

Issue
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Consultants' CORNER

NCRCL®

NCR Consultants Limited

Everything can be sacrificed for truth, but truth cannot be sacrificed for anything.

-Swami Vivekananda

Silence

We are the source of the animating force of life, the source of all creation. The spirit may be called Brahman, Paramatman, Self, Unified Field or whatever you prefer, but it is simplicity itself. We are That. To realize this pure consciousness, our essential nature, one has to spend time with ourselves. In the silence of the mind, one communicates and communes with the cosmic mind (and the spirit). The spirit whispers to us in the silence. Let us be quiet and listen.

Anonymous

Dear readers

We wish to inform that NCRCL is now registered trademark with the Trade Mark Registry. Henceforth we shall be using NCRCL® as our Company's logo.

Inside this issue:

Tips on Writing Formal Reports (7)	2
Retirement Planning	4
Publishing the CC – An Overview	5
Life and Problems	6
KBC Update	6
Birthday Wishes	6
Know Your Colleagues	6
From the Editor's Pen Tip	6

The London Visit



R.S.Murali

Dear Colleagues,

My visit to London in September was an interesting one. Not only did I recollect my pleasant memories of earlier visits and my stay in London during LSE days, but also the way the city has been able to maintain itself over a period of time.

My visit to London this time was purely official, a peek visit for tapping professional opportunities for NCRCL; thanks to Lawrence (earlier with us) who has been inviting me there for quite some time. The one week visit was quite action oriented with meeting various people and professional colleagues. Noteworthy meetings were with Mr. Jason Parker of Parker Randall with a nice office in the old London near London Bridge, Mr. Mike of CMS, a senior consultant who works closely with Lawrence and a set of guys at Account Ability which works for the cause of accountability in both public and private sectors.

There are various professional opportunities knocking at our doors. The days when we were ruled by the British are gone and Indians particularly in IT and Banking industries are ruling the British land. The British, in their own way, accept the progress India has made and are giving the due respect for the Indian brain and hard work!

One very striking feature of the British behaviour that has always impressed, not only me but all those who have visited UK, is the discipline and the pride they have about their discipline. In spite of having known this discipline last 250 years, it is sad that we have not learnt it! If someone says you need to take the 09.17 train, it means the train at 09.17 and nothing else. It is because of this that despite all the security threats that we read and hear about in UK, the normal life of a person does not change. No road blocks due to a politician speeding by or no procession disturbing the common man's life. In the Ilford Station, where I was taking my trains daily, there were two boards one announcing maintenance work in the station on 29/30 Sep – the announcement was made four weeks before; and another maintenance announcement (for a major station) that is likely to take place during 23 – 30 Dec 2007! If you take the statistics of the population the native British would possibly be less than 50%. There is a huge Asian population particularly from our peninsula.

Contd on pg 2

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Then how is such a discipline possible? It is the will of the people to be systematic and disciplined. This requires a lot of mental effort and commitment. Are you convinced that Indians, as a breed, do not want to put in such mental effort and commitment?

Now ask yourself:

- Have you planned your work for this week?
- Do you know what you need to do today?
- Have you prioritized your work today?
- Do you have a list of pending works that you need to address immediately?
- (Above all) – Are you really proud of what you are doing?

You need to take a call right now....

Tips on Writing Formal Reports (7)

Source- Business Communication Centre (University of Toronto)



S.Guhaprasath



Tips for writing in the Information Age.

Today, more than ever, our high-speed, high-tech business world demands to-the-point writing that gets its message across with no wasted words. Keep these screen-tested writing basics in mind:

- Make "subject, verb, object" your motto. However, don't overdo it. Vary the lengths of your sentences.
- Strive to make the average sentence resemble a golf score—the lower the better. Write between 7 and 20 words per sentence.
- Always remember your audience. Write with "you" not "I" in mind.
- Constantly use active verbs. Pump them generously into your writing to make it run smoothly across the page.
- Use passive verbs as a medicine that works best when you apply a few drops at a time. For example, say, "The committee decided." Don't say, "It was decided."
- Use the verb form of a word. For example use the word "consider" not "take into consideration."
- Use simple words such as "use" instead of "utilization."
- Use short paragraphs—no more than six or eight lines. Guide readers with subheads and bulleted lists. Use lots of white space.

Plan before you write.

Planning and organizing are the most creative tasks in writing. They are also the most demanding and difficult. Well organized documents are easy to follow, no matter how complicated the subject. Poorly organized documents often defy comprehension, no matter how simple the subject.

Contd on pg 3

Many of life's failures are people who did not realize how close they were when they gave up.

Thomas A. Edison

Contd from pg 2

As you plan, determine the reader's needs, the purpose for writing, and the topic. Ask yourself several questions:

- Who is involved? Who will be reading this? (A top manager, a co-worker, a customer?)
- Why am I writing this report/letter/memo? (To supply information so someone can make a decision? To recommend a procedure? To report the events of a sales presentation?)
- What does the reader need to know? How much does the reader know about the subject? Should I provide background information?
- How much detail is needed? Is a summary needed? Would an appendix be a better way to include details?
- Why is the action necessary?
- Where is any action to take place?
- When are the deadlines for the project?

Know what you want and say it in the first paragraph. "I want a refund within the next two weeks."

Call the reader by name--Not "Dear Sir, Madam, or Ms." Use the person's name, such as "Dear Mr. Chrisanthamum," and be sure to spell it right.

Write the letter from the reader's point of view. Be nice, be positive, be natural. Imagine the reader sitting in front of you. What would you say to him or her? And get rid of jargon.

Be specific. You could tell the reader that a new revision was made. But if you tell the reader, "The new revision of HRFM-006 has been completed," now you have something concrete.

Keep your letters short--75 - 100 words in length (or one page).

Establish your purpose by completing this statement: "What I want people to do as a result of reading this is..."

State your main point by completing this sentence: "What I want to say is..."

Visualize someone you know and write to that person.

Don't waste time trying to write the perfect opening. If you're stuck, type something such as "BRILLIANT INTRODUCTION GOES HERE," all in capital letters, and move on.

Resort to a similar device, such as "FIX THIS. IT NEEDS TO BE CORRECTED," if you write something you feel is not quite right. The goal is to get the idea out, no matter how clumsy or stupid it sounds. When you go back to it, at least you have something to work with.

Remember that readers recall metaphors, analogies, parables, etc., much more easily than other language. When you're writing about something, ask yourself, "What's it like? What's a good example? Can I make my point more effectively by using literary techniques?"

Choose short, direct words over long, fancy ones. Don't "maximize an opportunity"--"make the most of it."

Use "people words." Instead of, "the firm reported District 7 sales increased 10 percent," write, "Sales Manager Harry Jones reported that the salespeople in District 7 sold 10 percent more this quarter."

Write to one person. Avoid statements such as, "Member benefits will increase in 1999." Instead, write, "If you are a member in 1999, you will receive more benefits."

Quote experts. People will more likely read an article on telemarketing that includes quotes from the National Telemarketing Association president.

Use anecdotes. For example, in writing about communication techniques, relate Mary Jones' success in handling customer complaints.

Include eyewitness accounts. When you write about meetings, seminars, or special events, include the opinions, feelings, and thoughts of those who attended.



-To Be Contd

They may forget what you said, but they will never forget how you made them feel.

Carl W. Buechner

Retirement Planning



B. Shivasankaran

Why should you plan for retirement?

The only way we have to answer this question is by countering with another one – why shouldn't we plan for retirement? If you want even a vague idea on why retirement planning is important, try speaking to your father or a senior citizen from your family/ acquaintances and ask him about his financial regrets. His/her answer will be – "I wish I had saved more." The more people you ask, the more you will hear this.

There are many reasons as to why retiring planning is important. The most important one is inflation, a term most of us are familiar with, but may not have fully appreciated the harm it can do to our money in the long term. To put it in simple term, inflation diminishes the purchasing power of money; so over time you get less for the same amount of money or pay more for the same goods. While we grumble about rising prices of fruits, vegetables, LPG Cylinder and many other things, at least we are in a position to afford a lot of them while we are able and earning. Will we still be able to pay for them, when we have retired and stopped earning? A recent survey on inflation says that by 2017 Colgate toothpaste will cost Rs.104/- (Costs about Rs.50/- today) and a litre of petrol will cost Rs.260/- (Rs.48/-) and the humble Hamam soap will not appear humble at Rs.52/- (Rs.18/-).

From a retirement perspective, rising cost of medical services is significant. At that age, people need more medical attention and the rising medical cost seems daunting, especially since you will not have a regular income at that age. Proper planning takes away a lot of uncertainty.

Why retirement planning?

Although a lot of families exist as joint families as of now, this may not be the case in the coming years. Nuclear families have already started developing and if this trend continues, then older people may not have their children to fall back upon during emergencies. So financial independence becomes even more critical. According to a statistic from a leading insurance company, only a little over 10% of India's working population has any form of social security. To change this situation and to retire in peace, we need a little bit of discipline and patience.

Retirement planning is a very personalized process that is unique to every individual and an ongoing process because what we are aiming is not fixed (our standard of living, which we are aiming to secure will change over time). Retirement planning is a relatively simple exercise that requires investing discipline and regular monitoring. It is important to make a start, however small it may be.

The importance of starting early:

Starting early and ensuring that you have sufficient time on your side is the key to successful retirement planning.

Greater flexibility: Having adequate time grants a degree of flexibility to your retirement plans. It gives you the opportunity to explore various investment options and avenues. For example, among asset classes, equities are known to outperform others like gold, property and bonds over longer time frames. However, over shorter time frames, equities can be the most volatile asset class.

Particulars	Mr.Raj	Mr.Jai
Amount invested per annum	10,000	10,000
Tenure of investment (years)	30	20
Returns (%per annum)	8	8
Maturity amount (Rs)	11,32,832	9,15,239

Power of compounding: To put it in simple terms, power of compounding is the ability of an asset to generate returns, which are reinvested to generate more returns. An illustration will help us better understand the same.

Mr.Raj and Mr.Jai (both 30 years of age) wish to make investments to build corpus for their retirement. Mr.Raj starts immediately and Mr.Jai starts investing after 10 years and both of them like to retire at the age of 60.

The above illustration shows that the longer investment tenure makes all the difference. Those who delay their retirement related investments are likely to have a tough time in meeting their objectives. Let us look at another illustration to justify this fact.

Let us assume that the corpus that we require at the time of retirement is Rs.25,00,000/- and the rate of return is 12% per annum. Now let us consider three scenarios wherein you are 30 years, 20 years and 10 years away from retirement. The above illustration shows that with lesser time at your disposal, a higher amount has to be set aside for meeting your retirement needs.

Particulars	Case 1	Case 2	Case 3
Target amount (Rs)	25,00,000	25,00,000	25,00,000
Tenure (years)	30	20	10
Returns (%)	12	12	12
Annual investment (Rs)	10,359	34,697	1,42,460
Monthly investment (Rs)	819	2,744	11,265

To be contd...

You see things; and you say "why?" But I dream things that never were; and I say "Why not?"

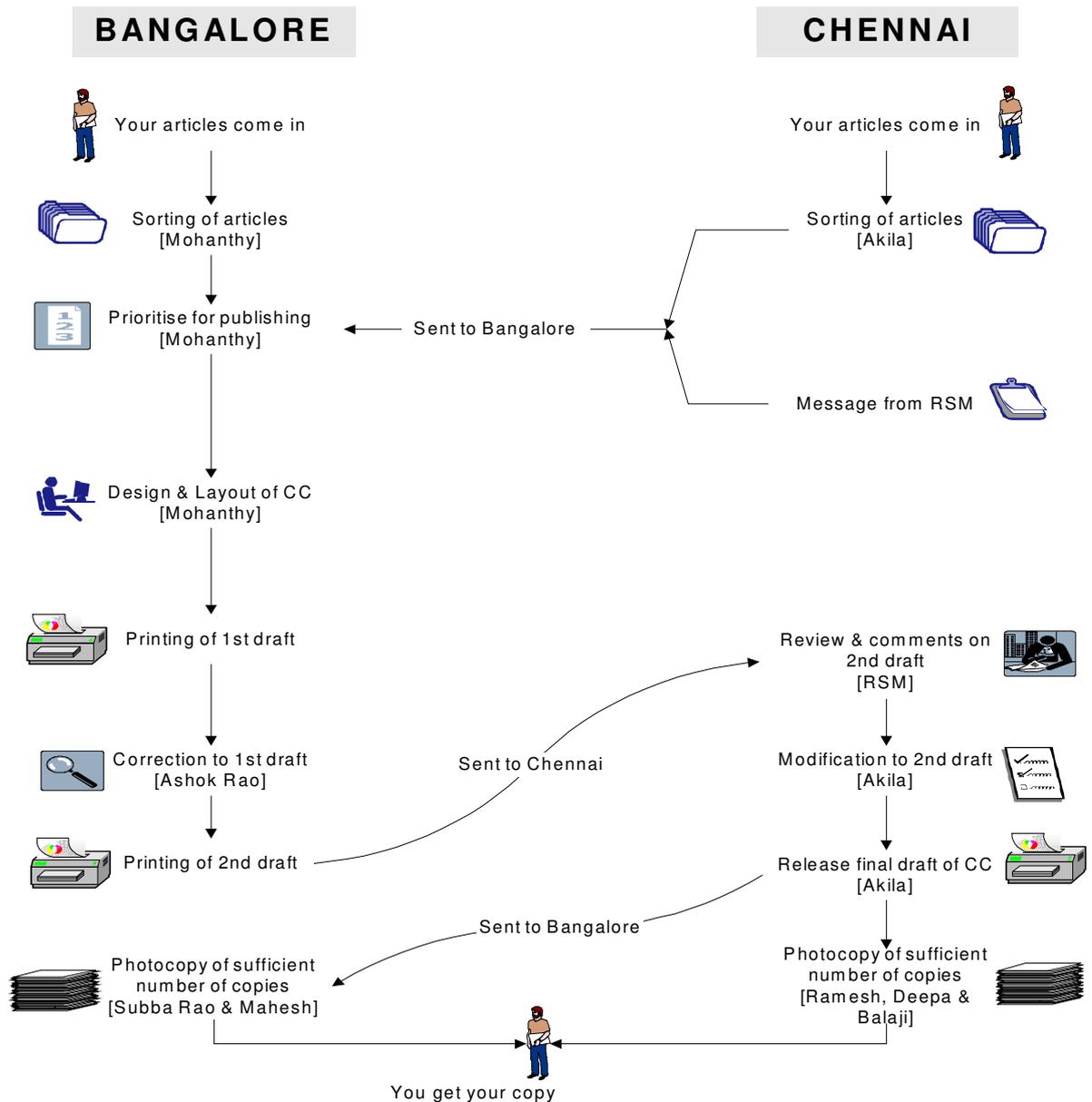
George Bernard Shaw

Publishing the CC – An Overview



Mahesh

It feels good to read the CC every month. We are all seeing how the form and content is getting better from month to month. Ever wondered how the CC reaches you every month, who is involved, what needs to be done? This article gives you an overview of the activities that are performed to publish the CC. The whole effort is headed by Mohanthy and Akila. Others contribute in different ways be it RSM (first page article), Ashok (review & corrections), Admin team (printing and circulation).



In case you have not noticed, the whole sequence starts and ends with YOU THE READER. The whole sequence of activities makes sense only when there is a constant inflow of good articles and the readers contribute actively with comments for improving the CC.

There are two ways of meeting difficulties. You alter the difficulties, or you alter yourself to meet them

Life and Problems

The young man was at the end of his rope. Seeing no way out, he dropped to his knees in prayer. "Lord, I can't go on," he said. "I have too heavy a cross to bear." The Lord replied, "My son, if you can't bear its weight, just place your cross inside this room. Then, open that other door and pick out any cross you wish.

"The man was filled with relief. Thank you, Lord," he sighed, and he did as he was told. Upon entering the other door, he saw many crosses, some so large the tops were not visible. Then, he spotted a tiny cross leaning against a far wall.



"I'd like that one, Lord," he whispered. And the Lord replied, "My son, that is the cross you just brought in." When life's problems seem overwhelming, it helps to look around and see what other people are coping with. You may consider yourself far more fortunate than you imagined.

N. Ramesh

KBC Update:

KBC READERS' QUESTION OF THE MONTH :
WHAT DOES 'SUN' IN THE NAME SUN MICROSYSTEMS STAND FOR.

Send in your answers to the editor at bangalore@ncrcl.com

ANSWER FOR LAST MONTH'S KBC QUESTION:
WHICH AIRLINE PRESENTLY BOUGHT A STAKE IN AIR DECCAN?
ANSWER: KINGFISHER

SMILE ZONE



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To the Oct & Nov born
Lingaraju -Nov 6
P.B Jeevan Rao -Nov 9
Suresh R -Nov 24
Guhaprasath S -Nov 26
Thiru -Nov 26
Bharathi -Nov 28

Know Your Colleagues

Name: B. Shivasankaran
 DOB: 18th August
 Native of: Pondicherry
 Years with NCRCL: 2+ years
 Qualification: B.Com
 Job Profile: Accountant
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 My Role Model: My Parents
 My Message: All of us should do something in our own capacity to save our planet.



From the editor's pen tip

Dear Readers

Please send in your comments and suggestions to bangalore@ncrcl.com.

Thank You...

