے گی  
تیری کمی عمر بھر نہیں رہے گی  
تجھ کو پانے کے لئے یہ میری جاں  
یونہی سسکتی عمر بھر نہیں رہے گی  
تجھ سے تیرے گھر سے تیرے در سے محبت  
یہ میری بے بسی عمر بھر نہیں رہے گی  
جس کو تو زندگی سمجھ بیٹھا ہے  
یہ گھڑی عمر بھر نہیں رہے گی  
میں جو جان ہتھیلی پہ لئے پھرتا ہوں  
یہ سادگی عمر بھر نہیں رہے گی

### ﴿غزل﴾

اپنے سے ہوں غافل، جہاں بھر کی خبر ہے  
راہِ زندگی ہے غم، افلاک پہ نظر ہے  
بساطِ جارہی ہے ہار، یہ نہیں ہے دوبار  
اگلی منزل دشوار، حل وقت کی قدر ہے  
چار سوخوں کی ہولی، لگ گئی انساں کی بولی  
گرہ الحاد نے کھولی، خلیفہ ارض کدھر ہے؟  
دن یہاں کے کالے، پھیلے شب میں اجالے  
سوچ کو لگ گئے تالے، یہ کیا آسیب نگر ہے؟  
جاگتے ہوئے بھی جو سوتے، شمار کیا، زندوں میں ہوتے!  
کجا ہونا، کہ نہ ہوتے، وجود ایسوں کا جبر ہے

### تقریر کا فن

دیکھنا تقریر کی لذت کہ جو اس نے کہا  
میں نے یہ جانا کہ گویا یہ بھی میرے دل میں ہے  
(مرزا غالب)







- 2016 - *[Signature]* -