

KRL QUARTERLY

VOL. -II | Committed to Excellence | JAN-MAR 2026



ISO-certified company
45001:2015, 14001:2015, 9001: 2015



Material Recovery Association of India
Leading body within circular economy



Rated BBB-/ Stable by CRISIL
Globally accepted rating agency and standards



Confederation of Indian Industry



(Indian Chamber Of Commerce)

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Branch Offices

Kolkata | Durgapur | Attagarh | Kalinga Nagar | Angul | Bokaro | Vizag | Jharsuguda



HANDBOOK IN ACTION



DIRECTOR'S NOTE

As we move ahead, this quarter's theme—*"The Handbook in Action"*—is about putting our systems into daily practice. A handbook is useful only when teams actually follow it on the ground, and it is encouraging to see our teams moving in that direction. Across sites, we are seeing better role clarity, smoother departmental coordination, and more structured planning and reporting. These are clear signs of progress.

I want to give a firm assurance from management: those who not only follow the handbook in their daily work—irrespective of position—but also promote systematic working and discourage bypassing defined processes will get the maximum opportunity to grow in KRL.

In the next financial year, the handbook will evolve into a full-fledged AI-enabled enterprise system, helping reduce routine clerical work and paperwork.

Let us continue to work with consistency, responsibility, and ownership.

Manish Lakhotia
CEO & Director

FOREWORD

This issue of KRL Quarterly focuses on the continued shift towards structured and system-driven working across KRL.

It brings together key updates from the quarter, including handbook changes, new additions, HSE integration, and improvements in planning and reporting.

You will also find highlights from site activities, project updates, and examples of how these systems are being applied in daily work.

Ms. Sonali Lakhotia,
Chief of Corporate Communications

INSIDE THIS ISSUE

- HSE: Chapter 2 | Core of KRL Handbook Management Systems
- What happened in K-VESL & K-JBPSL
- Quarter's Highlights
- Did you know this about the Handbook?
- IT, our soon to be documentation saviour
- KRL: Behind the scenes
- Handbook in Action: Daily Solutions
- What is coming in FY 2026-27

WHY HSE CHAPTER 2 IS CORE OF THE KRL HANDBOOK MANAGEMENT SYSTEMS

Q Why is chapter 2: HSE important for all employees of KRL to read and understand?

A Chapter 2 (HSE) ensures every employee understands safety practices, helping prevent accidents and maintain a safe work environment.

Q If you had to ask all to read one section from it, which is must read for other departments as well.

A I will actually recommend three sections for all employees to read, Procedures, Improvements & Trainings. These sections are critical for every department because safety is everyone's responsibility, regardless of role. It helps employees understand safe work practices, use of PPE, emergency procedures and importance of trainings, ensuring a safe and incident-free workplace

HSE Glossary:

1. **TBT:** Tool Box Talk
2. **HIRA:** Hazard Identification & Risk Assessment
3. **JHA:** Job Hazard Analysis
4. **LOTOTO:** Lockout, Tagout, Tryout
5. **PPE:** Personal Protective Equipment
6. **SAFE JOB EXECUTION:** Safe Job execution procedure
7. **5S HOUSEKEEPING:** 5S (Sort, Set in Order, Shine, tandardize, Sustain)
8. **CAPA:** Corrective Action and Preventive Action

Q How does your department define the theme: "Handbook in Action"?

A My department defines "*Handbook in Action*" as the practical implementation of the handbook in our day-to-day activities. It means not just understanding the guidelines, but consistently following the defined processes, using standard formats, and maintaining proper documentation.

Q How do you as department head want to ensure the Handbook is in action across all branches of KRL?

A I ensure "Handbook in Action" through regular training, standardized processes, and continuous monitoring across all branches. Periodic audits and clear accountability help maintain compliance and consistency.

In conversation with:
Mr. Ghanshyam Singh (HSE Head, KRL)



INCIDENT SHARING & LEARNING:



What happened

During a night shift at K-VESL (Bokaro), a tipper operator fell asleep while driving.

The vehicle then hit another vehicle parked on the left side of the road.

Key learnings

- Working without proper rest can lead to loss of alertness
- Fatigue can directly cause unsafe actions
- Operators must be fully alert while handling equipment

**FATIGUE CAN LEAD TO UNSAFE ACTIONS.
STAY AWARE AND FOLLOW THESE BASIC STEPS:**

				
REST WELL	TAKE BREAKS	SPEAK UP	STAY HYDRATED	LOOK OUT FOR TEAM
Take proper rest before your shift	Do not skip breaks during long work hours	Inform your supervisor if you feel tired or unwell	Drink water and take short pauses when needed	Alert if a teammate looks tired or unfit

WHAT WE ARE DOING NOW

DFMS System

(Driver Fatigue Monitoring System)

- Installation is in progress
- Will alert drivers in case of fatigue or drowsiness

Fatigue Management Measures

- Regular tea service during night shifts (Shift C)
- Focus on keeping drivers alert during work

KRL in numbers

Man-hours worked this quarter	Total new hires joined	Near miss reporting	LTI	Fleet Availability across all HEMM sites
▼ 3,12,920	▼ 46	▼ 10	▼ 00	▼ 21



QUARTER'S HIGHLIGHTS

CAMPAIGNS



January: Road Safety Week, ROAD SAFETY awareness



February: Inauguration of Feedback & Suggestions Week



March: National Safety Week, flag hoisting & HSE pledge session

Campaign Conducted	Trainings Conducted	Training Strength	People Recognised
▼ 3	▼ 18	▼ 200+	▼ 32

TRAININGS & SKILL DEVELOPMENT SESSIONS



SYSTEMIC UPDATE:

Glimpse from HO Observer visits to Site Review Meetings



Starting February 2026, all department heads from K-HO have started to participate in monthly Site Review Meetings as "HO Observers". This systemic upgrade visits have brought our HO heads closer to on-ground work and improved the monthly KRL site review meetings' importance and systems.

This upgrade has not just standardised how SRMs are conducted across each branch but has also helped in moving us towards collaboration in action further.

PROJECT UPDATES FROM BRANCHES



Athagarh Branch Project Development (K-TSA)



Puja and jubilant start of the construction phase of our Metal Recovery plant at Jharsuguda branch (K-JBPSL)

YOUR CONFUSIONS ABOUT KRL HANDBOOK MANAGEMENT SYSTEMS- ANSWERED!

Q Where is the leave section in the handbook?

A The leaves section can be found in chapter 3: HR of the KRL Handbook, revision 17. A revised, detailed leave & festival policy has been added to the handbook for ease of understanding & information.

Q Why is the handbook necessary?

A Any company is as strong as its systems & processes and the KRL Management Systems Handbook helps us do just that. The handbook is a unified communication & management tool to every process of all departments in one single guidebook. This brings in standardisation to all process flows across the branches & Departments of KRL.

Q Why is no one allowed to keep a hard copy of the handbook with them?

A There is no such rule that doesn't allow anyone to keep a hard copy of the handbook. A signed copy of the handbook is always available with Head - HSE, KRL. Additionally, a soft copy of the handbook is always available in the central dashboard. A hard copy can be requested by a department or branch via the C&B team.

Q The Handbook is vast, how do I find topics relevant to my department?

A There is a table of contents at the start of every chapter in the handbook. To make it easy, we have also launched an indexing system within the handbook, starting revision 17. Overall, the management is working on an AI enabled search tool within the handbook to make topic searches easier.

IT: THE NEWEST CHAPTER OF OUR HANDBOOK

1 IT is the latest chapter of our Handbook in revision 17. Describe the importance of the chapter in One sentence.

The IT chapter is critical as it establishes guidelines to ensure secure, responsible, and compliant use of organizational information systems, protecting company data and infrastructure from risks and misuse.

2 What is one important part of the chapter every employee should learn & understand first?

The **Acceptable Use Policy** is the most important section every employee should understand first, as it clearly defines what is permitted and prohibited while using company IT resources, ensuring disciplined and secure usage.

3 How does your department plan to ensure "Handbook in Action" in the coming quarter?

Our department will ensure "Handbook in Action" through the following steps:

- Conduct awareness sessions and training for all employees on IT policies
- Implement periodic compliance checks and audits
- Enforce strict monitoring of system usage and security practices

- Encourage incident reporting and accountability
- Share quick reference guidelines for daily use

4 Can you explain the Anti-Virus policy in the handbook a little?

The Anti-Virus policy focuses on protecting all IT systems from threats like viruses, malware, spyware, and ransomware by ensuring:

- All systems have updated antivirus software installed and active
- Automatic updates and regular system scans are performed
- Infected systems are isolated and cleaned immediately
- Risky file types (like .exe, .bat, etc.) are restricted or controlled
- Data transfer via USB and external devices is monitored and controlled
- The antivirus system can detect, quarantine, or delete infected files to maintain system integrity and prevent spread across the network.



KRL HAPPY TIMES

CELEBRATING THE BIG WINS FROM OUR INTER-DEPARTMENT CRICKET TOURNAMENT:
KRL PREMIER LEAGUE



Winner of the Series - KRL MBA Warriors trophy presented by our Managing Director, Mr. Piyush Kumar Lakhotia



1st Runner's Up- KRL Purchase Panthers



2nd Runner's Up - KRL Accounts Falcons

SOLO WINNERS OF THE TOURNAMENT



Man of the Series-
Sritam Mahapatra
(K-JBPSL)



Bowler of the Series-
Manjeet Kr. Singh
(K-JBPSL)



MVP of the Series-
Bulu Biswal
(K-TSM)



Batsman of the Series-
Amarendra Narayan Seth
(K-JBPSL)



All Rounder of the Series-
Sourav Dey
(K-JBPSL)

KRL HAPPY TIMES



HO Observer visits
Collaboration in action



Holi celebrations,
Festive joy on sites



Townhall with CEO
Our first townhall meeting at K-HO

CLIENT RECOGNITION



K-DGP - Gangadhar Yadav (Welder) from K-DGP successfully cracked TATA Steel Safety Exam and achieved Gold Category.

Som Mistry (Mechanic) from K-DGP achieved Silver Category



K-TSK - Tapan Kumar Jena (Mechanic) was awarded by TATA Steel for his proactive initiative for better productivity, inventory reduction, and a safer workplace

CANDID MOMENTS - CAPTURED



THE HANDBOOK IN ACTION

Making daily work simpler across teams

Making Work Easier: Purchase & Stores

Q What part of the handbook do you use most in your daily work?

A Chapter 5: Purchase

Q How has the handbook helped improve coordination between Purchase and Stores?

A The handbook improves coordination between the Purchase & Store departments by standardizing procedures, ensuring consistent communication, and defining clear responsibilities, which directly mitigates operational bottlenecks. Especially for an organisation like ours with branches across India, the handbook functions as a shared, formal guide that enables real-time alignment and reduces reliance on informal, error-prone communication.

Q What has become easier after following the process?

A Following this structured purchase handbook makes purchasing easier by standardizing procedures, automating repetitive tasks, and increasing spending visibility. Also, it mitigates risk and ensures compliance by confirming that purchases are approved by the correct authority and adhere to company budget guidelines.

In conversation with:
Mr. Soumitra bag (Manager - Purchase) &
Mr. Manish Kumar (Officer- Store & Planning)



Voices from the Site

“A Handbook isn't just a dusty binder on a shelf; it's essentially the "operating system" for a secure workplace. Its value in daily work comes down to three main pillars: clarity, consistency, and protection.”

“The handbook guides my work with clarity and confidence every day. It acts as a quick reference that helps me make the right decisions at work.”



Srikanth S. Sahoo
Safety Officer, K-TSA



Anupam Sharma
HR Representative, K-VESL

CHANGES IN HANDBOOK: REVISION 17 - FINAL FOR THIS YEAR

- Maintenance - Equipment Availability & Control
- Inventory - Material is divided into two categories: Material Planning Request (MPR) and Material Site Request (MSR)
- Purchase: Changes in PR can be against a Material Site Request or a Material Planning Request
- HR – Special Deputation Policy | Revised Leave & Festival Policy
- Accounts - Authorization & Control Framework (DCN) | Payment Framework | Revenue Bill Framework
- IT - Firewall and Internet Usage Policy | Information Resource Usage Policy

COMING UP NEXT

- A new & improved Initiative plan in action by CoH
- Step towards digitalisation- ERP implementation in KRL
- Management audits, department audit checklists & stronger compliance checks
- Working towards ownership & collaboration in action