

SCOPE Meritorious Awards 2016– 17



Environmental Excellence & Sustainable Development

Questionnaire

Organization Profile

Name of the organization	
Address of Headquarters / Corporate office	
Telephone No.	
Fax No.	
Company website address (if applicable)	
Name of Administrative Ministry/ Department	
Name of the Chief Executive (Chairman/ Chairman & Managing Director (CMD)/ Managing Director (MD))	
Nodal Officer for SCOPE Meritorious Awards 2016– 17	
Nodal Officer's telephone & mobile no.	
Nodal Officer's email id	
Please mention if your organization is a CPSE/ State Level Public Enterprise/ Bank or Financial institution	
If CPSE, Please mention if the organization is a Maharatna/ Navratna, Miniratna (I or II) or a Non Ratna as on April 01, 2016. Kindly specify if there has been change in status during the period of April 01, 2016 to March 31, 2017. If yes, please mention the effective date of notification.	
Sectors in which the organization operates and its principal products/ services	

General instructions for filling the questionnaire

1. Please provide factual responses to all the questions that are applicable for your organization.
2. Please provide responses in the space provided in the questionnaire. If instructed in the question, you may use extra sheets to provide your response. Also, clearly mention the question number in the extra sheets and prepare / limit your responses according to the instructions for each question.
3. Supporting documents, wherever possible to act as evidence for any answer should be attached. **Kindly include the soft copies of all the supporting documents in a CD in .doc and .pdf formats, which have to be submitted to SCOPE, along with the filled questionnaire.**

Questions

S. No.	Information Required	Response/ Document Required
1.	(i) Does your organization have an approved Environmental & Sustainable Development (E&SD) policy?	<ul style="list-style-type: none"> • Policy approved by the Board of Directors • Policy approved by CMD/ MD • No <p><i>(Please tick appropriate option)</i> If yes, please provide a copy of the environmental and sustainable development policy. Also mention its approval date.</p>
	(ii) Does the Environmental & Sustainable Development policy include an Environmental Risk & Disaster Management plan?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> If yes, please provide a copy of it and highlight the relevant portions in environmental policy.</p>
	(iii) Does your organization have a Board level sub-committee, a Director in the Board or dedicated GM on Environmental & Sustainable Development?	<ul style="list-style-type: none"> • Board level sub-committee • Director in Board on E&SD • Dedicated GM on E&SD • None of the above <p><i>(Please tick appropriate option)</i> Please list the name and designation of the Committee members / Director / GM in the format given in Appendix 1.</p>
2.	(i) Does your organization have an Environmental cell / department?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p>
	(ii) If yes, is it a separate Environmental cell/ department or a combined Health, Safety and Environmental (HSE) cell?	<ul style="list-style-type: none"> • Separate • Combined <p><i>(Please tick appropriate option)</i></p>
3.	Does your organization have a certified Environmental Management System, for example ISO 14000?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> If yes, please provide a copy of the certification.</p>
4.	What was the total budget & expenditure incurred on Environmental related initiatives during the last 3 financial years (FY 15, FY 16 and FY17)?	<i>Please list the initiatives along with expenditure incurred for each of the 3 financial years as per Appendix 2.</i>
5.	Does your organization prepare a report on Environmental and Sustainable Development or provide a separate chapter in the annual report highlighting details of implementation of Environmental and Sustainable Development projects/ activities?	<ul style="list-style-type: none"> • Separate Sustainability Report • Separate section in Annual Report • None of the above <p><i>(please tick appropriate option)</i> If yes, please provide the Environmental and Sustainability Report for the year FY 2016 or highlight the page numbers in the Annual Report</p>

S. No.	Information Required	Response/ Document Required
6.	(i) Does your organization have a formal mechanism for monitoring the Environmental and Sustainable Development projects/ activities to assess if progress is being achieved in line with expectations?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> If yes, briefly describe (not more than 1 A4 size page) the monitoring mechanism adopted during the period April 01, 2016 to March 31, 2017</p>
	(ii) Does your organization engage an independent expert for monitoring Environmental and Sustainable Development Projects/ activities?	<ul style="list-style-type: none"> • Internal • External • No <p><i>(Please tick appropriate option)</i> If yes, please provide the name and contact details of the independent agency / expert appointed for this purpose in FY 17.</p>
7.	Does your organization engage in research in the field of Environmental Excellence and Sustainable Development (EE&SD)?	<ul style="list-style-type: none"> • Patent (applied/awarded) for a technology having direct impact on EE&SD • Tie-ups with premier institutes for research on EE&SD • Any other initiative • No <p><i>(Please tick appropriate option)</i> If yes, briefly describe (not more than 1 A4 size page) the initiatives taken by your organization in research in EE&SD</p>
8.	Does your overall energy consumption include energy from renewable sources? What % of your total energy consumption is from renewable sources? If yes, does your organization have rooftop solar panels installed on their buildings (offices, factories etc.)?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> : _____ % of energy consumption from renewable sources? :----- <ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> If yes, please provide 1 page write-up on the same.</p> </p>
9.	Does your organization undertake Rain Water Harvesting in its premises (office or site locations)	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> If yes, please provide the copy of rain water harvesting manual / guidelines / system at your organization.</p>
10.	Does your organization conduct energy audit of its facilities by an external agency?	<ul style="list-style-type: none"> • Yes • No

S. No.	Information Required	Response/ Document Required
		<p><i>(Please tick appropriate option)</i> <i>If yes, please provide the copy of the last energy audit undertaken.</i></p>
11.	<p>(i) Does your organization conduct carbon audit or have a Carbon Strategy (<i>or any other similar initiative</i>) in place to take stock of and reduce the GHG emissions?</p> <p>If yes, was the audit conducted by independent agency?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide the copy or 1 page write-up of the relevant document.</i></p> <ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p>
	<p>(ii) Has your organization undertaken initiative to reduce its carbon footprint / emissions?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide the copy or 1 page write-up of the relevant document</i></p> <p>_____</p>

Appendices

Appendix 1

Details on Board level subcommittee on environment & sustainable development?

S No.	Name of Member	Designation
1.		
2.		
3.		
4.		

(Add rows if required)

Appendix 2

Details of Expenditure on Environmental & Sustainable Development (E&SD) initiatives undertaken by the company during FY 15, 16 & 17

Financial year ended March 31, 2015

Details of E&SD Initiatives undertaken	Expenditure incurred (Rs. Lakhs)	Proposed outcome/ impact #	Name of Independent Monitoring Agency
1.			
2.			
3.			
4.			

(Add rows if required)

Financial year ended March 31, 2016

Details of E&SD Initiatives undertaken	Expenditure incurred (Rs. Lakhs)	Proposed outcome/ impact #	Name of Independent Monitoring Agency
1.			
2.			
3.			
4.			

(Add rows if required)

Financial year ended March 31, 2017

Details of E&SD Initiatives undertaken	Expenditure incurred (Rs. Lakhs)	Proposed outcome/ impact #	Name of Independent Monitoring Agency
1.			
2.			
3.			
4.			

(Add rows if required)

Please note that the outcome of Environmental & Sustainable development initiatives mentioned in the table above must highlight the details of the projects undertaken as well as associated tangible benefits like i) substitution of hazardous chemicals, ii) reuse of waste, iii) captive power generation from wastes, iv) afforestation, v) regeneration of natural resources etc.

In addition to the above, a brief write up (not more than 1 A4 size page) may be appended for the individual SD initiatives for FY 16 which may include time table of the project, major milestones achieved, number of facilities it has been implemented in, number of participants, project cost etc.

Check list of documents to be attached with the Application

1. Environmental & Sustainable Development Policy if applicable
2. Environmental Management System (EMS) certification if applicable
3. Environmental & Sustainability Report for 2016– 17, if applicable
4. Copy of brief-write up on formal mechanism for monitoring the Environmental and Sustainable Development projects if applicable
5. Copy of brief-write up on initiatives undertaken by the organization in research in EE&SD if applicable
6. Copy of brief-write up on rooftop solar panels installed on buildings of the organization and % of energy consumed from renewable sources
7. Copy of Rainwater Harvesting manual / guidelines / system if applicable
8. Copy of brief-write up related to initiatives undertaken by the organization to reduce carbon footprint/emissions