

THE INSIGHT

Weekly Newsletter from
HR Vidyalaya Corporate Services LLP

Talk for the Week

Anandan S

While other topics of the week are sensitive to discuss, let us have a thought of Valentine's Day, @workplace

Let us Adore the Work, Workplace, Peers (adore them as "Fellow workers" only) who earns for their family and performs for their career enhancement. It gets reciprocated.

It is celebrated as a RED Day which may be related to our Sweat (Perspiration) which is being shed every day.

Let us Celebrate the Job.

It is an Annual Festival to celebrate the Friendship and the Admiration, too.

Do something special, in your workplace, for that wonderful people you work with.

Surprise them with a "[Thank You](#)" note.

Honestly thank the person who supported you, taught you, inspired you or for a specific action/behavior which has touched your spirits and made you perform well in the workplace.

But at no time, cross the limit (boundaries) or make someone uncomfortable with anything other than THANK YOU.

Emphasize your passion & bond with your work, and the organization, as it makes you not only feel valued but also keeps you going.

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What is 5S?

1. It is a Technique / Management Tool / Standard
2. It is to Identify, Reduce and Eliminate WASTE
3. It enhances/ensures the Operational Excellence
4. Improves Productivity
5. Enhances Quality

Significance

1. It is effortless and driven by Logic
2. It is for all size of Establishments

What is not 5S?

1. It is not Housekeeping
2. It is not a way to Blame the People for the defects

Benefits

1. Workplace become Organized (and cleaner, too)
2. Ensures safer workplace
3. Execution breeds more effective Ideas
4. The Productivity enhances as the Lead Time is reduced
5. More Place to Work
6. First in and First Out (FIFO), established
7. Minor work stoppage is brought down/eliminated



Before Executing the 5S technique, the Team has to PLAN.....

1. Entire team should be trained
2. Set-up Zones for implementation
3. Systemize the Objectives and Goals and how to implement it
4. Do.

Result

1. Enhanced Productivity
2. Inventory control Management
3. Lesser number of accidents / manpower loss / breakdowns
4. Rejection comes done / rework reduced
5. SEARCHING TIME eliminated

Importance of 5S in non-manufacturing establishments

When needed?

When an Organization desires to reduce all types of wastes and increase the Productivity, nevertheless, retain or exceed the efficiency

Who is responsible?

Every employee of an Organization is responsible

How useful in non-manufacturing?

- ⇒ SEIRI: An objective of saving and recovering more (Sorting the essential)
- ⇒ SEITON: Putting things orderly and to reach out easily when required
- ⇒ SEISO: Identify and resolve problems quickly. Improve Efficiency
- ⇒ SEIKETSU: Standardize work processes which increases the Productivity & quality (process flow, work instructions, checklists, etc)
- ⇒ SHITSUKE: Sustain consistency & evaluate

Why is it required?

- ⇒ Eliminates Wastes / inefficiency
- ⇒ Effective in addressing problems
- ⇒ Encourages employees' positivity
- ⇒ Drives continuous improvement

How to evaluate?



Evaluation is the key for success of 5S objectives. It probes the existence of right system as per the required norms which enables the organization to achieve the desired objectives

Advantages for employee

- ⇒ Execute from an organized workplace
- ⇒ Reaching things are minimized
- ⇒ Reasonable time to achieve without waste
- ⇒ Identify and resolve the challenges
- ⇒ Achieve Customer satisfaction

Inspirations from Japanese Management for Human Resources

Gen-in jibunron

"Blame yourself, not other". In everyday situation, things go wrong and to improve ourselves we should take the accountability. Find remedy for challenges, implement changes & learn for yourself.

Makasete Makasazu

Ensure employees complete their jobs successfully. Leaders need to assign task, follow-up with specific guidance & context. (Meaning of Japanese -Management)

Sha-in daiichi shugi

Unlike American or European countries, who gives priority to shareholders, in Japan it is "employees first". Delighted internal customers ensure external customer satisfaction, which will bring profit and profit gives happiness to shareholders.

Tarai no hosoku

Meaning "Big-heartedness tends to give-and-take". Tarai means a wooden tub. When you push water with your hands extended, the water on each side circles back to you. If you pull, the water splatter around. The moral is to push, GIVE, & not pull, TAKE AWAY.

Shiawase ni shitanya

Everyone should make themselves HAPPY. There cannot be anything external which can make one happy. It is not luck, but one's own will to create success and make happy.

Kekki ni rousho arite shiki ni rousho nashi

"Motivation of having right vision remains throughout and the goal to achieve – making money, power, authority – will change when age goes up. Will feel greatness in the Vision than these material achievements.

Mochi wa mochiva

Leave the work to the employees. Let them do what they do best. Let them be the Experts. Delegate and get best out of them. Mochi – a rice cake in Japanese – should be made only in Mochiva (rice cake shop)

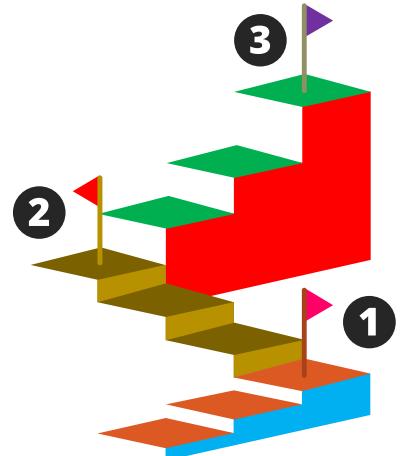
Goal of KAIZEN

The goal of Kaizen is to eradicate these THREE M's

- ⇒ Muda, meaning waste
- ⇒ Mura, meaning irregular, uneven or inconsistent
- ⇒ Muri, meaning unreasonable or excessive strain

Muda means waste, where waste is any activity that does not add value.

SEVEN wastes/Mudas, being the most common form of Muda.



Waste from overproduction

Which leads to excess inventory, paperwork, handling, storage, space, interest charges, machinery, defects, people and overhead. It is often difficult to see this waste as everyone seems busy.

Waste of time in waiting

- ⇒ People may be waiting for parts or instructions.
- ⇒ Mostly they are waiting for one another, which often happens because they have non-aligned objectives.

Transportation waste

Poor layouts lead to things being moved multiple times. If things are not well place, they can be hard to find. It can aggravate alignment of processes.

Processing waste

Additional effort may be required in an inefficient process.

Inventory waste

Excess buffer stocks a whole host of sins, which will be uncovered by gradually lowering inventory (doing it all at once will cause total breakdown!).

Waste of motion

This includes movement of people, from simple actions when in one place to geographic movement. Having everything to hand as it is needed reduces motion Muda.

Waste from product defects

Defects cause rework, confusion and upset a synchronized set of processes.

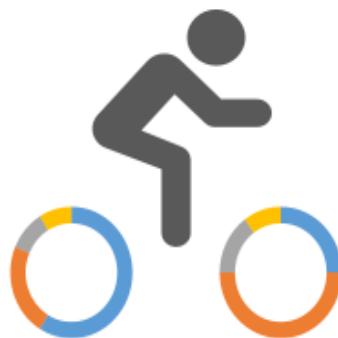
Leave Travel Allowance (LTA) - FAQ

NO to LTA claims (for tax exemption)

- ☛ One cannot claim LTA twice in a year (2 different travels)
- ☛ Husband and Wife cannot separately claim LTA for same travel
- ☛ LTA claim cannot be made on Overseas (foreign) travels

Employee is accountable for preservation of bills related to LTA claims and to submit it before IT authority in case of scrutiny. As per Hon'ble Supreme Court Judgment (Commissioner of Income Tax vs. L&T Ltd, 2009), employer are under no obligation to collect supporting evidence and furnish them to tax authorities

- ≈ There is no limit for LTA eligibility (set by Income Tax)
- ≈ Companies shall have LTA policy on eligibility of LTA for an employee. Usually it will be 1 month basic salary or 10% CTC. (It varies in each company)
- ≈ Any new joinee has to submit a Declaration whether he had claimed LTA or not in his/her previous establishment



YES to LTA claims (for tax exemption)

- ☺ One can make the claim for LTA eligibility of (whole amount 4 years block), in one single year (any of the 4 years)
- ☺ If partial amount of eligible LTA is claimed in a year, balance can be claimed in the following year with that year's eligibility, provided the claim is in the block of 4 years. It is limited to 2 claims in one block of 4 years. If more claims are made then it will be taxable

**Pre-empt Conformation under the Labour Codes
From HR Vidyalaya Corporate Services LLP**

Meta Compliance

service@hrvidyalaya.in

comply@hrvidyalaya.in

| 63833-80112