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ICF Staff Club
AG129/18,VII Main Rd
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To

INTEGRAL NEWSST

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36,54: R.M.Chandrasekar,SSE/54

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TTC: J.Selvakumar,SSE/TTC

D&D: Sabapathinathan.M,SSE/D&D

Hospital: Raju Balaji, Ch.OS

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74,Tele,Union: D.N.Ramesh,SSE/Proj

Advisors:

S.Muthukumar, Dy CME/SR

B.Chandrasekaran,SME/D-II

K.N.Mohan, PE/PR/S

R.Srinivasan, APE/PR/F



Shri Ashok K Agarwal, GM/ICF, flagging off the 100th LHB shell (LSCN) on 24th June.



Bhoomi Pooja performed by GM/ICF for extension of LHB shed on 29th June



International Yoga Day by officers at TTC on 21st June



DEMU coordination meeting was held on 3rd June



A DEMU model was unveiled at administrative building by GM/ICF on 29th June.



Intensive training programme on ISO 50001 Energy Management System inaugurated by GM/ICF on 18th June.



OLIC meeting was held on 23rd June



Officers taking pledge on the world environment day 5th June



Environment preservation pledge was administered to the staff of all the shops by the SSEs concerned.



Solar panel has been fixed on one LS coach 15226/C on a trial basis.



World Yoga Day by staff at Shell canteen on 21st June



World Yoga Day by staff at Fur canteen on 21st June.



Former Prime Minister Shri. V.P.Singh's 84th birthday was celebrated on 25th June by AIOBC Association. Program started at 11.45 by Garlanding Shri.V.P.Singh's statue by Shri L.C.Trivedi, CPM and sweet Distribution. At 12.20 pm, Lunch was distributed to physically and mentally challenged children at Samarpana, Kolathur and Surabi Trust at villivakkam. Shri L.C.Trivedi (CPM/ICF) was the chief guest. CE, CWE/S, CWE/F, DyCPOs and SPOs also participated.



For safe movement of coach fans, a new type of trolley has been manufactured by shop80.



ICF silver jubilee nursery and primary school celebrated World Environment Day on 5th June. Students, Headmistress, teachers and parents planted around 45 saplings such as flowering plants, croton's, medicinal plants and plants of permanent nature. Students spoke on topics such as global warming, go green and world environment day. Children enjoyed planting saplings and this inculcates the habit of having greenery around them.



Sri K.Madhurkanth, S/O.U.Kamalath, DMS/SD, got EMBAR SADAGOPAN AWARD OF EXCELLENCE 2015 For Keyboard Instrument On 14th June At Arkay convention centre, Mylapore. Guests of honour were Shri S.SADA NANDAM, ace guitarist and music director, Smt.LALITHA SUBRAMANIAM, musicologist, Rasigapriya school of music, Sri.DINESH NAIDOO Group operation director, serendipity worldwide

OFFICIAL POSTINGS

Name S/Shri/ Smt	Previous	Present
Bhaskar Narang	COS	Advisor/RB
Pankaj kumar	CME	RWF
L.C.Trivedi	CPM	CME
K.S.Jain	CME/QA	CWE/F
Shishir Dutt	CWE/F	CME/Plg
L.P.Anand	CME/Plg	CME/QA
Jegdish Prasad	CMM/S	+ COS
A.Prabhukumar	CMM/Fur	V.R
K.Shanmugaraj	CMM/Proj	CMM/F
V.V.Reddy	S.R	CMM/Proj
B.B.Mishra	SCR	DIG/RPF
Varghese Joshua	Training	Curator/RRM
D.Sivagnanamurthy	Curator/RRM	DyCME-F2
R.Sundararajan	DyCME/F2	Leave
B.Rani	SrEDPM	Leave
Arun Devraj	DyCME/Proj	+ SrEDPM
D.Rajan	Training	PE/PR/F
P.R.Subramaniam	Training	SME/I/F
B.Chandrasekaran	SME/DSS	SME/DSD
N.Udayakumar	SME/DSD	SME/DSS
U.Rajendran	Training	PE/PL/F
Bharat bhushan Harit	PE/PL/F	WM/Plant/F
R.Ravichandran	PE/PR/F	Training
K.Thiagan	WM/Plant/F	Training
P.K.Sudhakar	ChOS/PB	APO/Mech
G.Araselvam	S&WI	APO/Elec
S.Jeyakumar	SSE/Works	AEN/Colony

•Shri Jegdish Prasad, CMM, has been nominated as Mukhya Rajbhasha Adhikari.

•Shri P.Balasundar, DyCME/Planning and Shri Arun Devraj, DyCME/Project have been granted Non Functional SAG wef 01.04.15.

•Shri S.Muthukumar, DyCME/CW and Shri D.Neelakantan, DyCME/D1, have been appointed to JAG wef 3.7.15

•Shri Sanjay Angothu, WM/A/S, is nominated in the shell safety committee in place of Shri U.Rajendran.

•Shri A.Manikandan, WM/Paint/F, is nominated as chairman of Fur workers canteen in place of Shri P.R.Subramanian.

•Workshop on central excise and CENVAT was conducted on 26th June.

•The working hours of BTW/TTC staff, Artisan, Trainees have been changed as 08.30 to 12.30, 13.00 to 17.30, 08.30 to 13.30 on sat. For apprentices 08.30 to 12.30, 13.30 to 17.30, on sat 08.30 to 13.30

•No neuro clinic at ICF. For neuro problems, Pl meet Dr Rajkumar at room6 RH PER on Mon,Wed & Sat from 10.00 to 12.00 hrs

•ICF ball badminton team has won the all India St Joseph trophy and received prize amount of Rs40000 and cup.

•Officers and staff are requested to submit articles/ poems/ short stories/ paintings for diamond jubilee souvenir on or before 25th July.

EMPLOYEES RETIRING on 31st July '15

1	Shanmugham.P	AMM..	
2	Jayakumar.D	SrTech/MSM	10
3	Vellapandian.M	Tech-2/Weld	11
4	Ethirajulu.K J	Tech-1/MGL	16
5	Karunanithi.R	SrTech/FGL	20
6	Kadirvelu.C	Tech-1/FGL	21
7	Vasudevan.D	SrTech/Weld	22
8	Pari.B	SrTech/Elec	45
9	Dayalamurthy.M	SSE	Engg
10	Rasangam R.	Prog Man	PCOF
11	Mani.AS	SrTech/Elec	28
12	Parimelazhagan.S	Tech-1/Carp	30
13	Somasundaram.P	Tech-1/FGL	30
14	Malligadass.U	Tech-1/Carp	30
15	Haridass.T	SrTech/Carp	30
16	Srinivasan.S	SrTech/Carp	30
17	Santhanam.C	SrTech/Carp	30
18	Sakuntala.	Tech-2/Carp	32
19	Challa Venkaiah.	SSE	32
20	Venkatachalapathi Rao.B.H	SrTech/MGL	33
21	Kalavathi.G	Tech-2/Elec	85

We wish them A Happy & Peaceful Retired Life

CIRCULARS

AC07: Last date for submission of declarations for assets and liabilities extended to 15th October 2015.

AC08: claiming of children education allowance last dates for submission of application: 30.06.15, 30.09.15, 24.12.15 and 31.03.16.

AC09: AEBAS was implemented wef 01.06.15 for officers, supervisors and staff working in admin offices of shell& Fur, TTC, AWTI, Hospital, IT centre, D&D. It has been decided to allow grace time of TEN minutes for IN punch only for a period of six months from 01.06.15.

AC10: Those muslim employees who observe fast and are required to travel a long distance to their residence for IFTAR may be allowed to leave office early, wherever feasible.

Scholarship for wards of employees:

Employees in GP Rs2400/- and below are eligible.

Only for those children pursuing higher technical/professional degree/ diploma.

Degree/ diploma programme not less than one year from a recognised university/ institution.

Rs1500/-PM will be paid subjected to availability of fund.

While processing works contract involving Labour the contract value cannot be less than the number of labourers required x salary as per minimum wages act. If the contract value is less than that and if contract is awarded it is assumed that the person awarding the contract failed to ensure that the minimum wages is paid to employees assigned to do the work.

Retiring government servants can upload writeup not more than 500 words showcasing the outstanding work done by them during their service. <http://persmin.gov.in/pension.asp>. Click anubhav.

“ICF is well-equipped to manufacture coaches for Metro Rail, but it is not allowed to participate in the tender process because it was only a coach builder and it depended on other companies like BHEL and MEDHA for electrics. Under global tenders, it was mandatory for a coaching factory to manufacture everything under one unit. The new Metro Rail projects are mostly funded by the World Bank or the Japan International Cooperation Agency (JICA) and they have a say in deciding the eligibility condition for the global tenders for coaches” : from GM’s interview to press.

Central Railway is running a subsidized hostel at Pune with accommodation for 38 students for wards of Railway employees. Last date for application 28.08.15

Last date for submission of applications:

Diamond jubilee celebrations painting competition for employees and their wards: 30.07.15

Tech-3 Mason against 25% QSE quota 20.07.15

Clerk cum cashier 1 SC vacancy : 20.07.15

ChS&WI against 20% LDCE quota 08.07.15

RRB- SSE,CDMS,JE,DMS : 26-07-15.

Engine Factory Avadi 61 Group-C Posts : 20-07-2015.



K.Manu mitraan, S/o. Shri P.Karunamoorthy, Sr Sys temAnalyst and Smt. K.Satyabama, Steno, got 484 out of 500 in 12th CBSE. His rank in JEE/Mains is 370 and Advanced is AIR 549. He has Passed SCRA Exam 2015. He is a NTSE and KVPY scholar.

TOP SCORERS FROM ICF FAMILY contd..

		
426 in +2 CBSE R.Aravind Kumar S/o.R.valarmathi, SrISA/Shell	1040 in +2 S. Gayathri, D/o Selvam SSE-shop 54	489 in X, S,SS* K.Keerthana, D/o D.Hemamalini, JE/IT

			
483 in X, S. Charan, S/o Selvam SSE-shop 54	483 in X, S.Sreekar, S/o. C.S.Sreedhar, SSE/16	477 in X S.Poojha, D/o.N.Selvam, SSE/MPO/S	469 in X, R.R.Rajkumar S/o.R.Ravi, SSE/13



15 scouts,11 rovers of VOC scout group & 28 guides, 6 rangers of JHANSI Rani guide group , 9 leaders participated in the tree plantation program at RRM on 5th June. S R Tamilselvan GL/S sponsored 50 fruit saplings. Sri Sivagnanamurthy, Curator/RRM, Presided over the function

CHENNAI PAIN AND PALLIATIVE CARE

-P.Prakash, Tech1/shop29 (Zonal Convener) 98418 55787



Chennai Pain and Palliative Care was established in January 2015 and has been functioning effectively for the last six months through 20 zones in Chennai. Over the last few months we have been able to make significant progress and have also been able to organize the required infrastructure to extend our service to as many needy patients as possible. The day-to-day home care activities are governed and managed by Zonal Conveners and other committed volunteers.

We have recruited three nurses, who, after undergoing intensive training in Palliative Care, are extending home care facilities to the terminally ill patients at their residences.

Also we have 2 Doctors viz., Dr. Mohammed Meeran and Dr. T. Saravanan at our service. We have reached the next milestone in our journey now with the procurement of an ambulance. This would facilitate home care facilities to many more needy patients across Chennai.

The support extended by the doctors has a limitation, especially in the case of terminally ill patients. The patients will need ongoing Moral, Psychological and Social support to instill confidence. This is where Palliative Care volunteers play an important role.

However, the underprivileged section of our society will benefit from Palliative Care services only when more and more service-minded people come forward and start involving in these services.

Address:

Chennai Pain and Palliative Care
RADIATION & ONCOLOGY WARD
Old Block, I Floor, Ward No 20,
RAJIV GANDHI Govt. GENERAL HOSPITAL
Chennai 600 003.

Other Volunteers from ICF are:

Vijaya Kumar.T.K, Tech-1,Shop29, Ph 94441 94501
Sunil Kumar.P.V, Tech-1, Shop30, Ph 94441 02439
Santhosh.P.G, Tech-2, Shop14, Ph 98400 30606
Babu.C.T, Tech-2, Shop21hell, Ph 99404 93385
Susheela Chandrasekaran, Ch Matron, Ph 90031 49276

Please contact the above conveners to avail this service which is available 24 X 7, totally free of cost. Donors who are willing to contribute towards this noble cause may please contact the volunteers.

SEVEN COMMON ACCIDENT CAUSES

(A.BARANIBAS, SAFETY OFFICER/SHELL)

Consider this statistic: 8 out of every 10 accidents are the fault of the person involved in the incident. Unsafe acts cause four times as many accidents & injuries as unsafe conditions.

Accidents occur for many reasons. In most industries, people tend to look for “things” to blame when an accident happens, because it’s easier than looking for “root causes,” such as those listed below. Consider the underlying accident causes described. Have you been guilty of any of these attitudes or behaviors? If so, you may not have been injured – but next time you may not be so lucky.

Taking Shortcuts: Every day we make decisions we hope will make the job faster and more efficient. But do time savers ever risk your own safety, or that of other crew members? Shortcuts that reduce your safety on the job are not shortcuts but an increased chance for injury.

Being Overconfident: Confidence is a good thing. Overconfidence is too much of a good thing. “It’ll never happen to me” is an attitude that can lead to improper procedures, tools, or methods in your work. Any of these can lead to an injury.

Starting a Task with Incomplete Instructions: To do the job safely and right the first time you need complete information. Have you ever seen a worker sent to do a job, having been given only a part of the job’s instructions? Don’t be shy about asking for explanations about work procedures and safety precautions. It isn’t dumb to ask questions; it’s dumb not to.

Poor Housekeeping: When clients, managers or safety professionals walk through your work site, housekeeping is an accurate indicator of everyone’s attitude about quality, production and safety. Poor housekeeping creates hazards of all types. A well-maintained area sets a standard for others to follow. Good housekeeping involves both pride and safety.

Ignoring Safety Procedures: Purposely failing to observe safety procedures can endanger you and your co-workers. You are being paid to follow the company safety policies, not to make your own rules. Being “casual” about safety can lead to a casualty!

Mental Distractions from Work: Having a bad day at home and worrying about it at work is a hazardous combination. Dropping your ‘mental’ guard can pull your focus away from safe work procedures. You can also be distracted when you are busy working and a friend comes by to talk while you are trying to work. Don’t become a statistic because you were distracted by someone “just for a minute.”

Failure to Pre-plan the Work: There is a lot of talk today about Job Safety Analysis. JSA’s are an effective way to figure out the smartest ways to work safely and effectively. Being hasty in starting a task or not thinking through the process can put you in harm’s way. Instead, Plan your Work, and then Work your Plan.

Indian Railways will award fellowships to carry out rail-related research at Central and state universities and prominent education institutions like IITs, IIMs and IIS.

The New Delhi-Amritsar Shan-e-Punjab Express will be the first train to be fully equipped with CCTV (closed-circuit television) cameras in all coaches by August to ensure security to passengers

Indian Railways is all set to make its tracks on two routes, Kanalus-Dwarka-Okha and Porbunder-Wansjalya routes in Gujarat, free from discharge of waste from toilets by installing environment-friendly zero discharge toilet system in the coaches of the trains running on these sections by October 2.

Group D workers will continue to work as domestic staff at the residences of railway officers. There is a need for it as railways functions round-the-clock. These employees are commonly known as Telephone Attendant cum Dak Khalasis (TADK) or bungalow peons.

Railways has made yoga mandatory at all its training centres across the country and plans to cover all its employees by 2020. Steps are being taken for providing mandatory yoga training at all railway training centres to cover all employees by 2019-20.

The tennis and volleyball teams of the Indian Railways won the 20th Union Sportive International des Cheminots (USIC) World Railways Championships.

The Railways have begun sending SMS alert to passengers if the train they have booked tickets for is cancelled.

Railway Minister Suresh Prabhu has suggested that top railway officials "open a durbar (mass contact programme)" once in a month to listen to the problems being faced by millions of its passengers.

Minister of Railways Shri Suresh Prabhakar Prabhu and the entire Railway Sports fraternity has expressed profound grief over the tragic demise of the noted Hockey player Shashi Bala. She passed away along with her 15 year old son in a road accident in Punjab. Shashi Bala was Indian Railway Women Hockey Team coach and had been Indian Women Hockey Captain for many years. She was well known for her great role in bringing Indian Railway Women Hockey to International level. Her husband is working as SSE in RCF.

IIT, Kharagpur, has inked a deal with BEML Ltd to collaborate in areas of bogie design, propulsion system controls and alternative car body material.

Railway Minister flagged off India's first AC DEMU train service on 21st June at Kochi.

The wheels of the high speed Indian trains like Shatabdi and Duronto expresses which are currently being imported from Europe are all set to sport the "Made in India" tag. The Yelahanka based Rail Wheel Factory (RWF) is testing the indigenously manufactured wheels that can clock speeds up to 160 kmph. Currently, RWF is manufacturing wheels that are run at speeds of only up to 120 kmph.

IRCTC will install five high-capacity servers, imported from Singapore, to speed up its e-ticketing operations

IRCTC is planning to make Aadhaar card mandatory for its user registration process for e-ticketing. This will ensure that users registering on the IRCTC web site are properly identified of their identity and address through the Aadhaar card number verification.

Rail traffic on the south-bound and west-bound trains from north India are affected due to the fire that broke out at the route relaying interlocking (RRI) cabin of Itarsi railway junction on 17th June. Things may normalise by July 22.

The Centre has warned all government servants that disciplinary action will be taken against "habitual late-comers" to office and has asked for officials at all levels to maintain punctuality.

Around 5:05pm on Thursday when the 69145 Dadar-Dahanu train arrived at platform number 4 of Bandra, Minesh Nahar (26) was climbing on to coach 2109A when his foot slipped on the steps beneath the door. Nahar went right through the gap and got caught between the platform and the train. The edges of a platform was chipped off to pull out the passenger safely.

Indian Railways has rolled out a non-AC coach of Rewari-Sitapur passenger train lit by solar panels installed on its roof as part of its plan to harness the green source of energy in a big way.

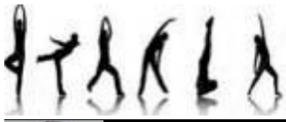
From June 15 Tatkal booking for AC starts from 10 am and for non AC from 11am.

Ministry of Railways have decided to grant automatic refund of Confirmed/RAC e-tickets on cancellation of trains similar to waitlisted e-tickets. There shall not be any requirement for cancellation/filing of TDR for refund of e-tickets in case of cancellation of trains. This will become effective very shortly. In case of cancellation of trains, PRS counter ticket shall continue to be refunded across the reservation counter as per the existing provisions.

In a goodwill gesture, the Railway has rewarded a citizen with Rs 1,500 cash whose information helped avert an impending train accident in between Lahowal and Chowlkhowa in upper Assam on June 7. A big tree that had fallen across the railway track and the National Highway-37 could have led to a major accident had the man, Bires Chandra Guha, not passed on the information to the nearest Railway Station Master of Dibrugarh Town

Electronic Filing of Income Tax Returns for 2015-16 Commences; ITR 1-Sahaj, 2 and 2A can be Used by Individuals or HUF Whose Income Does not Include Income from Business;

ITR 4S - SUGAM can be Used by an Individual or an HUF Whose Income Includes Business Income Assessable on Presumptive Basis; Taxpayers Requested to E-File Their Returns Early to Avoid the Rush Closer to the Last Date of Filing.



PHYSIO PAGE



MOVE... TO REMOVE...!

Physio.Kumaravel.M,Sr.Physiotherapist/ RH/ICF
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BACK EDUCATION

FAQs from Readers and Patients



POSTURE CONTINUES....

POSTURE DEVIATION: CORRECTION CUM PREVENTIVE EXERCISE

Common postural impairment is caused by muscle imbalance. Some muscles are too tight and others are too weak. These imbalances alter the normal curvature leads to eventual fixed deformity either with or without pain.

Posture correction will take quite some time to change the imbalance. It may be a few months too. In 2 to 3 months the curvature can be reversed, unless the deformity is severe and the back column is frozen. This does not happen if the posture deviation is identified early and you start practicing the exercises. Initially, this needs a bit of conscious effort and systematic way of regular practice.

To correct the muscle imbalances, stretch the tight muscles and strengthen weak muscles. If you do this, harmonious with breathing, it is well and good. Some basic postural correction exercises are described below.

General Note: Faulty postural habits are the primary reason muscular imbalance. Hence prevention cum corrective exercises start with postural education with exercises.

Caution Note: The following guidelines are for information purpose only. Knee pain and disc prolapsed persons should strictly get nod from doctor and get competent physio guidelines before beginning prompt posture correction exercise in a systematic alter way.

Hollow back (Hyperlordosis):

Forward tilt pelvis and exaggerated inward curvature of low back

Cause: Tight back and hip muscles and laxity in buttock and abdominal muscles.

Correction exercises:

Stretching exercises for back and thigh muscles and Core muscles Strengthening exercises.



BACK STRETCH EXERCISE:

Starting position:



- Sit on your lap, placing the palms on the thigh just above the knees.

Steps:

- ✓ Raise the arms above the head and keeping them straight.
- ✓ Bend forward till your forehead and the out stretched
- ✓ Hands should rest on the floor in front of the knees.
- ✓ Feel the stretch (Shading shows the place of stretch) and stay for 5-10 slow counts in mind.
- ✓ Reverse the procedure and return to starting position.
- ✓ Relax brief period and repeat.
- ✓ No of repetition 3-5 times. Twice or thrice

Alternative way:

Starting position:



- Sit over a stool comfortably with feet wide apart on the floor.

Steps:

- ✓ Bend over the thigh and position the face between the knees.
- ✓ Hand reaches the floor until feel the comfortable stretch over the lower back as in the picture.
- ✓ Stay for 10- 15 counts in mind and return back to rest position.
- ✓ After a brief period of relaxation, repeat.
- ✓ No. of repetition 3-5 times, twice or thrice a day.
- ✓ It is convenient to do at desk during health break.

Knee to chest (Butt muscle stretching exercise):

Starting position:



- Lie over a bench with knees bent & legs hang down.

Steps:

- ✓ Bring one knee to your chest, keeping other leg hang freely.
- ✓ Hold the position for 5 -10 counts and keep your low back pressed to the bench.
- ✓ Relax and lower the leg to the starting position.
- ✓ Repeat the same steps with the other leg.
- ✓ No of repetition 3-5 times on each side twice or thrice a day.

FRONT HIP MUSCLE STRETCH EXERCISE:

Starting position:



- Kneel down on a bed sheet fold.

Steps:

- ✓Lift one leg and place the foot in front as much as possible.
- ✓Slowly sink your hips so your weight shift on your front foot.(Note: knee of your forwarded leg and ankle in a straight line)
- ✓Feel the comfortable stretch of the leg (shadow region on kneeling leg)&hold for 10-15 counts.
- ✓Come back to starting position relax little.
- ✓Repeat the same procedure with other leg.
- ✓No. of repetitions 3-5 times twice or thrice a day.

Abdominal crunch:

Starting position:



- Lie on your back with knees bent, feet flat on the floor and keep the stretched arms over the head.

Steps:

- ✓Gently slide hands up towards the knee and slowly curl your head and shoulders up until your shoulder blades are barely off the floor.
- ✓Keep your lower back pressed to the floor.
- ✓To avoid neck problems, remember not to force your head up or forward.
- ✓Feel the tightness over upper abdomen more.
- ✓Hold for 5 to 10 counts then Curl down slowly.
- ✓Relax little and repeat.
- ✓No of repetition 5-10 times twice or thrice a day

STRAIGHT LEG RAISING EXERCISE:

Starting position:



- Lie on your back with palm flat on the floor and relax.

Steps:

- ✓Raise one leg as high as comfortable.
- ✓The opposite leg should remain in contact with the floor.
- ✓Feel the tightness at lower abdomen and comfortable stretch over the back side of the thigh
- ✓Hold it for a few counts.
- ✓Slowly lower the leg and relax.
- ✓Repeat the same procedure on the other leg.
- ✓No. of repetitions: 5-10times,twice or thrice a day.

BRIDGING EXERCISE (spinal stabilizer strengthening):

Starting position:



- Lie flat on the back with bent knee and feet flat on the floor.

Steps:

- ✓Slowly raise the buttocks and then lower back off the floor.
- ✓Push the buttocks up as high as possible to feel the muscle work.
- ✓Raise the hips form a straight line from knee to shoulders as a bridge position.
- ✓Hold 5-10 counts
- ✓Return to the starting position. Relax and repeat.
- ✓Number of repetition 5-10 times, twice or thrice a day.

Note:

Overweight, bulging belly and wearing high heels footwear, pregnancy, prolonged seat work in improper way can cause this posture. In most cases, lower back pain is due to this faulty posture.

Hence follow the following things in addition to the above preventive exercises...

- Maintain ideal body weight with correct circumference of waist.
- Don't wear high heels footwear.
- Maintain proper posture while doing seat work.(See earlier issues)
- If desk work is more, avail frequent small health breaks with a little walk and do a few stretches at desk site.
- If it is necessary to stand for a proloned time, rest one leg higher on a step alternatively to minimise pressure over the back.
- Don't do the same type work in a similar posture for a long time. Change your job at regular intervals and accordingly change your posture. Changing of work is also a rest!

	Shows the region of muscle stretching
	Shows the region of tightening of muscle

* Some more corrections to come....

Wait for further steps to move...

WE DEEPLY MOURN THE SUDDEN DEMISE OF THE FOLLOWING EMPLOYEES

Sl	Name S/Shri	Designation
1	R.Bhaskar Rao	SrTech/FGL/14
2	S.Srinivasan	Tech-3/painter/36
3	B.Dorathy Delfina	Jr of peon/D&D
4	N.Sathyanarayanan	SrClerk/Stores