



SCOPE Meritorious AWARDS 2014-15



STANDING CONFERENCE OF PUBLIC ENTERPRISES

PREAMBLE

SCOPE is apex professional organization of Public Sector Enterprises in the country.

The Vision and Mission of SCOPE is as follows:

Vision : “To enable its member enterprises to be globally competitive in market driven environment”

Mission : “To facilitate the endeavours of its members in improving their overall performance and to promote their legitimate aspirations by strengthening their effective and sustained engagement with stakeholders”

Keeping in view the above Vision and Mission, Executive Board of SCOPE instituted Meritorious Awards in Specialized Fields beginning with the year 2004-05 to recognize significant achievements of Member organizations in various fields of Corporate Governance and Management. In addition to the existing seven Meritorious Awards, SCOPE has instituted two new awards in the category of Women Empowerment and RTI Act Compliance.

TITLE OF THE AWARDS

Nine Meritorious Awards are as follows:

1. SCOPE Meritorious Award for Environmental Excellence & Sustainable Development
2. SCOPE Meritorious Award for Good Corporate Governance
3. SCOPE Meritorious Award for Corporate Social Responsibility & Responsiveness
4. SCOPE Meritorious Award for R&D, Technology Development & Innovation
5. SCOPE Meritorious Award for Best Practices in Human Resource Management
6. SCOPE Meritorious Award for Best Managed PSE set up under Section 8 of the Companies Act 2013 (25 of the Companies Act, 1956)
7. SCOPE Meritorious Award for Best Managed Bank, Financial Institution or Insurance Company
8. SCOPE Meritorious Award for Best Women Empowered Company
9. SCOPE Meritorious Award for RTI Act 2005 Compliance

AIMS AND OBJECTIVES

- To recognize significant achievements of Member organization in various specialised fields leading to Business Excellence and Competitive Advantage
- To motivate Member enterprises to achieve higher goals of excellence
- To reward Member organizations which have taken extraordinary initiatives and have made a mark in the chosen fields

ELIGIBILITY CRITERIA

- All Member organizations, which are not in arrears, in respect of annual contribution towards membership of SCOPE will be eligible for nominations.
- As per the laid down criteria, PSE having already won the award in the preceding year shall not be considered for the same category of award.
- Such PSEs, however, may be considered for Commendation Certificate in case they

apply and have again been ranked first or have been ranked very close to the first ranked enterprise.

APPLICATION FEE

- Each entry must be accompanied with an application fee of Rs. 18,000/- (Rupees Eighteen Thousand only) plus 14.50% service tax by cheque/draft drawn in favour of "Standing Conference of Public Enterprises" to partially cover academic processing/ professional expenditure.
- Payment can also be made through NEFT on our bank account - Dena Bank, SCOPE Complex, Lodhi Road, New Delhi Savings A/c No.: 105010001856 IFSC Code: BKDN0711050
Entries not accompanied with application fee would be liable for rejection.

FORM AND PRESENTATION

- Each award will include a Certificate and a Trophy
- SCOPE Meritorious Awards will be presented by National Dignitary.

EVALUATION CRITERIA

Award for Environmental Excellence & Sustainable Development

- Policy framework of the PSE to fund Environmental & Sustainable Development (E&SD) programs / activities
- Structured framework and mechanism for undertaking E&SD initiatives
- Effective programs and initiatives related to corporate responsibility for environment

protection and sustainable development

- Research and technological initiatives to address the environmental issues
- Institutionalized mechanism in the enterprise for reviewing outcomes from the E&SD initiatives

Award for Good Corporate Governance

- Compliance of PSE Corporate Governance guidelines issued by the Department of Public Enterprises and as per provisions of the Companies Act, 2013
- Effective reporting and compliance with laws and regulations
- Effective mechanism within the organization to guide employees on professional and ethical conduct in the field
- Commitment to the welfare and well-being of its stakeholders and accountability to the stakeholders
- Capacity building of the board members

Award for Corporate Social Responsibility & Responsiveness

- Board approved policy framework for undertaking CSR activities
- Nature and extent of organization's involvement in CSR
- The financial and human resources committed to CSR and responsiveness including compliance to relevant provisions of the Companies Act, 2013
- Long term investments on CSR initiatives and its impact on key stakeholders
- Creation of CSR awareness and involvement among the employees

- Ensuring accountability and promoting effectiveness of the CSR initiatives

Award for R&D, Technology Development and Innovation

- Policy framework for undertaking R&D initiatives
- Investment on R&D, technology transfer and innovations
- Effectiveness of the initiatives towards research and development including patents applied and received
- Structured mechanism of sanctioning, monitoring and evaluation of R&D projects
- Extent of investment made on human resources in R&D division

Award for Best Practices in Human Resource Management

- Capacity building and talent management measures taken by the PSE
- Structured framework for resolving gender issues and representation of both genders at the senior management levels
- Undertaking the studies / surveys to measure and enhance the effectiveness of HRM on a continuous basis
- Career and succession planning in the organization
- Long term initiatives undertaken to promote human resource development in the organization
- Employment relationship climate and culture with specific measures for enhancing a sense of belonging

- Use of ICT based tools for enhancing HR management practices

Award for Best Managed Bank, Financial Institution or Insurance Company

- Preparation of short term and long term strategic plan
- Organizational initiatives undertaken for introduction of new products and services with enhanced brand value, increasing number of customers / clients and enhancing customer satisfaction
- Financial performance of the organization
- Strategic initiatives undertaken for capacity building of the employees
- Engagement in Corporate Social Responsibility activities
- Conducting employee surveys to identify the issues for framing HR policies
- Presence of quality assurance system

Award for Best Managed PSE set up under Section 8 of the Companies Act, 2013 (Section 25 of the Companies Act, 1956)

- Preparation of short term and long term strategic plan
- Compliance of PSE Corporate Governance guidelines issued by the DPE and as per provisions of the Companies Act, 2013
- Key activities undertaken towards increasing number of beneficiaries and enhancing customer satisfaction
- Initiatives undertaken for improving operational efficiency, introduction of new

products and services and enhanced brand value

- Strategic initiatives undertaken for capacity building of the employees
- Financial performance of the organization

Award for Best Women Empowered Company

- Policy framework to promote gender equality
- Representation of women at board, senior management level and overall workforce
- Strategic initiatives for capacity building of women employees
- Structural framework to safeguard interests of woman employees
- Nature and extent of organization involvement in women related CSR initiatives
- Achievements and recognition of women in senior management

- Benefits / welfare measures extended to women employees

Award for RTI Act 2005 Compliance

- Compliance with the RTI Act 2005
- Mechanism / Structural framework to address RTI applications
- IT based systems to manage RTI related activities
- Performance in addressing RTI applications
- Innovative measures to improve RTI compliance
- Communication on RTI Act compliance to internal and external stakeholders

Panel of Judges

The SCOPE Meritorious Awards will be decided by an eminent Panel of Judges who would be assisted by **Deloitte Touche Tohmatsu India LLP**, the evaluating agency for Awards.



STANDING CONFERENCE OF PUBLIC ENTERPRISES

1st Floor, Core-8, SCOPE Complex, 7 Lodhi Road
New Delhi - 110 003, Phone: 24362604, 24361495, 24360101, Fax: 24361371
Email: scopedg@yahoo.com, pr.scope@gmail.com, Website: www.scopeonline.in

SCOPE-2016/SMA/Spl. Fields/
11th May, 2016

Dear *Chief Executive,*

We are pleased to inform that SCOPE has initiated the process of inviting entries from PSEs for SCOPE Meritorious Awards in Specialized Fields for the year 2014-15. In addition to the existing meritorious award, SCOPE has introduced two new Awards in the category of Women Empowerment and RTI Act Compliance.

Accordingly, are attaching herewith Nomination Pro forma for the following nine Specialised Fields of Awards:

- **SCOPE Meritorious Award for Environmental Excellence & Sustainable Development**
- **SCOPE Meritorious Award for Good corporate Governance**
- **SCOPE Meritorious Award for Corporate Social Responsibility & Responsiveness**
- **SCOPE Meritorious Award for R&D, Technology Development & Innovation**
- **SCOPE Meritorious Award for Best Practices in Human Resource Management**
- **SCOPE Meritorious Award for Best Managed PSE set up under Section 8 of the Companies Act.**
- **SCOPE Meritorious Award for Best Managed Bank, Financial Institution or Insurance Company.**
- **SCOPE Meritorious Award for Innovative Practices in Women Empowerment.**
- **SCOPE Meritorious Award for Effective Implementation of RTI Act.**

Member organizations may send their entries by filling up the attached pro forma in soft copy (2 copies in CD format) and attaching other documents necessary to substantiate their meritorious work. Last date of receipt of entries in SCOPE Secretariat is Wednesday, the 15th June 2016. Nominations received after the last date shall not be considered.

These are Corporate level awards and not for a Unit. Hence only one entry should be sent by each PSE after consolidating information of all the units at the level of Corporate Office.

STANDING CONFERENCE OF PUBLIC ENTERPRISES
(An apex body of Public Enterprises)

"SCOPE Complex" 7, Lodi Road, New Delhi - 110 003, Ph. : 24362604, 24360689 Fax : 24361371
Website : www.scopeonline.in, Email : scopedg@yahoo.com

To partially meet the academic processing/professional fee etc. an entry fee of Rs. 18,000/- + Service Tax as applicable, would be payable per entry per award. It may please be ensured that the entry fee as stipulated above is sent along with the Nomination Documents so that the entry is eligible to be treated as a Valid Entry.


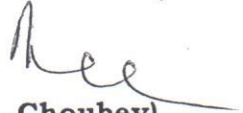
Those member organizations which are not in arrears in respect of Membership Contribution of SCOPE will be eligible for sending the Entries. It may be noted that a PSE, which has already won the award in the preceding financial year shall not be eligible for the same category of award for 2014-15. Since no entries were invited for the year 2013-14, the 'preceding year' applicable will be 2012-13. However, such PSEs may be considered for Commendation Certificate in case they apply and have been ranked first or close to the first ranked enterprise.

Deloitte Touche Tohmatsu India LLP is the evaluating agency responsible for assisting the distinguished Panel of Judges.

SCOPE has considered it advisable to hold an Orientation Meeting for the Nodal Officers representing the CPSEs, where all aspects of making entries into the Award shall be discussed. The half-day Orientation Meeting is scheduled to be held at 03:00 PM on Tuesday, the 31st May 2016 at SCOPE Convention Centre, SCOPE Complex, 7-Lodhi Road, New Delhi. Please **nominate a Nodal Officer** in your company who would be responsible for coordinating with SCOPE Secretariat in this regard. His/Her name, designation, email id and telephone number etc. may be intimated to **Ms. Nisha Sharma, Manager (CC), SCOPE (email id: pr.scope@gmail.com) by 25th May, 2016**, so that soft copies of our formal communication can be emailed not only to you but also to the Nodal Officer.

Keeping in view the observations of the Panel of Judges that there was a need for larger participation by PSEs, we shall once again request you to take interest for the participation by your prestigious organization.

With 

Yours 

(Dr. U.D. Choubey)

To: The Chief Executives of SCOPE Member Enterprises

SCOPE Meritorious Awards 2014 – 15

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 2014 – 15	
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, 2014. Kindly specify if there has been change in status during the period of April 01, 2014 to March 31, 2015. 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, which has 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 Board • 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 13, FY 14 and FY15)?	<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 /	<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 FY15 or</p>

S. No.	Information Required	Response/ Document Required
	activities?	<i>highlight the page numbers in the Annual Report</i>
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 <i>(Please tick appropriate option)</i> <i>If yes, briefly describe (not more than 1 A4 size page) the monitoring mechanism adopted during the period April 01, 2014 to March 31, 2015</i>
	(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 <i>(Please tick appropriate option)</i> <i>If yes, please provide the name and contact details of the independent agency / expert appointed for this purpose in FY 15.</i>
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 <i>(Please tick appropriate option)</i> <i>If yes, briefly describe (not more than 1 A4 size page) the initiatives taken by your organization in research in EE&SD</i>
8.	Does your overall energy consumption include energy 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 <i>(Please tick appropriate option)</i> : _____ <ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, please provide 1 page write-up on the same.</i>
9.	Does your organization undertake Rain Water Harvesting in its premises (office or site locations)	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, please provide the copy of rain water harvesting manual / guidelines / system at your organization.</i>
10.	Does your organization conduct energy audit of its facilities by an external agency?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, please provide the copy of the last</i>

S. No.	Information Required	Response/ Document Required
		<i>energy audit undertaken.</i>
11.	(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? If yes, was the audit conducted by independent agency?	<ul style="list-style-type: none"> • Yes • No (<i>Please tick appropriate option</i>) If yes, please provide the copy or 1 page write-up of the relevant document.
	(ii) Has your organization undertaken initiative to reduce its carbon footprint / emissions?	<ul style="list-style-type: none"> • Yes • No (<i>Please tick appropriate option</i>) If yes, please provide the copy or 1 page write-up of the relevant document _____

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 13, 14 & 15

Financial year ended March 31, 2013

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, 2014

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, 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)

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 15 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 2014 – 15, 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
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

SCOPE Meritorious Awards 2014 – 15

Corporate Governance



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 2014 – 15	
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, 2014. Kindly specify if there has been change in status during the period of April 01, 2014 to March 31, 2015. 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. Attach soft copies of the **Annual Reports for the financial years 2013 – 14 & 2014 – 15.**
4. Attach soft copies of the **MoU documents for the financial years 2013 – 14 & 2014 – 15.**
5. 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, which has to be submitted to SCOPE, along with the filled questionnaire.**

Questions

S. No.	Information Required	Response/ Document Required
1.	<p>Please give the number of members on Board of Directors as on March 31, 2015, as per the following classification:</p> <ul style="list-style-type: none"> • Number of whole time Directors (Functional/Executive Directors) • Government/ Institutional nominee directors • Number of Women Directors • Independent Directors • Other Directors 	<p>Please fill in the details of directors in the format provided in <i>Appendix 1</i>.</p>
2.	<p>How many Board of Directors meetings were held during the period April 01, 2014 to March 31, 2015?</p> <p>Please give date of each meeting and number of directors who attended the respective meetings.</p>	<p>Please fill in details of Board Meetings in the format provided in <i>Appendix 2</i>.</p>
3.	<p>Please list the names of the Board level committees chaired by Independent Directors that were in place during the period April 01, 2014 to March 31, 2015.</p>	<p>Please fill in details of Board Level committees in the format provided in <i>Appendix 3</i>.</p>
4.	<p>(i) Does your organization have an audit committee? If yes, please provide name of its chairman during FY 15.</p> <p>(ii) How many audit committee meetings were held during the period April 01, 2014 to March 31, 2015?</p> <p>(iii) Please give date of each meeting and number of directors who attended the respective meetings.</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>Please provide list of members of the audit committee in Appendix 4</i></p> <p><i>Please provide details of audit committee meetings in the format provided in Appendix 5</i></p>
5.	<p>Does your organization have a remuneration committee? If yes, please provide name of its chairman during FY15.</p> <p>How many remuneration committee meetings were held during the period April 01, 2014 to March 31, 2015?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>Please provide list of members of the remuneration committee in Appendix 4</i></p>

S. No.	Information Required	Response/ Document Required
	Please give date of each meeting and number of directors who attended the respective meetings.	<i>Please provide details of remuneration committee meetings in the format provided in Appendix 5</i>
6.	Does your organization have a Risk Management policy? If yes, please mention the date on which it was approved by the Board / CMD / MD	<ul style="list-style-type: none"> • Policy approved by Board • Policy approved by CMD / MD • None <i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the Risk Management Policy</i>
7.	Does your organization have a Whistle Blower policy? If yes, please mention the date on which it was passed by the Board/ CMD / MD If yes, what are the mediums available (dedicated toll free number, email id etc.) to the Whistle Blower to report of any incident?	<ul style="list-style-type: none"> • Policy approved by Board • Policy approved by CMD/ MD • No <i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of Whistle Blower Policy</i> <i>Please provide 1 page write up on the mediums through which employees (whistle blowers) can report of any incidents without disclosing their identity</i>
8.	Does the company undertake training / orientation programs for its new / existing Board members?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>Please provide details of training sessions conducted during the period April 01, 2014 to March 31, 2015 in the format provided in Appendix 6</i>
9.	Does your organization has an established Code of Conduct / Corporate Governance Code? If yes, is it made accessible / communicated to the employees of the organization?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the relevant document (code of conduct document, separate chapter in annual report etc.)</i> <ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i>

Appendices

Appendix 1

Details of Board of Directors as on March 31, 2015

Details of Whole Time/ Functional Directors

No.	Name	Functions currently headed	New (if the director has been inducted 2014 - 15 (Yes/ No))
1			
2			
3			
4			
5			

(Please add rows as necessary)

Details of Government nominee Directors

No.	Name	Designation in Government	New (if the director has been inducted in 2014 - 15 (Yes/ No))
1			
2			
3			
4			
5			

(Please add rows as necessary)

Details of Women Directors

No.	Name	Is she Whole time / Government nominee / Independent Director?	New (if the director has been inducted in 2014 - 15 (Yes / No))
1			
2			
3			
4			
5			

(Please add rows as necessary)

Details of Independent Directors

No.	Name	No. of years of experience	New (if the director has been inducted in the current year (Yes/ No))	Other Directorships held
1				
2				
3				
4				

(Please add rows as necessary)

Details of Other Directors

No.	Name	No. of years of experience	New (if the director has been inducted in 2014 - 15 (Yes/ No))
1			
2			
3			
4			

(Please add rows as necessary)

Appendix 2

Details of Board Meetings held during the period April 01, 2014 to March 31, 2015

S. No.	Date of meetings held in FY15	Strength of Board of Directors on the date of meeting	Number of directors attended the meeting			
			Whole-time/functional directors	Government nominee directors	Independent directors	Other Directors
1.						
2.						
3.						
4.						

(Please add rows as necessary)

Appendix 3

Details of Board level committees chaired by Independent Director those were in place during the period April 01, 2014 to March 31, 2015

No.	Name of Board Level Committees	Briefly state the key functions of the Committee#	Name of Chairman/ Chairperson of the committee	No. of members of the Committee	No. of independent Directors who are members of the Committee
1.					
2.					
3.					
4.					
5.					

(Please add rows as necessary)

Appendix 4:

Details of the Audit and Remuneration Committee

No.	Name of the Committee	Name of members	Name of Chairman/ Chairperson of the committee
1.	Audit		
2.	Remuneration		

Appendix 5**Details of the Meetings of Audit and Remuneration Committee**

Audit Committee

S. No.	Date of meetings held in FY15	Strength of Audit Committee on the date of the meeting	Number of directors attended the meeting			
			Whole-time/ functional directors	Government nominee directors	Independent directors	Other Directors
1.						
2.						
3.						
4.						

(Please add rows as necessary)

Remuneration Committee

S. No.	Date of meetings held in FY15	Strength of Remuneration Committee on the date of the meeting	Number of directors attended the meeting			
			Whole-time/ functional directors	Government nominee directors	Independent directors	Other Directors
1.						
2.						
3.						
4.						

(Please add rows as necessary)

Appendix 6

Details of training programs conducted for orientation and development of Directors during the period April 01, 2014 to March 31, 2015

a. Details of training organized by your organization

No.	Details of training program conducted	Duration of the Training (No. of Days)	Name of Directors attending the session
1.			
2.			
3.			
4.			

(Please add rows as necessary)

b. Details of training organized by other institutions (e.g. SCOPE etc.)

No.	Details of training program conducted	Duration of the Training (No. of Days)	Name of Directors attending the session
1.			
2.			
3.			
4.			

(Please add rows as necessary)

Check list of documents to be attached with the Application

1. Risk Management Policy if applicable
2. Whistle Blower Policy if applicable
3. Copy of Brief write up on the mediums available through which employees (Whistle Blowers) can report of any incident without disclosing their identity, if applicable
4. Copy of relevant document related to Code of Conduct/Corporate Governance Code, if applicable
5. Annual Report of 2013 – 14 & 2014 – 15
6. MoU document of 2013 – 14 & 2014 – 15

SCOPE Meritorious Awards 2014 – 15

Corporate Social Responsibility & Responsiveness



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 2014 – 15	
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, 2014. Kindly specify if there has been change in status during the period of April 01, 2014 to March 31, 2015. 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, which has to be submitted to SCOPE, along with the filled questionnaire.**

Questions

S. No.	Information Required	Response/ Document Required
1.	<p>Does your organization have a Board level CSR Committee?</p> <p>Please list the name & designation of the Committee members including the independent directors.</p>	<p><i>Please provide details as per attached Appendix 1.</i></p>
2.	<p>Does your organization has a CSR committee approved Corporate Social Responsibility (CSR) policy?</p> <p>If yes, please mention the date on which it was approved.</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the Corporate Social Responsibility policy.</i></p>
3.	<p>Please list the CSR initiatives undertaken by your organization during FY 2014 – 15.</p>	<p>Please fill in details of CSR initiatives undertaken as per the activities mentioned in the template given in Appendix 2</p>
5.	<p>What was the total budget and expenditure incurred on CSR initiatives during the last 3 financial years, i.e., FY13, FY14 and FY15?</p>	<p>Please fill in the details in Appendix 3</p>
6.	<p>Does your organization prepare a CSR report or provide a separate chapter / section in the annual report highlighting details of implementation of CSR activities / projects?</p>	<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> <i>If yes, please provide CSR Report for the year FY 2015 or highlight the page numbers in the Annual Report</i></p>
7.	<p>(i) Does your organization have a mechanism for undertaking audits of social benefits achieved from CSR initiatives undertaken?</p> <p>(ii) Is it undertaken by the external professional agency or monitored by the internal Committee?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, briefly describe (not more than 1 A4 size page) the CSR audit mechanism adopted during FY15.</i></p> <ul style="list-style-type: none"> • Internal • External <p><i>(Please tick appropriate option)</i> <i>Please provide the name and contact details of the external professional agencies or names of the internal committee members with their designations, as applicable in Annexure 4</i></p>

S. No.	Information Required	Response/ Document Required
8.	Has your organization identified a specialized agency to implement the activities identified under CSR?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the Scope of work for the specialized agency along with the name and contact details of the agencies.</i></p>
9.	Initiatives undertaken by the company in creating CSR awareness among the employees	<ul style="list-style-type: none"> • Training programs for employees on CSR • Internal communication on CSR initiatives • Any other • None <p><i>Briefly describe (not more than 1 A4 size page) the initiatives undertaken</i></p>

Appendices

Appendix 1

Details of CSR Committee as on March 31, 2015

S. No.	Name of CSR Committee Members	Is s/he a member of the Board?	Is s/he an independent member of the Board?
1			
2			
3			
4			
5			
6			

(Add more rows as required)

Appendix 2

Details of CSR initiatives undertaken during FY 2014 – 15

Year initiated	Details of Initiatives undertaken	Expenditure during the year/ initiative (Rs. Lakhs)	Focus Activity# (mention the number corresponding to the activity)	Name of the Independent Monitoring Agency	Name of the Implementing Agency

(Add more rows as required)

#Focus of the CSR initiative may be in one or more of the activities mentioned below:

1. eradicating extreme hunger and poverty
2. promotion of education
3. promoting gender equality and empowering women
4. reducing child mortality and improving maternal health
5. combating human immunodeficiency virus, acquired immune deficiency syndrome, malaria and other diseases
6. ensuring environmental sustainability
7. employment enhancing vocational skills
8. social business projects
9. contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government or the State Governments for socio-economic development and relief and funds for the welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women; and
10. such other matters as may be prescribed in Companies Act, 2013

In addition to the above, please append the CSR report (*independent or part of Annual report or others*) for the period FY 2014 – 15

Appendix 3**Details of CSR budget and expenses FY 2014 – 15**

	Proposed Budget in Crores	Actual Expenditure in Crores
FY13		
FY14		
FY15		

Appendix 4**Details of CSR audit agency / committees**

S. No.	Name of External Agency	Names of Internal Committee Members
1		
2		
3		
4		
5		

(Add more rows as required)

Check list of documents to be attached with the Application

1. Corporate Social Responsibility Policy if applicable
2. Corporate Social Responsibility Report for 2015 if applicable
3. 1 page write-up on CSR audit mechanism
4. Scope of work for identified specialized agency to implement CSR initiatives if applicable
5. 1 page write-up on the initiatives undertaken by the company in creating CSR awareness among the employees

SCOPE Meritorious Awards 2014 – 15

R&D, Technology Development & Innovation



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 2014 – 15	
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, 2014. Kindly specify if there has been change in status during the period of April 01, 2014 to March 31, 2015. 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, which has to be submitted to SCOPE, along with the filled questionnaire.**

Questions

S. No.	Information Required	Response/ Document Required
1.	Does your organization have an approved R&D policy? If yes, please mention the date on which it was approved.	<ul style="list-style-type: none"> • Approved by Board • Approved by CMD/MD • No <i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the R&D policy.</i>
2.	Does your organization have a Board level sub-committee, a Director in the Board or dedicated GM on Research & Development? Please list the names & designation of the Committee members/ Director / GM	<ul style="list-style-type: none"> • Board level sub-committee • Director in Board • Dedicated GM • None of the above <i>(Please tick appropriate option)</i>
3.	What was the total budget & expenditure incurred on R&D initiatives during the past 3 financial years. <ul style="list-style-type: none"> • Financial year ended March 31, 2013 • Financial year ended March 31, 2014 • Financial year ended March 31, 2015 	<i>Please list R&D initiatives along with expenditure incurred for the respective financial years as in Appendix 1</i>
4.	What were the total personnel expenditure on employees engaged in R&D activities during the period April 01, 2014 to March 31, 2015?	Please mention it as a share or % of total expenditure on employees.
5.	How many patents were filed by the company during the last 3 financial years, i.e. during FY13, FY14 and FY15?	Please provide details of patents filed by the company in Appendix 2
6.	How many patents were awarded to the company among the patents filed during the last 3 financial years, i.e. during FY13, FY14 and FY15?	Please provide details of the patents awarded to the company among the patents filed during last 3 financial years in Appendix 2
7.	(i) Does your organization have a procedure for sanction of R&D Projects?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, please provide details how projects are selected including selection criteria.</i>
	(ii) Does your organization have a procedure for monitoring R&D Projects?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, please provide the details of the monitoring mechanism along with a sample monitoring report of a project.</i>

S. No.	Information Required	Response/ Document Required
	(iii) Does your organization have a system of evaluating the performance of R&D projects?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes please provide details of the process along with a sample performance evaluation report of a project.</i></p>
8.	Does your organization provide a separate chapter/ section in the annual report highlighting details of implementation of R&D initiatives?	<ul style="list-style-type: none"> • Separate Report • Separate Section/Chapter in Annual Report • No <p><i>(please tick appropriate option)</i> <i>If yes, please highlight the page numbers in the Annual Report</i></p>

Appendices

Appendix 1

Details of R&D initiatives undertaken by the company during FY 13, 14 and 15

Financial year ended March 31, 2015

Details of R&D Initiatives undertaken	Expenditure incurred (Rs. Lakhs)	Impact (New product development, improvement etc.)
1.		
2.		
3.		
4.		

Financial year ended March 31, 2014

Details of R&D Initiatives undertaken	Expenditure incurred (Rs. Lakhs)	Impact (New product development, improvement etc.)
1.		
2.		
3.		
4.		

Financial year ended March 31, 2013

Details of R&D Initiatives undertaken	Expenditure incurred (Rs. Lakhs)	Impact (New product development, improvement etc.)
1.		
2.		
3.		
4.		

Appendix 2

Details of patents filed and awarded to the company among the patents filed during last 3 financial years.

FY 13		FY 14		FY 15	
Number of Patents Filed:		Number of Patents Filed:		Number of Patents Filed:	
Number	of Patents	Number of Patents	Awarded:	Number of Patents	Awarded:
Awarded:					

Check list of documents to be attached with the Application

1. R&D Policy if applicable
2. Procedure for sanctioning of R&D projects
3. Details on monitoring and evaluation of R&D projects
4. Sample R&D Project Monitoring Report if applicable
5. Sample R&D Project Performance Evaluation Report if applicable

SCOPE Meritorious Awards 2014 – 15

Best Practices in Human Resource Management



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 2014 – 15	
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, 2014. Kindly specify if there has been change in status during the period of April 01, 2014 to March 31, 2015. 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. Attach soft copies of the **Annual Reports for the financial years 2013 – 14 & 2014 – 15.**
4. Attach soft copies of the **MoU documents for the financial years 2013 – 14 & 2014 – 15.**
5. 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, which has to be submitted to SCOPE, along with the filled questionnaire.**

Questions

S. No.	Information Required	Response/ Document Required
1.	<p>Total number of employees in your organization as on March 31, 2015:</p> <p>Please provide break up of:</p> <ul style="list-style-type: none"> • Permanent employees on the rolls of the company <ul style="list-style-type: none"> ○ Workmen ○ Executive (E1-E6) ○ Senior Management (E7-E9 & the Board) • Employees on contract 	<p>Please fill in details of the employees in the format provided in Appendix 1</p>
2.	<p>Does your company have a Board approved HR policy, training and development policy and Performance Management System in place as on March 31, 2015?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(please tick appropriate option)</i> <i>If yes, please provide a brief write up (not more than 1 A4 size page) on your performance management system and provide copies of your HR policy and training and development policy</i></p>
3.	<p>What was the number of training days per employee during the period April 01, 2014 to March 31, 2015?</p>	<p>Please fill in details of training days per employee in the format provided in Appendix 2.</p>
4.	<p>What was the total employee training expenditure incurred by the company during the last 3 financial years?</p>	<p>Please provide the total training expenditure in Lacs against the following FY:</p> <ul style="list-style-type: none"> • FY 12 – 13: INR _____ Lacs • FY 13 – 14: INR _____ Lacs • FY 14 – 15: INR _____ Lacs
5.	<p>(i) Please state the number of male and female employees at the senior/top management level (grades E7 – E9 and the Board) on the organizations payroll as on the following dates:</p> <ul style="list-style-type: none"> • March 31, 2013 • March 31, 2014 • March 31, 2015 	<p>Please fill in details of the employees in the format provided in Appendix 3 a</p>
	<p>(ii) Please state the number of male and female employees who have joined the organization during FY13, FY14 and FY15 at E1 - E6 level</p>	<p>Please fill in details of the employees in the format provided in Appendix 3 b</p>

S. No.	Information Required	Response/ Document Required
6.	<p>(i) Did your organization have a web based portal for recruitment in place as on March 31, 2015?</p> <p>If yes, when was it first implemented?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>If yes, please provide a brief write up (not more than 1 side of A4 size page) on the online recruitment portal of your organization</i></p>
	<p>(ii) Did your organization have a web based performance management system in place as on March 31, 2015?</p> <p>If yes, when was it first implemented?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>If yes, please provide a brief write up (not more than 1 side of A4 size page) on the web based performance management system of your organization</i></p>
	<p>(iii) Did your organization have a system for e-learning training programs in place as on March 31, 2015?</p> <p>If yes, when was it first implemented?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>If yes, please provide a brief write up (not more than 1 side of A4 size page) on the e-learning system of your organization</i></p>
	<p>(ii) Did your organization have an automated leave management system in place as on March 31, 2015?</p> <p>If yes, when was it first implemented?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>If yes, please provide a brief write up (not more than 1 side of A4 size page) on the automated leave management system of your organization</i></p>
7.	<p>Did your organization undertake any survey on Employee Satisfaction/ engagement and commitment during the period April 01, 2014 to March 31, 2015?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>If yes, please provide the results of the survey</i></p>
8.	<p>How many employees left your organization (other than natural separation) during the period April 01, 2014 to March 31, 2015?</p>	<p>Please give the details as in Appendix 4</p>
9.	<p>Does your organization have a succession planning policy for the senior and top management staff (grades E7 – E9 and the Board) which has been approved by the Board of Directors?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>If yes, please provide a brief write up (not more than 1 A4 size page) on your 'succession planning policy'</i></p>

S. No.	Information Required	Response/ Document Required
10.	Has your organization lost man-days on account of employee agitations during the period April 01, 2014 to March 31, 2015?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>Please provide the number of man-days lost</i>
11.	Has your organization introduced new HR initiatives/systems/practices during the last the period April 01, 2014 to March 31, 2015?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes please give a one page write up on 3 such initiatives/systems/practices introduced during the period.</i>

Appendices

Appendix 1

Details of number of employees as on March 31, 2015

Particulars	Male	Female	Person with Disabilities
Workmen			
Executive/ Officers (E1 – E6)			
Senior management (E7 – E9 and the Board)			

Appendix 2

Details of training days per employee during the period April 01, 2014 and March 31, 2015

Particulars	Total number of training days (A)	No. of employees (B)	Training days per employee (A/B)
Workmen			
Executive/ Officers (E1 – E6)			
Senior management (E7 – E9 and the Board)			

Appendix 3 a

Details of number of male and female employees at the senior/top management level (grades E7 – E9 and the Board) as on the following dates:

Particulars	Female	Male	Ratio of Female : Male
As on March 31, 2013			
As on March 31, 2014			
As on March 31, 2015			

Appendix 3 b

Details of number of male and female employees at grades E1 – E6 as on the following dates:

Particulars	Female	Male	Ratio of Female : Male
As on March 31, 2013			
As on March 31, 2014			
As on March 31, 2015			

Appendix 4

Details of number of employees who left your organization during the period April 01, 2014 and March 31, 2015 (*other than natural separation*):

Particulars	No. of employees
Workmen	
Executive / Officers (E1 – E6)	
Senior management (E7 – E9 and the Board)	

Check list of documents to be attached with the Application

1. Board approved HR policy, training and development policy and Performance Management System
2. 1 page write-up on the web based performance management system
3. 1 page write-up on the automated leave management system
4. 1 page write-up on the succession planning policy for the senior and top management
5. Results of Employee Survey if applicable
6. Annual Report of 2013 – 14 & 2014 – 15
7. MoU document of 2013 – 14 & 2014 – 15

SCOPE Meritorious Awards 2014 – 15

Best Managed Bank, Financial Institution or Insurance Company



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 2014 – 15	
Nodal Officer's telephone & mobile no.	
Nodal Officer's email id	
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. Attach soft copies of the **Annual Reports for the financial years 2013 – 14 & 2014 – 15.**
4. Attach soft copies of the **MoU documents for the financial years 2013 – 14 & 2014 – 15.**
5. 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, which has to be submitted to SCOPE, along with the filled questionnaire.**

Questions

Financial Parameters

S. No.	Parameters	2012-13	2013-14	2014-15
1.	Profit Before Tax / Total Income (%)			
2.	Profit After Tax / Net worth (%)			
3.	Profit After Tax / Capital Employed (%)			
4.	Non-Performing Assets (NPA) / Gross Advances (%)			
5.	Net Interest Margin (%)			

Non-Financial Parameters

S. No.	Information Required	Response/ Document Required
1.	Does your organization have a Board approved strategic Plan?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> If yes, please provide a copy the latest strategy plan prepared or provide a write up highlighting key initiatives planned, period of plan and date approved by the board.</p>
2.	Please give the number of members on Board of Directors as on 31 st March 2015 <ul style="list-style-type: none"> • Number of whole time Directors (Functional/Executive Directors) • Government/ Institutional nominee directors • Independent Directors • Other Directors 	Please fill in the details of directors in the format provided in Appendix 1
3.	How many Board of Directors meetings were held during the period 1 April 2014 to 31 March 2015? <ul style="list-style-type: none"> • Please give date of each meeting and number of directors who attended the respective meetings. 	Please fill in details of Board Meetings in the format provided in Appendix 2
4.	Has your organization implemented a ERP package like SAP, PeopleSoft etc.	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> If yes, please provide the year in which it was implemented</p>
5.	Does your organization have a certified Quality Assurance System?	<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 a brief write up of not more than one page on the existing quality Assurance System highlighting review mechanism & periodicity of review. Please provide a copy of the certificate along with the name and contact details of the certifying authority</i></p>
6.	<p>Has your organization conducted a Customer Survey during the period 1 April 2014 to 31 March 2015?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the report of Customer Survey conducted.</i></p>
7.	<p>Does your organization have a customer grievance redress system which is formally notified through customer communication and your website?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a one page write up on the mechanism highlighting the procedure for addressing customer feedback</i></p>
8.	<p>Does your organization have a board approved Corporate Social Responsibility (CSR) Policy.</p> <p>If yes, please mention the date on which it was approved by the board.</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a copy your CSR Policy.</i></p>
9.	<p>Does your organization prepare a CSR report or provide a separate chapter/section in the annual report highlighting details of implementation of CSR activities/ projects?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the CSR Report for the year 2015.</i></p>
10.	<p>What was the total budget and expenditure incurred on CSR initiatives during the last 3 financial years</p> <ul style="list-style-type: none"> • Financial year ended 31 March 2013 • Financial year ended 31 March 2014 • Financial year ended 31 March 2015 	<p>Please provide the details in Appendix 3</p>
11.	<p>Total number of employees in your organization as on 31 March, 2015:</p> <p>Please provide break up of:</p>	<p>Please provide the details in Appendix 4</p>

S. No.	Information Required	Response/ Document Required
	<ul style="list-style-type: none"> • Permanent employees on the rolls of the company • Employees on contract 	
12.	What was the number of training days per employee during the period 1 April 2014 to 31 March 2015?	Please fill in details of the training conducted in the format provided in Appendix 5
13.	<p>What was the total employee training expense incurred by the company during the last 3 financial years?</p> <ul style="list-style-type: none"> • Financial year ended 31 March 2013 • Financial year ended 31 March 2014 • Financial year ended 31 March 2015 	Please provide the details in Appendix 6
14.	Has your organization conducted employee satisfaction survey in the period 1 April 2014 to 31 March 2015?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the report of the employee survey conducted.</i></p>
15.	<p>Please describe one organizational initiatives undertaken during the period 1 April 2014 to 31 March 2015 in the following areas:</p> <ul style="list-style-type: none"> • Improving customer service • Improving operational efficiency • Increasing clients/ beneficiaries • Increasing business from existing clients • Introduction of new product & services • Steps to increase brand value 	

Appendices

Appendix 1:

Details of Board of Directors as on 31 March 2015

Details of Whole Time/ Functional Directors

No.	Name	Functions currently headed	New (if the director has been inducted in the current year (Yes/ No))
1			
2			
3			
4			
5			

(Please add rows as necessary)

Details of Government nominee Directors

No.	Name	Designation in Government	New (if the director has been inducted in the current year (Yes/ No))
1			
2			
3			
4			
5			

(Please add rows as necessary)

Details of Independent Directors

No.	Name	No. of years of experience	New (if the director has been inducted in the current year (Yes/ No))	Other Directorships held
1				
2				
3				
4				

(Please add rows as necessary)

Details of Other Directors

No.	Name	No. of years of experience	New (if the director has been inducted in the current year (Yes/ No))	Field of Expertise
1				
2				
3				
4				

(Please add rows as necessary)

Appendix 2:**Details of Board Meetings held during the period 1 April 2014 and 31 March 2015**

No.	Date of meetings held in FY15	Number of directors attended the meeting			
		whole-time/functional directors	Government nominee directors	Independent directors	Other Directors
1.					
2.					
3.					
4.					

*(Please add rows as necessary)***Appendix 3****CSR expenditure for last 3 financial years:**

Particulars	FY 13	FY14	FY15
CSR expenditure in Crores			

Appendix 4**Details on strength of employees in FY 14 - 15:**

Particulars	No of Permanent employees	No of contractual employees	Total employees
No of employees in 2014 – 15			

Appendix 5**Details of training days per employee during the period 1 April 2014 and 31 March 2015**

Particulars	Total number of training days (A)	No. of employees (B)	Training days per employee (A/B)
Training of the staff			

Appendix 6**Details of total training expense incurred on employees in last 3 years:**

Particulars	FY13	FY14	FY15
Total training expense incurred on employees			

Check list of documents to be attached with the Application

1. Copy of board approved strategic Plan if applicable
2. Copy of brief write-up on certified Quality Assurance System
3. Copy of the Quality Assurance Certificate if applicable
4. 1 page write-up on customer grievance redress system
5. Report of Customer Survey conducted if applicable
6. Copy of Employee Satisfaction Survey if applicable
7. CSR policy if applicable
8. CSR report for 2015 if applicable
9. Annual Report of 2013-14 & 2014-15
10. MoU document of 2013-14 & 2014-15

SCOPE Meritorious Awards 2014 – 15

Best Managed PSE Set Up Under Section 8



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 2014 – 15	
Nodal Officer's telephone & mobile no.	
Nodal Officer's email id	
Sectors in which the organization operates and its principal products / services	
Who are the major competitors (providing same or similar products / services as yours)	

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. Attach soft copies of the **Annual Reports for the financial years 2013 – 14 & 2014 – 15.**
4. Attach soft copies of the **MoU documents for the financial years 2013 – 14 & 2014 – 15.**
5. 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, which has to be submitted to SCOPE, along with the filled questionnaire.**

Questions

Financial Parameters

S. No.	Parameters	2012-13	2013-14	2014-15
1.	Total Revenues (In Rs. Crores)			
2.	Capital Employed (in Rs Crores)			
3.	Manpower Expenses (In Rs. Crores)			
4.	Total Expenses (in Rs Crores)			
5.	MoU Scores			

Non-Financial Parameters

S. No.	Information Required	Response/ Document Required
1.	Does your organization have a board approved mission and vision statement? If yes, please mention the date on which it was approved by the Board.	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the Mission and Vision Statement</i>
2.	Does your organization have a Board approved strategic Plan?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, please provide a copy the latest strategy plan prepared or provide a write up highlighting key initiatives planned, period of plan and date approved by the board.</i>
3.	Please give the number of members on Board of Directors as on 31 st March 2015 <ul style="list-style-type: none"> • Number of whole time Directors (Functional/Executive Directors) • Government/ Institutional nominee directors • Independent Directors • Other Directors 	Please fill in the details of directors in the format provided in Appendix 1
4.	How many Board of Directors meetings were held during the period 1 April 2014 to 31 March 2015? <ul style="list-style-type: none"> • Please give date of each meeting and number of directors who attended the respective meetings. 	Please fill in details of Board Meetings in the format provided in Appendix 2

S. No.	Information Required	Response/ Document Required
5.	Has your organization implemented an integrated information technology solution linking operations and finance?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a brief write up of not more than one page on the key functionalities of the system, year in which it was implemented and the name and contact details of the IT solution vendor/ implementer</i></p>
6.	Does your organization have a certified Quality Assurance System?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a brief write up of not more than one page on the existing quality Assurance System highlighting review mechanism & periodicity of review. Please provide a copy of the certificate along with the name and contact details of the certifying authority.</i></p>
7.	Does your organization have a customer grievance redress system which is formally notified through customer communication and your website?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a one page write up on the mechanism highlighting the procedure for addressing customer feedback.</i></p>
8.	Has your organization conducted a Customer Survey during the period 1 April 2014 to 31 March 2015?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a copy the report of Customer Survey conducted.</i></p>
9.	<p>Does your organization have a Whistle Blower policy?</p> <p>If yes, please mention the date on which it was passed by the Board/ CMD/MD</p> <p>If yes, what are the mediums available (dedicated toll free number, email id etc.) to the Whistle Blower to report of any incident?</p>	<ul style="list-style-type: none"> • Policy approved by Board • Policy approved by CMD/ MD • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of Whistle Blower Policy.</i></p> <p><i>Please provide 1 page write up on the mediums through which employees (whistle blowers) can report of any incidents without disclosing their identity.</i></p>
10.	Does your organization has an established Code of Conduct / Corporate Governance Code?	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the relevant document (code of conduct document, separate chapter in annual report etc.)</i></p>

S. No.	Information Required	Response/ Document Required
	If yes, is it made accessible / communicated to the employees of the organization?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i>
11.	Total number of employees in your organization as on 31 March, 2015: Please provide break up of: <ul style="list-style-type: none"> • Permanent employees on the rolls of the company • Employees on contract 	
12.	What was the number of training days per employee during the period 1 April 2014 to 31 March 2015? Please fill in details of the training conducted in the format provided in Appendix 3.	
13.	What was the total employee training expense incurred by the company during the last 3 financial years, i.e., FY13, FY14 and FY15?	
14.	Has your organization conducted employee satisfaction survey in the period April 01, 2014 to March 31, 2015?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, please provide a copy the report of the employee survey conducted.</i>
15.	Please give the details of the various schemes / initiatives undertaken by your organization in Appendix 4.	
16.	Please describe one organizational initiatives in the following areas: <ul style="list-style-type: none"> • Improving customer service • Improving operational efficiency • Increasing clients/ beneficiaries • Introduction of new product & services • Steps to increase brand value. 	

Appendices

Appendix 1:

Details of Board of Directors as on 31 March 2015

Details of Whole Time/ Functional Directors

No.	Name	Functions currently headed	New (if the director has been inducted in the current year (Yes/ No))
1			
2			
3			
4			
5			

(Please add rows as necessary)

Details of Government nominee Directors

No.	Name	Designation in Government	New (if the director has been inducted in the current year (Yes/ No))
1			
2			
3			
4			
5			

(Please add rows as necessary)

Details of Women Directors

No.	Name	Is she Whole time / Government nominee / Independent Director?	New (if the director has been inducted in 2014 - 15 (Yes / No))
1			
2			
3			
4			
5			

(Please add rows as necessary)

Details of Independent Directors

No.	Name	No. of years of experience	New (if the director has been inducted in the current year (Yes/ No))	Other Directorships held
1				
2				
3				
4				

(Please add rows as necessary)

Details of Other Directors

No.	Name	No. of years of experience	New (if the director has been inducted in the current year (Yes/ No))
1			
2			
3			
4			

(Please add rows as necessary)

Appendix 2:

Details of Board Meetings held during the period 1 April 2014 and 31 March 2015

S. No.	Date of meetings held in FY13	Number of directors attended the meeting				
		Whole-time/ functional directors	Government nominee directors	Women Directors	Independent directors	Other Directors
1.						
2.						
3.						
4.						

(Please add rows as necessary)

Appendix 3

Details of training days per employee during the period 1 April 2014 and 31 March 2015

Particulars	Total number of training days (A)	No. of employees (B)	Training days per employee (A/B)
Training of the staff			

Appendix 4

Details of the schemes

S. No	Name of the Scheme (Please mention the date of launch of the scheme.	Objective	Total disbursement under the scheme	Total number of projects financed under the scheme.
1.				
2.				
3.				

(Please add rows as necessary)

In addition to the above, a brief write up (not more than 1 A4 size page) may be appended for the individual schemes highlighting the key achievements.

Check list of documents to be attached with the Application

1. Copy of Mission and Vision statement if applicable
2. Copy of the board approved strategy plan or a write up highlighting key initiatives planned, period of plan and date on which the plan was approved by the board, if applicable
3. Copy of brief write up on the integrated information technology solution used to link operations and finance, highlighting the key functionalities of the system, year which it was implemented and the name and contact details of the IT solution/implementer
4. Copy of brief write up on the customer grievance redressal system highlighting the process for addressing customer feedback, if applicable
5. Copy of the Quality Assurance Certificate if applicable
6. Copy of report of Customer Survey conducted if applicable
7. Copy of Whistle Blower Policy
8. Copy of relevant document related to Code of Conduct/Corporate Governance Code, if applicable
9. Copy of report of employee satisfaction survey conducted if applicable
10. Annual Report of 2013-14 & 2014-15
11. MoU document of 2013-14 & 2014-15

SCOPE Meritorious Awards 2014 – 15

Women Empowerment



Questionnaire

Organization Profile

Name of the organization	
Address of Headquarters / Corporate office	
Telephone and 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 2014 – 15	
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, 2014. Kindly specify if there has been change in status during the period of April 01, 2014 to March 31, 2015. If yes, please mention the effective date of notification.	
Sectors in which the organization operates and its principal products / services	
Total number of employees	
Total number of women employees	

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, which has to be submitted to SCOPE, along with the filled questionnaire.**

Questions

S. No.	Information Required	Response/ Document Required
1.	<p>(i) Does your organization have an approved policy on Gender equality?</p> <p>If yes, please mention the date on which it was approved.</p> <p>If yes, does the Gender equality policy includes policy against sexual harassment and Gender discrimination</p>	<ul style="list-style-type: none"> • Policy approved by Board • Policy approved by CMD/ MD • No <p><i>(Please tick appropriate option)</i></p> <p><i>If yes, please provide a copy of the policy on Gender equality.</i></p> <ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p>
	<p>(ii) Does your organization communicate the Gender equality policy to external stakeholders?</p>	<ul style="list-style-type: none"> • Available on PSE's website • Included in Annual Report • Others, please specify • No <p><i>(Please tick appropriate option)</i></p>
	<p>(iii) Did your organization have women director(s) in the Board as on March 31, 2015?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>If yes, please provide details in the format provided in Appendix 1</i></p>
2.	<p>(i) Does your organization conduct specific trainings or sensitization workshops on Gender equality?</p>	<ul style="list-style-type: none"> • Yes, for managerial staff • Yes, for all employees • No <p><i>If yes, briefly describe (not more than 1 A4 size page) the details of such programs held during the period April 01, 2014 to March 31, 2015</i></p>
	<p>(ii) Did your organization conduct training programs/ workshops specifically for women employees during the period April 01, 2014 to March 31, 2015?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>If yes, please provide details in the format provided in Appendix 2</i></p>
3.	<p>(i) Did your organization consult with employees on issues concerning Gender equality in the workplace by means of an employee survey?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>If yes, please provide copy of the questionnaire and details of the employee survey conducted including the name of the implementing agency.</i></p>
	<p>(ii) If yes, does the survey conducted include specific questions related to woman security?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p> <p><i>If yes, please highlight it in the questionnaire</i></p>

S. No.	Information Required	Response/ Document Required
4.	Does your organization has a committee related to prevention of sexual harassment and Gender discrimination?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, please provide details of the committee in the template given in Appendix 3</i>
5.	(i) Please state the number of male and female employees at the senior / top management level (grades E7 – E9 and the Board) on the organizations payroll as on the following dates: March 31, 2013 March 31, 2014 March 31, 2015	<i>Please provide details in the template given in Appendix 4</i>
	(ii) Please state the number of male and female employees who have joined the organization during 1 April 2014 and 31 March 2015 at E1-E6 level	
6.	Did your organization undertake / adopt any innovative practice in improving Gender equality in the organization and empowering woman employees in the last 3 years.	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, briefly describe (not more than 1 A4 size page) the details of such innovative practices undertaken/ adopted in the last 3 years</i>
7.	(i) Has your organization undertaken initiatives/ projects for Gender equality and empowerment of women as part of CSR activities?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i> <i>If yes, please provide details of initiatives/ projects undertaken for Gender equality and empowerment of women as part of CSR activities. in the format provided in Appendix 5</i>
	(ii) If 7(i) is yes, please give proportion of CSR expenditure in FY 14-15 spent on initiatives relating to Gender equality and empowerment of women.	<i>Please provide the following details</i> <ul style="list-style-type: none"> • Total CSR expenditure (FY 14-15): INR _____ Lacs • Total CSR expenditure related to Gender equality and empowerment of women (FY 14-15): INR _____ Lacs
8.	Please provide details of awards/ recognition received by the women employees of the organization in the grade E7 – E9.	<i>Please provide details of awards/ recognitions in the format provided in Appendix 6</i>
9.	Please indicate various facilities provided by your organization for the benefit of women employees in your organization. What is the expenses per women employee incurred in operating such facilities for FY 14 – 15?	<i>Please refer to Appendix 7 for the checklist of various facilities.</i>
10.	Does your organization have a woman helpline facility?	<ul style="list-style-type: none"> • Yes • No <i>(Please tick appropriate option)</i>

Appendices

Appendix 1:

Details of Board of Directors as on March 31, 2015

No.	Name	Functions currently headed	Type of (Functional, Nominee, Others)	Director of Government Independent,	Gender
1					
2					
3					
4					
5					

(Please add rows as necessary)

Appendix 2:

Details of Training Programs specifically held for Women employees during FY 2014 – 15

No.	Name of Program	Date(s) Held	Objective of program	Number of women employees attended
1				
2				
3				
4				
5				

(Please add rows as necessary)

Appendix 3:

Details of committee related to prevention of sexual harassment and Gender discrimination

No.	Name (please indicate chairperson)	Organization	Gender	Designation in organization	Specific Responsibilities, if any
1					
2					
3					
4					
5					

(Please add rows as necessary)

Appendix 4

Details of employees in senior / top management level (grades E7 – E9 and the Board)

Date	No. of Female employees	No. of Male employees
As on March 31, 2013		
As on March 31, 2014		
As on March 31, 2015		

Appendix 5**Details of Initiatives**

Please provide details of top 3 initiatives implemented by your organization for addressing issues related to Gender equality and women empowerment as part of CSR activities

No.	Name of the Initiative	Details of the Initiative	Expenditure in INR lakhs	Focus Gender Issue* (mention the number corresponding to the area)	Area/ Equality	Outcome/ Impact**
1						
2						
3						

* Focus of the initiative may be in one or more of the areas mentioned below:

1. Eradicating hunger, poverty and malnutrition, promoting healthcare including preventive health care and sanitation and making available safe drinking water
2. Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects
3. Promoting Gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes, day care centers and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups
4. Measures for the benefit of armed forces veterans, war widows and their dependents
5. Training to promote rural sports, nationally recognized sports, Paralympic sports and Olympic sports if specifically for women
6. Rural development projects aimed at encouraging woman entrepreneurs

** Outcome/ Impact include reduction of diseases in women, increase in women literacy rates, increase in women workforce etc.

Appendix 6:

Awards and recognitions

Please provide the details of awards/ recognitions received by the women employees (in grades E7-E9) during/ for FY 14-15. Please list the most recent award received first.

Sl. No.	Year	Award/ Recognition	Name & Designation of the recipient	Details of awarding body Government (Central/ State/ International), International/ National bodies & Media	Details of award/ recognition

(Please add rows as necessary)

Appendix 7:

Checklist of various facilities for women employees

Facility	Available (Yes/ No)	Details
Child care facilities at office/ plant		
Employer subsidized child care & education		
Medical care programs for women employees		
Facilities for safety of women traveling to and from work and on company-related business		
Maternity leave		
Counselling programs		
Partnerships with women led suppliers/ vendors		
Flexi-work/ tele-work/ part time work etc.		
Internal support network for parents		
Forums/ communities especially for Women		

(Add rows as necessary for other facilities for women)

Check list of documents to be attached with the Application

1. Policy on Gender equality if applicable
2. 1 page write-up on trainings or sensitization workshops on Gender equality conducted

SCOPE Meritorious Awards 2014 – 15

RTI Act – 2005 Compliance



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 2014 – 15	
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, 2014. Kindly specify if there has been change in status during the period of April 01, 2014 to March 31, 2015. 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, which has to be submitted to SCOPE, along with the filled questionnaire.**

Questions

S. No.	Information Required	Response / Document Required
1.	<p>(i) Does your organization has Guidelines on RTI Act – 2005 compliance approved / issued by the competent authority of your organization? If yes, please mention the date on which it was approved.</p> <p>(ii) Does your organization communicate the guidelines on RTI Act compliance to both internal & external stakeholders?</p> <p>(iii) Does your organization have a Standard Operating Procedure (SOP) / Implementation Manual for handling of applications / request under RTI Act?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the Guidelines.</i></p> <ul style="list-style-type: none"> • Available on PSE's website • Available on PSE's intranet • Others, please specify • No <p><i>(Please tick appropriate option)</i></p> <ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide a copy of the SOP / implementation manual or both</i></p>
2.	<p>(i) Does your organization have designated CPIO / PIO / APIO at all administrative and business unit head locations?</p> <p>(ii) Does your organization have designated Appellate Authority / Authorities (AA)?</p> <p>(iii) Are the contact details of CPIO / PIO and AA displayed on a medium accessible to public?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide details of CPIO / PIO / APIO in the template given in Appendix 1</i></p> <ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide details of Appellate Authorities in the template given in Appendix 1</i></p> <ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i> <i>If yes, please provide the web link or a copy of the detail if available in any other medium.</i></p>
3.	<p>Does your organization provide (<i>organised in-house or by other company / institute</i>) specific trainings or sensitization workshops on RTI Act compliance?</p>	<ul style="list-style-type: none"> • Yes, for managerial staff • Yes, for all employees • No <p><i>If yes, please provide details of such programs held during FY 2014 – 15 in the template given in Appendix 2</i></p>
4.	<p>Does your organization provide <i>suo moto</i> information to the public at regular intervals through various means of communication (compliance of section 4)?</p>	<ul style="list-style-type: none"> • Yes • No <p><i>(Please tick appropriate option)</i></p>

S. No.	Information Required	Response / Document Required
		<p><i>If yes, please provide the following details :</i></p> <ol style="list-style-type: none"> 1. Means of communication (website, publications, etc.) 2. Language (please specify the language(s) of communication) 3. Frequency of update (monthly/ quarterly/ half yearly/ annual) 4. Dates of updating during FY 2014 – 15
5.	Does your organization have an IT based Knowledge Management System that may be leveraged for RTI Act compliance?	<ul style="list-style-type: none"> • Yes • No <p><i>If yes, briefly describe (not more than one A4 size page)</i></p>
6.	Does your organization have an MIS in place for registering RTI applications / requests and enabling their status tracking & monitoring?	<ul style="list-style-type: none"> • Yes • No <p><i>If yes, briefly describe (not more than one A4 size page) the details of such system including whether a provision exists for informing regular status update to the applicant.</i></p>
7.	Please provide the details on number of RTI applications received and disposed during FY 2014 – 15	<p><i>Please provide details in the template given in Appendix 3</i></p>
8.	Did your organization conduct third party RTI audit during FY 2014 – 15	<ul style="list-style-type: none"> • Yes (External / Internal) • No <p><i>If yes for external, please indicate the name and contact details of the external organization, which conducted the audit. Also, provide the copy of Audit report.</i></p>
9.	Were any penalties imposed on your Organization by the Central Information Commission (CIC) under the RTI Act during FY 2014 – 15	<ul style="list-style-type: none"> • Yes • No <p><i>If yes, briefly describe (not more than one A4 size page) the details & circumstances of such imposition</i></p>
10.	Did your organization undertake / adopt any innovative practice in improving RTI Act compliance in the last 3 years.	<ul style="list-style-type: none"> • Yes • No <p><i>If yes, briefly describe (not more than 1 A4 size page) the details of such innovative practices undertaken/ adopted in the last 3 years</i></p>
11.	Did your organization publish periodic Reports (<i>annual or otherwise</i>) including paragraph/section in the annual report of the company, on the implementation of RTI Act during FY 2014 – 15?	<ul style="list-style-type: none"> • Monthly • Quarterly • Half-yearly • Annual <p><i>(Please tick appropriate option)</i> <i>Please provide the copy of reports published in FY 2014 – 15.</i></p>

Appendices

Appendix 1

Details of Information Officers / Appellate Authorities (AA) as on March 31, 2015

S. No.	Name of CPIO / PIO / AA	Designation	Location (please specify Head Office, administrative office, Branch office, etc.)	Responsibility
1				
2				
3				
4				
5				

(Please add rows as necessary)

Appendix 2

Details of RTI Act – 2005 compliance Training Programs specifically held for CPIOs / PIOs / AAs / employees during April 01, 2014 to March 31, 2015

S. No.	Name of Program	Name of the Organizing Company / Institute	Dates	Objective of program including target audience	Number of employees attended
1					
2					
3					
4					

(Please add rows as necessary)

Appendix 3

Details of RTI applications / requests (*valid / non-exempted and complete in all respects*) received & disposed during April 01, 2014 to March 31, 2015

S. No.	Particulars	Response
1	No of valid and complete RTI applications / requests received during the period	
2	No of valid RTI applications / requests disposed within 7 days of receipt of applications / requests	
3	No of valid RTI applications / requests disposed within 8 – 15 days of receipt of applications / requests	
4	No of valid RTI applications / requests disposed within 16 – 30 days of receipt of applications / requests	
5	No of valid RTI applications / requests disposed beyond 30 days of receipt of applications / requests	
6	No of valid RTI applications / requests which were not disposed	

Please note that sum of numbers against S. No. 2-6 should be equal to number given against S. No. 1

Check list of documents to be attached with the Application

1. Guidelines on RTI implementation, if applicable
2. Copy of Standard Operating Procedure / Implementation Manual, if applicable
3. Contact details of CPIOs, PIOs and Appellate Authorities or the snapshot of web link
4. RTI implementation reports or the snapshot of web link