



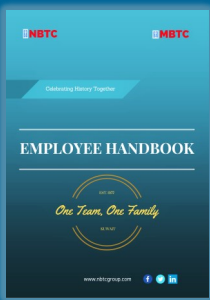
# HR BUZZ



TOTAL MANPOWER : **16,557**

SAFE MANHOURS April: **3,725,984** May: **3,935,601** June: **3,018,733**

**HR INITIATIVES**



The HR department published a revised printed version of the "Employee handbook" during the second Quarter.

The employee handbook is a part of a company's onboarding or induction process for new staff. An employee handbook gives clear advice to employees and creates a culture, where issues are dealt fairly and consistently.

## NBTC IFTAR GATHERING 2017

The traditional iftar gathering at NBTC was organized on Saturday 10<sup>th</sup> of June at Hilton Kuwait Resort.



The gathering was attended by the Honorable Ambassador of India to Kuwait, HE Sunil K. Jain, along with dignitaries from Ministries, Public sector undertakings, and Oil & Gas Industry. Chairman, Mohammed Al Baddah and Managing Director K. G. Abraham were the perfect hosts and welcomed

the guests.

Mohammed Al Baddah wished that the Holy Month of Ramadan be a blessing and bring bliss and gaiety to all. K.G. Abraham welcomed and received the Guest of Honor and expressed his warm Ramadan greetings to all. He expressed his hope of creating a sense of togetherness and respect in our daily walks of life through such gatherings.

The Ambassador and other honorable guests insisted the importance to spread love and affection to mankind, irrespective of religious beliefs and differences.

The efforts of NBTC to create a social balance among its employees were also commended.

Over time, Iftar has grown into banquet festival and very much of a social event with religious significance and meaning. It turned out to be a perfect time of fellowship with families, friends and communities and reflected its value, 'One Team, One Family'.



## Legal Diaries

### Parents and Siblings residency renewal only with private insurance.

Directorate general of residency affairs issued executive rules regarding the renewal of family residencies for those other than spouses and children. According to the directive, the issuance of residency permits to expats' parents will be only after producing a certificate of private health insurance and payment of KD 50 in health ministry insurance, apart from the payment of KD 200 per year per parent.

The rules said the private health insurance value will be between KD 300 to KD 600 for parents according to their age, bringing the total annual fee to a minimum of KD 1,100 & up to KD 1,700.

The rules stipulate siblings who reach the age of 24 have to transfer from family to work visas, and are not allowed to stay on family visas.

However, there will not be any new visa issued for parents and siblings.

The rules exclude an expat's special needs relatives from private insurance - including parents or siblings.

## NBTC WON ASSE GCC HSE Excellence 2017 "GOLD AWARD"



Celebrating **25** Years Of Service - 2nd Quarter

**K.G.ALEXANDER**  
General Manager  
Equipment Division

**25**  
Celebrating 25 Years

Date of joining  
**22-04-1992**



555 Ton Capacity Crane

NBTC has one of the highest capacity cranes in KUWAIT

TOTAL EQUIPMENT STRENGTH

**3,744**

**EDITORIAL TEAM**

**MANOJ. N**  
Editor in Chief



**RIJAS. K. C**  
Managing Editor



**BINU JACOB**  
Lead Editor



**MATHEWS. V**  
Copy Editor



**ABDUL. M**  
Proofreader



## Time Management

**Shibey Abraham**



Time Is Free,  
**But It's Priceless.**  
You Can't Own It,  
**But You Can Use It.**  
You Can't Keep It,  
**But You Can Spend It.**  
Once You've Lost It,  
**You Can Never Get It Back.**  
*-Harvey Mackay*

**Work & Personal Balance:** Align your daily working hours for optimum work-personal balance. Based on the 8-8-8 rule, you need a balance of 8 hours sleep, 8 hours work, and 8 hours personal/family time round the year. When calculated, you will find that an ideal working day should have around 10 hours, considering the weekends, holidays and annual leave.

**Meetings:** Conduct and contribute to efficient and effective meetings so that neither your time nor other's time is lost.

**Efficiency & Effectiveness:**

- Ensure **efficient** meetings that start and end as scheduled
- Ideal limit for **effective** meetings: **1 hour.**

**Before the meeting:**

Plan your meetings:

**What:** What is the objective of your meeting? Prepare the agenda.

**Who:** Who should attend? Inform them in advance (at least one day before) and share your agenda as well.

**When:** When is the best date & time for the meeting? Ensure you take a general consensus on availability of the attendees. Else you may end up postponing your meeting to another day if there is no quorum.

**Where:** Where is the best place with the needed resources? Decide the venue and make sure the meeting location is available during the time planned. Else, you may have to reshuffle your location or may have to postpone it, leading to loss of valuable time.



*Now*  
**HIRING**  
COME GROW WITH US!

**Positions Vacant**

1. Contracts Administrator	8. Engineer-Material Procurement
2. Sr. Quantity Surveyor	9. Lead Engineer - Planning
3. Engineer - Planning	10. Senior Engineer - BMS
4. Officer - HSE	11. Senior Engineer - MEP
5. Senior Estimation Engineer - E&I	12. Senior Engineer - PL & FF
6. Engineer - Estimation (HVAC)	13. Sr. Accountant
7. Engineer - Estimation (PL & FF)	14. Officer—Welfare

\*Our Employees are encouraged to refer suitable candidates for the above Positions at [recruitment@nbtcc-kuwait.com](mailto:recruitment@nbtcc-kuwait.com) with Subject as "NBTC Emp. Ref." along with their Employee number.





Equipment & Logistics



Established in 1977



Engineering & Construction



BUILDING TRUST



BEST WORK PRACTICE



Ready Mix Supply



Rebar cutting & Bending

NEW PROJECTS NBTC

NEWLY AWARDED PROJECTS DURING THE 2nd QUARTER OF 2017



- ◇ **General Construction Works of 72" Sea Water.**  
(Civil, Piping, Structural Erection and E & I work) KNPC ; Tecnicas Reunidas S.A
- ◇ **SMP - REFORMER AREA (HYDROGEN);** Reformer erection, Structural steel, Mechanical & Piping works.  
KNPC; Daewoo Engg. & Construction Co.(On behalf of FDH JV)
- ◇ **Turn Around Maintenance Contract (TSD-NDT- EQUATE TA-2017) -**  
NDT, Inspection & Maintenance work.



WELCOME

New Members of the Senior Management



**Rajendran C.P**  
Manager - Const. (Mech.)



**Santosh Nandkumar G**  
Manager - Project Controls (MEP)



**Ponnusamy Shanmugam**  
Manager - Const. (Civil)



**Krishna Kumar M N R**  
Manager—HSE (Site)



**Ajith Sanker K Nair**  
Manager - Const. (Civil)



**Sekar Pasupulathe A**  
Manager - Const. (Civil)



**Purushothaman Pillai K**  
Manager - QA/QC



**Ramesh Babu G N**  
Manager - Const. (Civil)



**Vinod Kumar K K**  
Manager - Const. (E&I)



**Biju Arakkal Joseph**  
Manager - Const. (Civil)



**Sajikumar Sukumarapillai**  
Manager - Const. (Civil)



**Shahul Hameed J A**  
Asst. Manager - ED



**Antony Paulraj**  
Manager - Const. (E&I)



**Thomas Erinjery C**  
Manager - QA/QC (Site)



**Murali Rangasamy**  
Manager - QA/QC (Mech)



**Alpesh Kumar Shah**  
Manager - QA/QC (Mech)



**Mathew Koshy**  
Manager - HSE



**Firose Pareeth Rasheed**  
Manager - Project (Civil)