Serial No

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| **PARTICIPATION FORM FOR INDIA TODAY-MDRA CENTRAL PUBLIC SECTOR ENTERPRISES – EXCELLENCE AWARDS 2016**1. The Central Public Sector Enterprises will be awarded by India Today for excellence in different categories, based on the findings of this survey and participation form.
2. The Central Public Sector Enterprises should be operational.
3. Please provide standalone details. Do not combine subsidiary companies details.
4. This form has 17 printed pages divided into 7 sections –

(1) Company Profile(2) Human Resource(3) CSR & Sustainability(4) Financial Performance (5) R&D and Innovation (6) Eco-friendliness(7) Contact Details1. Please ensure that all section*s* are duly filled-in. Leave only those sections which are not applicable for your company. Incomplete questions within the section will not qualify for the final evaluation in respective award category.
2. If any question is not applicable for the company, clearly mention “Not applicable” or “NA” in the space provided.
3. Please provide supporting documents wherever possible and mentioned in the participation form.
4. Wherever required, please use additional sheets indicating question number.
5. India Today has a copyright over the survey findings and award category.
6. Filled-up participation form must be duly signed by the competent authority along with official seal of the company.
7. By participating in this survey, the participating company agrees that it would provide full cooperation and documentary evidence of the data/information provided.
8. Please refer annexure for the definitions of financial terms used.
9. This survey is only for Central Public Sector Enterprises. Public Sector Banks and state PSUs cannot participate in this survey.
10. No fee/money is to be paid by any company for participating in India Today-MDRA Central Public Sector Enterprises Excellence award to anyone in any manner/mode.
11. Please send the filled-up Participation form along with supporting documents latest by October 31st, 2016 to the following address:
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| **Mr. Abhishek AgrawalExecutive Director**Marketing and Development Research Associates (MDRA) 34-B, Community Centre, Saket, New Delhi-110 017Phone: +91-11-26522244, 26522255Fax: +91-11-26968282 Email: info@mdraonline.com, bestpsu@mdraonline.com Website: [www.mdraonline.com](http://www.mdraonline.com) | **For any query related to application form and participation in award categories, please contact:****Mr. Abnish JhaSr.Research Manager**Marketing and Development Research Associates (MDRA) 34-B, Community Centre, Saket, New Delhi-110 017Phone: +91-11-26522244, 26522255M. No. -+91-9582254611Email:abnish@mdraonline.com,bestpsu@mdraonline.com |

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| **SECTION A: COMPANY PROFILE** |
| **A1.** | Registered Company Name |  |
| **A2.** | Registered Address: |  |
|  |
| **A2a.** | Headquarter Address: |  |
|  |
| **A3.** | City |  | **A3a.** | State |  |
| **A3b.** | Pin code |  |  |  |  |  |  | **A3c.** | Phone |  |  |  |  |  |  |  |  |  |  |  |
| **A3d.** | Fax |  | **A3e.** | Email |  |
| **A3f.** | Website |  |
| **A4.** | Name of the person who will accept the award on behalf of the company, in case declared a Winner. |
| Name |  |
| Designation |  |
| Email |  |
| Mobile |  |  |  |  |  |  |  |  |  |  |  | Landline |  |  |  |  |  |  |  |  |  |  |  |
| **A5.** | Ratna Status (Recent) |
| 1 | Maharatna | 2 | Navaratna | 3 | Mini Ratna Category I |
| 4 | Mini Ratna Category II | 5 | No Ratna status |
| **A6.** | Nature of Business |
| 1 | Manufacturing | 2 | Service | 3 | Others, (specify): |
| **A7.** | Type of core sector |
| 1 | Agriculture | 2 | Aviation | 3 | Chemicals & Pharmaceuticals |
| 4 | Electrical & Electronics | 5 | Engineering | 6 | Fertilizers |
| 7 | Financial Services | 8 | Mining& Minerals | 9 | Oil & Gas |
| 10 | Paper | 11 | Petrochemical | 12 | Power generation/Transmission |
| 13 | Shipping &Transportation | 14 | Steel | 15 | Telecommunication |
| 16 | Trading | 17 | Travel/Tourism/Hospitality | 18 | Others (specify): |
| **A8.** | Establishment year of firm |  |  |  |  |
| **A9.** | Which central ministry does the company belong to? |  |

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| **A10.** | Please provide the following information about your Subsidiaries**,** if any***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
| **S.N** | **Name of the Subsidiaries** | **Registered office address** | **Percentage of Promoter’s Shareholding** | **Establishment Year**  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| **A11.** | Please provide the following information about the Joint venture,if any***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
| **S.N** | **Name of the Joint venture** | **Name of Promoter in the JV** | **Percentage of Shareholding of the Promoter** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **A12.** | Please provide the following information about the company for last 3 financial years **(INR in Lakhs)** |
| **Financial details**  | **FY(2015-16)**  | **FY(2014-15)** | **FY(2013-14)** |
| 1 | Net Worth of the company |  |  |  |
| 2 | Total Revenue  |  |  |  |
| 3 | Total Reserves &Surpluses |  |  |  |
| 4 | PBT (Profit Before Tax) |  |  |  |
| 5 | PAT (Profit After Tax)  |  |  |  |
| 6 | Capital Employed |  |  |  |
| 7 | MoU grade received(by Department of Public Enterprises) |  |  |  |

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| **SECTION B: HUMAN RESOURCE** |
| **B1.** | Please provide information about your company on the following statements across all the functional areas.***[PLEASE PROVIDE STANDALONE DETAILS. DO NOT COMBINE SUBSIDIARIES DETAILS]*** |
| **S.N** | **Statements** | **(A)****Managerial/****Executives** | **(B)****Supervisors** | **(C)****Workers** | **Total****(A+B+C)** |
| 1 | Total number of permanent employees as on 31/03/2016 |  |  |  |  |
| 2 | Total number of contract employees as on 31/03/2016 |  |  |  |  |
| 3 | Total number of women employees as on 31/03/2016 |  |  |  |  |
| 4 | Total number of employees retired in last 3financial years (FY 2013-14 to 2015-16) |  |  |  |  |
| 5 | Total number of employees who sought retirement under VRS in **last 3 financial years (FY 2013-14 to 2015-16)** |  |  |  |  |
| 6 | Total number of employees who sought retirement under VRS **since introduction of VRS in the company** |  |  |  |  |
| 7 | Total number of employees **joined the company**in FY 2015-16 |  |  |  |  |
| 7a | Total number of employees **left the company** in FY 2015-16(except retirement cases) |  |  |  |  |
| 8 | Total number of training& development programs held in FY 2015-16 |  |  |  |  |
| 9 | Total number of employees sent abroad for training and development programs in FY 2015-16 |  |  |  |  |
| 10 | Total number of MDPs (Management Development Program) conducted in FY 2015-16 |  |  |  |  |
| 11 | Total number of employees covered in MDPs (Management Development Program) conducted in FY 2015-16 |  |  |  |  |
| 12 | Total number of leadership development programs held in FY 2015-16 |  |  |  |  |
| 13 | Total amount spent for training & development programs held in FY 2015-16(INR in lakhs) |  |  |  |  |
| **B2.** | Please provide information about the following statements ***[USE CODE 1-Yes &2- No]*.** If yes, please provide the details preferably in numbers. ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
| **S.N** | **Statement** | **1 – Yes,****2 – No** | **If yes, please provide details of last 3 financial years** |
| 1 | Do you have Job rotation system? |  | -of policy & number of employees rotated  |  |
| 2 | Do you have reward system for employees? |  | -of reward system and number of employees rewarded |  |
| 3 | Do you sponsor Advanced Management Program (AMP) for senior executives? |  | -no. of AMP sponsored |  |
| **B2a.** | Does your company publish its internal newsletter?  | 1 | Yes | 2 | No |
| **B2b.** | If yes, please mention the name of that newsletter?  |  |
| **B3.** | Does your company have tie-ups with the educational institutes/universities? | 1 | Yes | 2 | No |

|  |  |
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| **B3a.** | If yes, please provide the details***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
| **S.N** | **Name of educational institutes/universities the company has tie-up with**  | **Year of tie-up** | **Type of tie-up** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **B4.** | Please provide information about your company on the following aspects |
| **S.N** | **Type of NationalAwards** | **Number of nominations/entries submitted in last 5 years** | **Number of awards received in last 5 years** |
| 1 | Prime Minister Shram Awards |  |  |
| 2 | Vishwakarma Rashtriya Puraskar |  |  |
| **B5.** | Please provide information about your company on the following statements***[PLEASE PROVIDE STANDALONE DETAILS. DO NOT COMBINE SUBSIDIARIES DETAILS]*** |
| **S.N** | **Statements** | **Number** |
| 1 | Total number of structured meetings held with employees’ representatives in -FY 2015-16 |  |
| 2 | Total number of suggestions generated per employee in FY 2015-16 |  |
| 3 | Total number of Quality Circle projects **undertaken** in FY 2015-16 |  |
| 4 | Total number of Quality Circle projects **completed**in FY 2015-16 |  |
| 5 | Total number of grievances received in FY 2015-16 |  |
| 6 | Total number of grievances settled in FY 2015-16 |  |
| 7 | Total number of yoga classes or other stress buster classes held in FY 2015-16 |  |
| 8 | Did your company undertake any **Employee Satisfaction Survey**in FY 2015-16?**(1 – Yes, 2 – No)** |  |
| 8a | If yes, how many employees **(in percent)** were satisfied?  | **%** |
| 8b | What was the overall employee mean satisfaction score? |  |
| 9 | Did your company undertake any**Customer Satisfaction Survey** in FY 2015-16? **(1 – Yes, 2 – No)** |  |
| 9a | If yes, how many customers **(in percent)** were satisfied?  | **%** |
| 10 | Does your company have a performance based pay which is linked with the performance management system?**(1 – Yes, 2 – No)** |  |
| 11 | Total amount spent on Employee benefit (in Rs.) in FY 2015-16 | **In Rs.** |

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| **B6.** | Please provide information about your company on the following statements |
| **S.N** | **Statement** | **1 – Yes, 2 – No** | **Implementation year** |
| 1 | Do you have Health Insurance, Medicare facility for employees? |  |  |
| 2 | Do you have wellness center (such as Gym, Yoga Centre etc.)? |  |  |
| **B7.** | What all types of social security scheme do you have for your employees?***[MULTIPLE RESPONSES POSSIBLE]***  |
| 1 | EPF (Employees’ Provident Fund) | 2 | EPS (Employees’ Pension Scheme) | 3 | GS (Gratuity Scheme) |
| 4 | EDLI (Employees’ Deposit Linked Insurance Scheme) | 5 | GPF (Government Provident Fund) | 6 | Post-Retirement Medical Scheme |
| 7 | Retired Employees Contributory Health Scheme | 8 | Medical Scheme/ 100% coverage death benefit scheme | 9 | Group Insurance Schemes |
| 10 | Employees’ Family Benefit Scheme | 11 | Any other scheme (explain in detail) |
| **B8.** | Did your company participate in any survey conducted in the last 2 years by external agencies (Best Employer, Best Place to Work for, etc.)? |
| 1 | Yes | 2 | No |
| **B8a.** | If yes, Please provide details. ***[PLEASE PROVIDE SUPPORTING DOCUMENTS] [PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
| **S.N** | **Name of survey** | **Name of the agency /publication** | **Year of participation** | **Rank received** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| **B9.** | Does your company Review/ Revisit/ Re-engineer HR Policy for meeting changing business priorities? |
| 1 | Yes | 2 | No |
| **B9a.** | If yes, Please provide details ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
|  |
| **B10.** | Please provide details about the benchmarking projects undertaken in the area of HR by your company. ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]***  |
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|  | **SECTION C: CSR & SUSTAINABILITY** |
| **C1.** | Do you have board level committee for CSR & Sustainability? | 1 | Yes | 2 | No |
| **C1a.** | If yes, how many members are there in the committee? |  |
| **C2.** | Please provide the information about CSR & Sustainability implementation and monitoring body |
| 1 | **Name of the head of the board level committee** |  |
| **Designation** |  |
| 2 | **Name of the independent director/s who is/are a member of board level committee** |  |
| 3 | **Name of the nodal officer who looks after the implementation of CSR & Sustainability activities on a continuous basis** |  |
| **Designation** |  |
| **C2b.** | Please provide the information on following aspects related to CSR & Sustainability.***[PLEASE USE ADDITIONAL SHEETS IFREQUIRED INDICATING QUESTION NUMBER] [PROVIDE SUPPORTING DOCUMENTS ABOUT PROJECTS/ ACTIVITIES]*** |
| **S.N** | **Top CSR projects/ activities undertaken (in terms of amount allocated) in FY 2015-16** | **Amount allocated** **(INR in lakhs)** | **Gestation period** **(in months)** | **Cities in which projects/activities are/ being undertaken** | **Number of Beneficiaries** | **Name of the implementing agency** | **Name of the monitoring agency** | **Was any base line survey done before commencement?****1 – Yes****2 – No** |
| **Starting date (MM/YYYY)** | **Completion date (MM/YYYY)** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |

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| **C3.** | Please provide the information on following aspects related to CSR & Sustainability |
| **S.N** | **Statement** | **Number** |
| 1 | Total number of CSR & Sustainability activities undertaken in FY 2015-16 |  |
| 2 | Total number of employees directly working for CSR & Sustainability activities |  |
| 3 | Total number of programs held to sensitize employees on CSR & Sustainability in FY 2015-16 |  |
| 4 | Total amount **allocated** for CSR & Sustainability in FY 2015-16**(INR in Lakhs)** |  |
| 5 | Total amount **spent** for CSR & Sustainability in FY 2015-16**(INR in Lakhs)** |  |
| 6 | PAT (Profit After Tax) in FY 2015-16**(INR in Lakhs)** |  |
| 7 | Does your company prepare Sustainability development report or provide a separate chapter/section in the annual report highlighting details of implementation of Sustainable Development projects/activities? **(1 – Yes, 2 – No)** |  |
| **C4.** | Which **Backward District/s**[[1]](#footnote-2) have you selected for CSR & Sustainability activities?***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER] [PROVIDE SUPPORTING DOCUMENTS ABOUT PROJECTS/ ACTIVITIES]***  |
| **S.N** | **Name of the district** | **Number of activities done in the district** | **Mention prominent activities undertaken in the district that has positively impacted the society and environment** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **C5.** | Provide details about how your company measures the impact of its CSR & Sustainability activities. ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]***  |
|  |
| **C6.** | Does your company have any Public Charitable Trust/ Foundations? | 1 | Yes | 2 | No |
| **C6a.** | If yes, provide details ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
| **S.N** | **Name of the Trust/Foundation** | **Geography of operations** | **Average annual expenditure per year in last 3 FY (in INR)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **C7.** | Please provide information on any award or recognition received from any independent body in the field of CSR & Sustainability in last 3 years |
| **S.N** | **Award/ Recognition** | **Year of receipt** | **Awarded by** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **C8.** | Provide details about the mechanism for undertaking audits of social benefits achieved from CSR initiatives undertaken ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]***  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C9.** | Does your company prepare any Business Responsibility (BR) report? ***[Enclose, if any]*** | 1 | Yes | 2 | No |
| **C10.** | Which reporting guidelines does your company follow? |
| 1 | National Voluntary Guidelines (NVG) | 2 | United Nation Global Compact (UNGC) Guidelines | 3 | OECD Guidelines | 4 | Global Reporting Initiatives (GRI) Guidelines | 5 | Does not follow any reporting guidelines |

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| **SECTION D: FINANCIAL PERFORMANCE** |
| **D1.** | Provide information about your company for last 5 financial years. ***[PLEASE PROVIDE STANDALONE DETAILS. DO NOT COMBINE SUBSIDIARIES DETAILS]*** |
| **S.N** | **Aspects** | **INR in Lakhs** |
| **Balance Sheet detail** | **FY(2015-16)** | **FY(2014-15)**  | **FY(2013-14)** | **FY(2012-13)** | **FY(2011-12)** |
| 1 | Equity Share Capital |  |  |  |  |  |
| 2 | Reserve & Surplus |  |  |  |  |  |
| 3 | Fixed Assets |  |  |  |  |  |
| 3a | Tangible Assets |  |  |  |  |  |
| 3b | Goodwill  |  |  |  |  |  |
| 3c | Intangible Assets |  |  |  |  |  |
| 3d | Capital work-in-progress |  |  |  |  |  |
| 3e | Intangible assets under development |  |  |  |  |  |
| 4 | Current Assets |  |  |  |  |  |
| 5 | Total Assets |  |  |  |  |  |
| **Profit & Loss Statement detail** |
| 6 | Total Revenue |  |  |  |  |  |
| 7 | Earnings Before Interest and Tax (EBIT) |  |  |  |  |  |
| 8 | Profit Before Tax (PBT) |  |  |  |  |  |
| 9 | Profit After Tax (PAT) |  |  |  |  |  |
| 10 | EPS (Earning Per Share)  | **In Rs.** | **In Rs.** | **In Rs.** | **In Rs.** | **In Rs.** |
| 11 | PE ratio |  |  |  |  |  |
| 12 | Dividend Payout Ratio |  |  |  |  |  |
| **SECTION E: R&D AND INNOVATION** |
| **E1.** | Does your company have a **R&D policy** which has been approved by the Board of Directors? |
| 1 | Yes | 2 | No |
| **E1a.** | If yes, please mention the date on which it was approved | **Month** |  | **Year** |  |

|  |  |
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| **E1b.** | Provide information about the R&D activities undertaken by your company in last 3 financial years (FY 2013-14to 2015-16). ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
| **S.N** | **Name of the R&D activity**  | **Commencement date****(MM/YYYY)** | **Completion date (MM/YYYY)** | **Budget allocated****(INR in lakhs)** | **No. of employees engaged** | **Impact of the R&D activity** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| **E2.** | Please provide the following information related to **R&D and Innovation competence** of your company? |
| **S.N** | **Aspects** | **FY(2015-16)** | **FY(2014-15)** | **FY(2013-14)** |
| 1 | Total budget allocated for R&D  |  |  |  |
| 2 | Total amount spent on R&D  |  |  |  |
| 3 | Total number of R&D units***[PLEASE CONSIDER MANUFACTURING AND R&D UNITS AS TWO DIFFERENT IDENTITIES]*** |  |  |  |
| 4 | Total number of research papers published |  |  |  |
| 5 | Total number of new technologies acquired |  |  |  |
| **E3.** | Please provide total number of Patents/Trademarks/Copyrights received and filed by your company? |
| **S.N** | **Particulars** | **Total received since Inception** | **In last 3 years (FY 2013-14 to 2015-16)** |
| **Filed** | **Received** |
| 1 | Patent |  |  |  |
| 2 | Trademark |  |  |  |
| 3 | Copyright |  |  |  |
| **E4.** | Mention the awards and recognition received from any National and International body during the last three financial years (FY 2013-14 to 2015-16)?***[PLEASE PROVIDE SUPPORTING DOCUMENTS][USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
| **S.N** | **Name of Award/Recognition received** | **Year of receipt** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **E5.** | Provide details about how your company monitors and evaluatesits R&D activities. ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]***  |
|  |
| **SECTION F: ECO-FRIENDLINESS** |
| **F1.** | Does your company **currently** have any ISO (International Organization for Standardization) or other national/international certification for environment? |
| 1 | Yes | 2 | No |
| **F1a.** | If yes, please provide the detail below ***[PLEASE PROVIDE SUPPORTING DOCUMENTS]*** |
| **S.N** | **Name of certification** | **Issued by** | **Issued Year** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **F2.** | Do the goods and services of your company bear/have any eco-label/energy efficiency certification? |
| 1 | Yes | 2 | No |
| **F2a.** | If yes, please provide the detail below ***[PLEASE PROVIDE SUPPORTING DOCUMENTS]***: |
| **S.N** | **Name of certification** | **Issued by** | **Issued Year** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **F3.** | Does your company have any norm for its suppliers to obtain any environment/ nature friendly certification? |
| 1 | Yes | 2 | No |

|  |  |
| --- | --- |
| **F3a.** | If yes, please provide the detail below |
| **S.N** | **Name of certification** | **Issued by** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **F4.** | How many programs has your company organized to educate its employees and society about the environmental issues and its protection in the last 3 financial years? |
| 1 | For employees |  |
| 2 | For society |  |
| **F4a.** | Does your company have tie-up with any NGO (Non-Government Organization) for creating awareness among people about environmental issues and its protection? |
| 1 | Yes | 2 | No |
| **F4b.** | If yes, provide the detail about such programs undertaken in the last 3financial years; also mention the name of NGO ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
|  |
| **F5.** | How many carbon credits has your company earned till 31/03/2016? |  |
| **F6.** | Has your company undertaken any initiative in the last three financial years to minimize the pollution ***[WITHIN PERMISSIBLE LIMIT]***? |
| 1 | Yes | 2 | No |
| **F6a.** | If yes, what kind of initiatives has been undertaken by your company to minimize the pollution? ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
|  |
| **F6b.** | Does your company have a certified Environment Management System? |
| 1 | Yes | 2 | No |
| **F6c.** | If yes, mention the date on which the last external audit took place ***[PLEASE PROVIDE COPY OF CERTIFICATION]*** | **Month** |  | **Year** |  |
| **F7.** | Does your company practice waste management? |
| 1 | Yes | 2 | No |
| **F7a.** | If yes, what methods of disposal does your company undertake in waste management? Elaborate. ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
|  |
| **F7b.** | Mention the details about various types of waste produced by your company annually and how do you manage/recycle the waste? |
| **S.N** | **Type of waste** | **Annual production (in Kg)** | **Waste Management/Recycling (in Kg)** |
| 1 | Solid waste |  |  |
| 2 | Liquid waste |  |  |
| 3 | Organic waste |  |  |
| 4 | Hazardous waste |  |  |
| 5 | Others (specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |  |
| **Total waste** |  |  |
| **F8.** | **Mention in detail about any other field of excellence achieved in last 3 years by the company.** |
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| SECTION G: CONTACT DETAILS |
| Please provide the contact details of different heads of the company |
| G1. | Name of the Chairman/CMD |  |
| G2. | HR head name |  |
| Designation |  |
| G3. | CSR head name  |  |
| Designation |  |
| G4. | R&D head name  |  |
| Designation |  |
| G5. | Planning & Development head name |  |
| Designation |  |
| G6. | Finance head name |  |
| Designation |  |
| **Please provide the contact details of the contact person (official filling up this survey form)who can be contacted for any query** |
| G7 | Name |  |
| G8 | Designation |  |
| G9 | Phone (with STD code) |  |
| G10 | Mobile  |  |
| G11 | Fax |  |
| G12 | Email |  |
| *[PLEASE ATTACH VISITING CARD]* |
| The following supporting documents must be sent along with the filled-up form:1. Annual Report for FY 2015-16
2. Latest MoU documents with DPE (Department of Public Enterprises) along with evaluation report
3. List of full-time directors
4. List of independent directors
5. Photocopy of the cover page of the research papers published by employees in Indian and foreign journals
6. List of employee training and development program held in FY 2015-16
7. List of CSR & Sustainability activities done by the company in FY 2015-16
8. Latest (renewed) national & international awards/certificate/similar documents as proof
9. Audited Profit & Loss Account and Balance Sheet of last 3 financial years – 2013-14, 2014-15 & 2015-16
10. Brief report on recently done CSS (Customer Satisfaction Survey) & ESS (Employee Satisfaction Survey)
11. A copy of recent internal newsletter of the company, if any
12. A copy of R&D policy, if any
13. A copy of recent Environment Management System certificate, if any
 |
| Declaration: Must be signed by the competent authority of the company*I hereby confirm that the information provided in this form is true and correct to the best of my knowledge at the time of submitting this form.* |
| Signature | Seal/ Stamp | Date |

**Annexure**

**Definition of Financial Parameters (for this form)**

1. **Capital Work in Progress**

If an asset is not completed at that time when balance sheet is prepared, all costs incurred on that assetup to the balance sheet date are transferred to an account called Capital Work in Progress Account. This account is shown separately in the balance sheet below the fixed asset. Capital work in progress accountcontains all expenses incurred on the asset until it isconverted into working condition. All these expenses will become part of the cost of that asset.

1. **Capital Employed**

 Capital Employed means Gross Block of fixed assets less accumulated depreciation plus working capital.

1. **Dividend Payout Ratio**

 The percentage of earnings paid to shareholders in dividends. Calculated as:

 **Dividends**

 **Net Income**

1. **EPS (Earning Per Share)**

 It is computed by dividing net profit after tax minus preference dividend with total outstanding share ofthe company.

 **Profit After Tax - Preference dividend**

 **Number of outstanding equity share**

1. **Equity Share Capital**

 The amount of share capital a company reports on its balance sheet only accounts for the initial amountfor which the original shareholders purchased the shares from the issuing company. Any price differences arising from price appreciation/depreciation as a result of transactions in the secondary market are not included.

1. **Earnings Before Interest and Tax (EBIT)**

 It is calculated as revenue minus expenses, excluding tax and interest. EBIT is also referred to as "operating earnings", "operating profit" and "operating income", as you can re-arrange the formula to be calculated as follows:

 **EBIT = Revenue – Cost of Goods Sold (COGS) - Operating Expenses - Depreciation & Amortization**

1. **Fixed Assets**

 A long-term tangible piece of property that a firm owns and uses in the production of its income and isnot expected to be consumed or converted into cash any sooner than at least one year's time. This information is available in the balance sheet.

1. **Goodwill**

 Goodwill is considered an intangible asset because it is not a physical asset like buildings or equipment. The goodwill account can be found in the assets portion of a company's balance sheet.

1. **Intangible Assets**

 An asset that is not physical in nature. Corporate intellectual property (items such as patents, trademarks, copyrights, business methodologies), goodwill and brand recognition are all common intangible assets in today's marketplace.

1. **Net Worth**

 Net worth means paid up capital, share application money pending allotment and reserves less accumulated losses and deferred revenue expenditure to the extent not written off.

1. **Profit Before Tax (PBT)**

 A profitability measure that looks at a company's profits before the company has to pay corporate income tax. This measure deducts all expenses from revenue including interest expenses and operating expenses, but it leaves out the payment of tax. Also referred to as "earnings before tax”

1. **Profit After Tax (PAT)**

PAT means excess of operating income over expenditure after providing for depreciation, interest, taxes(including deferred taxes), extraordinary items, prior period adjustments but before providing for appropriations to reserves.

1. **PE ratio**

 A valuation ratio of a company's current share price compared to its per-share earnings. Calculated as:

 **Market Value per Share**

 **Earnings per Share (EPS)**

1. **Revenue**

 Revenue is the gross inflow of cash, receivables or other consideration arising in the course of the ordinary activities of an enterprise6 from the sale of goods, from the rendering of services, and from the use by others of enterprise resources yielding interest, royalties and dividends.

1. **Reserve & Surplus**

Reserves and surplus at the end of an accounting period the company may decide to transfer part of the profitsto a reserve and retain the balance in the profit and loss account. The reserve created out of profits transferred from profit and loss account is called general reserve. The balance in the profit and loss account is called a surplus and will be shown under this head in the balance sheet.

1. **Total Assets**

 Things that are resources owned by a company and which have future economic value that can be measured and can be expressed in dollars. Examples include cash, investments, accounts receivable, inventory, supplies, land, buildings, equipment, and vehicles. Assets are reported on the balance sheet usually at cost or lower.

1. The backward districts referred here are those which have been identified by Planning Commission of India for its Backward Region Grant Fund (BRGF) Scheme. [↑](#footnote-ref-2)