

**GOVERNMENT OF INDIA**  
**MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES**  
**OFFICE OF THE DEVELOPMENT COMMISSIONER (MSME)**  
**7<sup>th</sup> FLOOR, NIRMAN BHAWAN, NEW DELHI-110108**  
**PHONE : EPABX-011-23063800, 23063802**  
**visit website : [www.dcmsme.gov.in](http://www.dcmsme.gov.in) Last Date - 14<sup>th</sup> December, 2015**

**NATIONAL AWARDS - 2014**  
**SCHEME FOR NATIONAL AWARD FOR LEAN MANUFACTURING TECHNIQUES**  
**IN MICRO, SMALL & MEDIUM ENTERPRISES (MSMEs)**

## **1. OBJECTIVES**

The Micro, Small and Medium Enterprises (MSMEs) in India have undergone a vast development in the last five decades. The MSMEs have registered tremendous growth as also the progress in terms of quality production, exports, innovation, product development and import substitution, very much beyond the expected objectives of setting up MSEs by the planners of industrial production base in the country. Entrepreneurial efforts have made it possible to produce number of items, which hitherto were imported. In quite a few cases new variants so produced are having additional attributes than their original versions and are capable of solving a multitude of user problems. Ministry of MSME, Government of India has launched various schemes to enhance competitiveness of MSMEs including Lean Manufacturing scheme.

The objectives of Lean Manufacturing Scheme are to increase the competitiveness of the MSME sector through the adoption of LM techniques with the objective of:

Reducing waste;

- \_ Increasing productivity;
- \_ Introducing innovative practices for improving overall competitiveness;
- \_ Inculcating good management systems; and
- \_ Imbibing a culture of continuous improvement.

MSMEs implement the LM techniques for reducing their manufacturing costs through proper personnel management, better space utilization, scientific inventory management, improved process flows, reduced engineering time etc. Such LM techniques also help in improving the quality of the final product. Large enterprises are capable of taking initiative on their own which essentially involves engaging the services of LMCs (Lean Manufacturing Consultants).

The Indian entrepreneurs are very creative and implement the LM techniques to remain competitive in domestic and global market.

The Ministry of MSME recognizes these entrepreneurs for their outstanding efforts for implementing

LM Techniques for reducing their manufacturing costs and by conferring awards to motivate and encourage them.

## **2. AWARDS**

The awards will be given to those MSMEs (one each for Micro, Small and Medium) implementing LM Techniques as details are as under.

- i. National Award for L M Techniques in Micro Enterprises - First National Award
- ii. National Award for L M Techniques in Small Enterprises - First National Award
- iii. National Award for L M Techniques in Medium Enterprises - First National Award

First, National Award carry a cash prize of Rs.3,00,000/- besides a Certificate and a Trophy.

## **3. PERIODICITY & ELIGIBILITY**

The Awards will be given for every calendar year to deserving entrepreneurs managing Micro, Small & Medium Enterprises have permanent SSI registration /have filed Entrepreneurs Memorandum Part II/ Udyog Aadhaar Memorandum with the authorities notified by respective State Governments/UT Administration .The MSMEs should have been in continuous manufacturing for last three years.

## **4. CRITERIA**

The evaluation for Award is to be done on the basis of and on the Criteria & Performa for Evaluation and Awarding Marks (Form - LM ) specifically designed for the purpose. The critical areas include:

- (i) Adopting 5S system.
- (ii) Implementing Standard Operating Procedures (SOPs)
- (iii) Implementing Enterprise Resource Planning (ERP)system
- (iv) Implementing Energy Conservation Techniques
- (v) Implementing Poka -Yoke instructions
- (vi) Reward scheme introduced for employees for suggesting Lean manufacturing
- (vii) Training to staff on LM Techniques
- (viii) Pollution Control Measures
- (ix) Welfare Measures
- (x) Growth rate of Investment in Plant & Machinery.
- (xi) Growth rate of Turnover.
- (xii) Growth rate of Net Profit
- (xiii) Technology
- (xiv) Practicing ISO 9001/14001.

## 5. COMPOSITION OF STATE LEVEL SELECTION COMMITTEE ( SLSC)

The State Level Selection Committee will consist of ---

1	The Secretary, Department. of Industries of State Govt. /U.T.	Chairman
2.	Director of Industries, State Govt.	Member
3	Director, Council of Scientific & Industrial Research (CSIR) Laboratory of the State/ neighboring region,	Member
4	Director, National Productivity Council of the State, or his nominee	Member
5	Director, BIS in the State or his nominee	Member
6	Director, Regional/Govt. Engg. College or his nominee	Member
7	Scientist in-charge of Poly-technology Transfer Centre in the State or his nominee	Member
8	Representatives of two State/District Level MSME Association,	Member
9	Director, MSME-DI	Member Convener

SLSC will scrutinize the applications and appraise the claims made by the MSMEs in respect of LM Techniques achievement and other particulars and evaluate the same based on the criteria prescribed in Form Z-LM. Qualifying marks as per criteria for consideration by the National Level Selection Committee will be 60% and above of evaluation and awarding marks Part-I.

SLSC may institute such inquiries as may be necessary to satisfy themselves that (a) the enterprise is Micro/ Small/ Medium Enterprise from the point of view of investment in plant and machinery as per limit norms in vogue and notification of MSME Board, (b) it is actually in operation and the entrepreneur has been abiding by all statutory obligations and requirements with proper documentation and the entrepreneur/ MSME is not involved in any economic/other offence for which an enquiry/legal action is pending.

A Committee consisting of the representative of Director, MSME-DI and a representative of the Directorate of Industries of the State/U.T. may visit the MSME to verify (on behalf of Selection Committee) the information furnished in the application form including details, i.e. technology, performance quality, MSME status and growth rate/trend etc.

State Level Selection Committee may send original copy of application duly appraised and recommended by it along with evaluation of marks as per criteria format (duly completed) for any number of qualifying units in its area, to the office of the Development Commissioner (MSME), Ministry of MSME, Govt. of India, 7th Floor, A Wing, Nirman Bhawan, New Delhi-110011, latest by **23rd December, 2015**.

## 6. COMPOSITION OF NATIONAL LEVEL SELECTION COMMITTEE(NLSC)

The National Level Selection Committee will consist of ---

1	Additional Secretary & Development Commissioner, (MSME) Ministry of MSME, Govt. of India	Chairman
2.	Two Secretaries, Department of Industries of State Govt to be nominated by Govt. of India. -	Member
3	Director General, National Productivity Council or his nominee	Member

4	Director General, Council of Scientific & Industrial Research (CSIR) or his nominee	Member
5	Secretary, Department of Science & Technology (DST), or his nominee	Member
6	Managing Director, National Research Development Corporation (NRDC), or his nominee,	Member
7	Director General, BIS or his nominee	Member
8	Secretary, QCI or his nominee	Member
9	Managing Director, Small Industries Development Bank of India (SIDBI) or his nominee	Member
10	President, Laghu Udyog Bharti	Member
11	President, Federation of Associations of Small Industries of India (FASII)	Member
12	Additional Development Commissioner O/o DC(MSME)- NLSC will select the awardees on the basis of merit and its decision will be final.	Member Convener

## 7. METHODOLOGY

For purposes of selecting MSME for consideration for awards, the following procedure will be observed :-

- (i) The eligible Enterprises will send their nominations in the prescribed Performa in duplicate (with original only on the prescribed form) to Director, MSME-DI of the State where their MSMEs is registered/ filed Memorandum of Enterprise.
- (ii) The recommendations of the SLSC received without break-up of marks on Form Z-LM and those on Application form will not be considered by the National Level Selection Committee.
- (iii) The applications will further be scrutinized by the technical group of the office of the DC(MSME) for evaluating the mark for submitting before NLSC for selecting the awardees.

## 8. PRIVILEGE

The Award winners are given Economy class Air fare for to and fro journey performed by them by shortest route from location of the enterprise and daily allowance as per rules to attend the award function. The winners of the awards shall have the privilege of allowing their employees to wear labels, pins, ties or other distinctive badges with the symbol of the Awards indicating the year of Award inscribed on it. The entrepreneurs can also use the symbol on their letterheads or any advertisement issued along with the year of the award. The amount of cash prize received by winners is exempted under section 10(17) of Income Tax Act 1961.

## 9. TO WHOM TO APPLY

The eligible Enterprises will send their nominations in the prescribed Performa in duplicate to Director, MSME-DI of the State where their MSMEs are registered/ filed Entrepreneurs Memorandum/ Udyog Aadhaar Memorandum. The application could also be routed to Convener through Director of Industries of State/General Manager, District Industries Centre by ensuring that it reaches to the Convener by the last date of application i.e. **14<sup>th</sup> December, 2015**





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**NATIONAL AWARDS - 2014**  
**NATIONAL AWARD FOR LEAN MANUFACTURING TECHNIQUES**  
**IN MICRO , SMALL & MEDIUM ENTERPRISES (MSMEs)**

**(Application Form to be submitted in duplicate at concerned MSME-DI**  
**Original for DC (MSME) and duplicate for MSME-DI)**

**Last Date : 14<sup>th</sup> December, 2015**

**N.B. : Original or downloaded**

**Application Form in same colour may be used.**

**Application Fee Rs. 250/- (General category)**

**Rs. 125/- (SC/ST category)**

**(through Demand Draft only drawn in**  
**favour of 'Pay & Accounts Officer (MSME)**  
**payable at New Delhi**

## **IMPORTANT**

1. Please carefully read instructions given in the application form, before fillings up the same. Application is liable to be rejected if deviation from instructions are noticed.
2. The completed application form in original or downloaded on same colour paper in duplicate along with Annexure etc. be submitted to Director, MSME-DI (formerly SIS) located in the State.
3. All the claims should be supported with documents/reports/certificates/notifications/ Photos etc.
4. Each & every document should be given page no. and properly tagged/perfect binding/ spiral binding along with Application Form.

(Application Form to be submitted in duplicate)

**PART-I**

Please affix one passport size photo and attach two extra in a plastic cover. Write your name on the back of the extra photos.

To  
The Director,  
MSME-DI (formerly SISI)

1. Name of Entrepreneur (Both in Hindi - Devanagri and English - Roman Script)

(Hindi): -----  
-----

(English): -----  
-----

2. Name and address of Enterprise

(Hindi ): -----  
-----  
-----

जिला ----- राज्य ----- पिनकोड -----

(English): -----  
-----  
-----

District ----- State -----

Pin Code -----

STD Code & Telephone Numbers :

Tel. (O) : -----

Tel. (R) : -----

Mobile No. : -----

Fax No. -----

E-mail -----

3. Details of Demand Draft submitted
  - (a) DD No. & Date
  - (b) Name, address of Issuing Branch
  - (c) Amount

Note : Please write on the back of Demand Draft enterprise's name, address & the Scheme of National Award for which the Draft is submitted. Enclose a photo copy of the Demand Draft also.

4. Date of Birth :

d	d	m	m	y	y		years
						Age (in years)	

5. Whether the Entrepreneur belongs to SC/ST? YES / NO  
 If yes, attach certificate **Enclose as Annexure-1**
6. Educational/Professional Qualification of Entrepreneur  
 (if required use separate sheet and attach the documentary proof) **Enclose as Annexure-2**
7. Type of Enterprises Please (✓) Mark : (Micro / Small / Medium)  
 (as on 31 March 2014)
8. Permanent MSME Registration No./E.M. No. Part II/ Udyog Aadhar Memorandum of Enterprise:  
 (Enclose copy of Certificate)--**Enclose as Annexure -3**

(a) Number :														
(b) Date :														

9. Date of Commencement of production/Services. -----
10. Name of Products manufactured (Enclosed Photos/Leaflets also): **Enclose as Annexure-4**  
 -----  
 -----  
 -----  
 -----
11. Enclose photo of Front View of Building of Enterprise showing name Board etc.  
**Enclose as Annexure-5**
12. Have you ever been awarded Lean Manufacturing Techniques earlier by this Ministry,  
Yes/No  
 if yes, please give the name and year of Award. Enclose copy of certificate  
**Enclose as Annexure-6**  
 -----

13. Please give an affidavit on non-judicial stamp paper duly attested by Notary that you have cleared your income tax dues. **Enclose as Annexure-7**

Please give an affidavit on non-judicial stamp paper duly attested by Notary that Enterprise/entrepreneur is not involved in any Economic or other offence for which legal action/enquiry is pending. **Enclose as Annexure-8**

Note : All the claims should be supported with documents/reports/certificates/notifications/Photos etc. **during last three years means – 2011-12, 2012-13 & 2013-14.**

#### Part-II

Items	2011-12	2012-13	2013-14
Original investment in Plant & Machinery/ Equipment(Rs. in lakh) cumulative upto 31st March			
Original investment in Plant & Machinery/ Equipment(Rs. in lakh) net addition during the year.			
No. of Employees as on 31st March			
Value of Annual Sales of Products/Services/ Job Work(Rs.in lakh)			
Net Profit (after taxes) (Rs. in lakh)			

Enclose Audited Balance Sheet for each year. Above figures should be highlighted in balance sheet. **Enclose as Annexure-9**

1. Whether Enterprise has adopted 5S system? Please give details with documentary evidence. **Enclose as Annexure-10**
2. Whether Enterprise has implemented Standard Operating Procedures (SOPs)? Please give details with documentary evidence. **Enclose as Annexure-11**
3. Whether enterprise has implemented Enterprise Resource Planning (ERP) System? Please give details with documentary evidence (preferably invoice). **Enclose as Annexure-12**
4. Whether enterprise implemented Energy Conservation Techniques. Please give details with documentary evidence, energy audit report etc. **Enclose as Annexure-13**
5. Whether enterprise implemented Poka -Yoke instructions? Please give details with documentary evidence. **Enclose as Annexure-14**



6. Whether enterprise has ISO 9001 or equivalent certificate . Please give details with documentary evidence.

**Enclose as Annexure-15**

7. Whether enterprise has ISO 14001 or equivalent certificate . Please give details with documentary evidence.

**Enclose as Annexure-16**

8. Any reward scheme introduced for employees for suggesting Lean manufacturing. Please give details with documentary evidence.

**Enclose as Annexure-17**

9. Whether enterprise provides training to its staff on LM Techniques? Please give details with documentary evidence.

**Enclose as Annexure-18**

10. Whether enterprise has implemented Pollution Control Measures?. Please give details with documentary evidence.

**Enclose as Annexure-19**

11. Whether enterprise has implemented Welfare Measures i.e. ESI, CPF, Bonus etc.? Please give details with documentary evidence.

**Enclose as Annexure-20**

12. Whether enterprise has adopted Technology / Strategy for LM Techniques given by approved consultant/agency or self developed?. Please give details with documentary evidence.

**Enclose as Annexure-21**

13. Give details of cumulative original Investment in Plant & Machinery for three years certified by CA.

**Enclose as Annexure-22**

14. Give details of Turnover/ sales for three years certified by CA.

**Enclose as Annexure-23**

15. Give details of Net Profit (after Taxes) for three years certified by CA.

**Enclose as Annexure-24**

16. Give details of Basic amenities being provided to employees with supporting documents.

(i) Canteen (ii) Toilets (iii) Drinking Water (iv) Medical First-aid Facilities.

**Enclose as Annexure-25**

17. Please give write up of not more than 300 words about yourself, your enterprise and the products(s) manufactured/service(s) rendered by indicating your achievements to justify as to why your application deserves to be considered for the award.

**Enclose as Annexure-26**

I certify that the above information furnished by me is correct. I undertake to refund the cash prize, return the trophy and certificate, if awarded to me, in case it is ever found that the information furnished above was incorrect. Further I may also be liable for any action under the law of the land for any false declaration.

**SIGNATURE OF THE ENTREPRENEUR  
SEAL OF THE ENTERPRISE**

**Place:**

**Date:**

**Addresses of MMSE-DIs where Application Forms of National Award to be submitted**

S. No.	State	Address	Telephone No.
1.	Andhra Pradesh	Director, MSME-DI, Narsapur Cross Roads, Bala nagar, Hyderabad-500037	Ph :040-23078857, (Tel. Fax) 040-23078131/32/33 dcdi-hyd@dcmsme.gov.in
2.	Assam	Director, MSME-DI, Industrial estate Bamuni Maidan, Guwahati -781 021.	Ph :0361-2550052, 2550073 Fax :0361-2550298 dcdi-guwahati@dcmsme.gov.in
3.	Arunachal Pradesh	Director, MSME-DI, Apidfc building, 'C' sector, Itanagar -791111.	0360-2291176, brsisiitanagar@yahoo.co.in
4.	Andaman & Nicobar Islands	Director, MSME-DI, VIP Road, Jungle Ghat, Post box no.547, Portblair-744103	Ph : 03192-252308
5.	Bihar	Director, MSME-DI, Goshala Road, P.o. Ramna, Muzaffarpur-842 002.	Ph :0621-2282486, Fax:- 2284425 dcdi-mzfpur@dcmsme.gov.in
		Director, MSME-DI, Patliputra Industrial, Estate, Patna -800 013.	Ph : 0612-2262719, 0612-2262186 0612- 2262208, Fax :0612-2261677 dcdi-patna@dcmsme.gov.in
6.	Chhattisgarh	Director, MSME-DI, Near urkala railway station, Girgaon, Raipur	Ph :0771-2102700 dcdi-raipur@dcmsme.gov.in url:-www.msmediraipur.com
7.	Dadra & Nagar havelli	Director, MSME-DI, Masat Industrial Estate, Silvassa-396230	0260-2640933,2643103 brdcdi-silv@dcmsme.gov.in
8.	Delhi	Director, MSME-DI, Okhla Industrial Estate, New Delhi -110 020.	Ph :011-26847223,26838118/269 Fax :011-26838016 dcdi-ndelhi@dcmsme.gov.in
9.	Goa	Director, MSME-DI, Opp. Konkan railway station. (Kepem Road), P.O.Box 334, Margao-403601	Ph :0832-2705092/93,2725979 Fax :0832-2705094 dcdi-go@dcmsme.gov.in
10.	Gujarat	Director, MSME-DI, Harsiddh chamber, 4 <sup>th</sup> floor, Ashram Road, Ahmedabad-380014	Ph :079-27540619 , 079-7544248 079-7543147 dcdi-ahmbad@dcmsme.gov.in
11.	Haryana	Director, MSME-DI, Industrial Development colony, Near ITI, Kunjpura Road, Karnal -132 001.	Ph :0184-2230910 Fax :0184-2231862 dcdi-karnal@dcmsme.gov.in
12.	Himachal Pradesh	Director, MSME-DI, Electronics Complex Chambaghat, Solan -173213.	Ph :01792-230766, Fax :01792-230265 dcdi-solan@dcmsme.gov.in
13.	Jammu & Kashmir	Director, MSME-DI, Digiana Industrial Estate Jammu -180 004.	Ph :0191-2431077 Fax :0191-2450035 dcdi-jammu@dcmsme.gov.in
14.	Jharkhand	Director, MSME-DI, 3rd Floor, (RIADA), Numkum Industrial Area, Samlong, Ranchi -834010.	Ph :0651-2544161/392 Fax :0651-2544743 dcdi-ranchi@dcmsme.gov.in
15.	Karnataka	Director, MSME-DI, Rajaji nagar, Industrial Estate Bangalore -560 044.	Ph : 080-23151540/582/583 Fax :080-23144506 dcdi-bang@dcmsme.gov.in
		Director, MSME-DI, Industrial Estate, Gokul Road,Hubli -580 030	Ph :0836-2332334/2330589/2335634 Fax :0836-2330389 dcdi-hubli@dcmsme.gov.in url : www.sisihubli.com
16.	Kerala	Director, MSME-DI, Kanjany Road,,A yyanthole, Thrissur -680 003.	Ph :0487-2360216/686 Fax :0487-2360216 dcdi-thrissur@dcmsme.gov.in

S. No.	State	Address	Telephone No_
17.	Lakshadweep	Director, MSME-DI, Nucleus cell, Amini island, Lakshadweep-682552	04897-273345 brdcdi-laks@dcmsme.gov.in
18.	Madhya Pradesh	Director, MSME-DI, 10, industrial estate, polo, ground, Indore -452 003.	Ph :0731-2420723 /2421048 dcdi-indore@dcmsme.gov.in
19.	Maharashtra	Director, MSME-DI, Kurla Andheri Road, Saki Naka, Mumbai -40072	Ph.:022-28576090/28573091/28579092 Fax:022-28570663 dcdi-mumbai@dcmsme.gov.in
		Director, MSME-DI, C- Block, CGO Complex, seminary hill,, Nagpur -440 006.	0712-2511985/2510352 dcdi-nagpur@dcmsme.gov.in
20.	Manipur	Director, MSME-DI, C-17/18, Takyelpat Industrial Estate, Imphal -795 001.	Ph :0385-2449096 / 2449096(fax) dcdi-imphal@dcmsme.gov.in
21.	Meghalaya	Dy.Director, MSME-DI, Lower lachimiere, Shilong-793001	0364 2223349 brdcdi-shil@dcmsme.gov.in
22.	Mizoram	Dy. Director, MSME-DI, Upper Republic Road, Aizwal	0389-2323448 brdcdi-aizw@dcmsme.gov.in
23.	Nagaland	Dy. Director, MSME-DI, Industrial Estate, Dimapur-795001, Nagaland	03862-248552 brdcdi-dima@dcmsme.gov.in
24.	Odisha	Director, MSME-DI, Vikas Sadan, College square, Cuttack -753 003.	Ph :0671-2548006/077/049 Fax :0671-2611958 dcdi-cuttack@dcmsme.gov.in
25.	Punjab/ Chandigarh	Director, MSME-DI, Industrial Area -B, Ludhiana -141 003	Ph :0161-2531733/735, Fax :0161-2533225 dcdi-ludhiana@dcmsme.gov.in url : www.msmedildh.gov.in
26.	Rajasthan	Director, MSME-DI, 22, Godown, Industrial Estate, Jaipur-302 006.	Ph :0141-2212098/3099/ 0553 Fax :0141-2210553 dcdi-jaipur@dcmsme.gov.in
27.	Sikkim	Director, MSME-DI, Tadong housing colony, P.o. Tadong,Gangtok -737102	Ph :03592-231262 /880 Fax :03592-231262 dcdi-gangtok@dcmsme.gov.in
28.	Tamil Nadu	Director, MSME-DI, 65/1,GST Road, Guindy, PB- 3746, Chennai -600 032	Ph :044-22501011 , 044-22501475 044-22501785, Fax :044-22541014 dcdi-chennai@dcmsme.gov.in url : www.msmedichennai.com
29.	Tripura	Director, MSME-DI, 21,Harish Thakur road, Agartala -799001	Ph :0381-2322640, Fax :0381-2326570 dcdi-agartala@dcmsme.gov.in Url:- www.tripura.nic.in/msmediagartala
30.	Uttar Pradesh	Director, MSME-DI, 107, industrial estate, Kalpi road, Kanpur -208 012.	Ph :0512-2295070 , 0512-2295071 0512-2295073, Fax :0512-2220831 dcdi-kanpur@dcmsme.gov.in
		Director, MSME-DI, 34, Industrial Estate, Nunhai, Agra -282 006.	Ph :0562-2280879, Fax :0562-2280882 dcdi-agra@dcmsme.gov.in
		Director, MSME-DI, E-17/18, Industrial estate, Naini, Allahabad -211 009.	Ph :0532-2697468/6810 Fax :0532-2696809 dcdi-allbad@dcmsme.gov.in
31.	Uttrakhand	Director, MSME-DI, Kham Bungala , campus,kaladungi Road, Haldwani -263139.	Ph :05946-228353 Fax :05946-221053 dcdi-haldwani@dcmsme.gov.in
32.	West Bengal	Director, MSME-DI, 111 & 112, B.T. Road, Kolkata -700 035.	Ph :033-25770595/598 Fax :033-25775531 dcdi-kolkatta@dcmsme.gov.in

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**PHONE : EPABX-011-23063800, 23063802**

**NATIONAL AWARDS - 2014**  
**NATIONAL AWARD FOR LEAN MANUFACTURING**  
**IN MICRO , SMALL & MEDIUM ENTERPRISES (MSMEs)**

**(Form LM Criteria & Performa for Evaluation and Awarding Marks)**

Note: For Evaluation and awarding marks, achievements for the period of last three years i.e. 2011-12, 2012-13 & 2013-14 or as specified in the application form for all points should only be considered. Marks should be awarded on the basis of documentary evidence.

- A. Name of the Enterprise \_\_\_\_\_
- B. Products \_\_\_\_\_
- C. Type of Enterprise (Micro or Small or Medium) \_\_\_\_\_
- D. State \_\_\_\_\_

**Part-I (Weight age-70%)**

S. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by State Level Selection Committee	Marks suggested by Technical Division	Brief comments
(1)	(2)	(3)	(4)	(5)	(6)
1	<b>Whether Enterprise has adopted 5S system (Ref. Annex-10)</b>	12			
	i. Yes, up to 5S level - 12 Marks				
	ii. Up to 2S level - 8 Marks				
	iii. No initiative-0 Mark				
2	<b>Whether Enterprise has implemented Standard Operating Procedures (SOPs) (Ref. Annex-11)</b>	12			
	i. For all processes - 12Marks				
	ii. Partially for some processes - 8 Marks				
	iii. No initiative - 0 Mark				

<b>3</b>	<b>Whether enterprise implemented Enterprise Resource Planning (ERP) system (Ref. Annex-12)</b>	10			
	i. For all processes through recognized External Software - 10 Marks				
	ii. For all processes through Internal Software - 6 Marks				
	iii. Partially for some processes - 3 Marks				
	iv. No initiative - 0 Mark				
<b>4</b>	<b>Whether enterprise Implemented Energy conservation Techniques (Ref. Annex-13)</b>	6			
	i. Excellent Techniques, supporting with Certified Energy Audit report - 6 Marks				
	ii. Excellent Techniques with supporting documents - 4 Marks				
	iii. Good Techniques - 2 Marks				
	iv. No initiative- 0 Mark				
<b>5</b>	<b>Whether enterprise implemented Poka - Yoke instructions (Ref. Annex-14)</b>	12			
	i. For most of production process - 12Marks				
	ii Just introduced - 6 Marks				
	iii No initiative - 0 Mark				
<b>6</b>	<b>Obtaining/Maintaining ISO -9001 (Ref. Annex-15)</b>	6			
	i. 3 years and above - 6 Marks				
	ii. Less than 3 years - 3 Marks				
	iii. No certification - 0 Marks				
<b>7</b>	<b>Obtaining/Maintaining ISO -14001 (Ref. Annex-16)</b>	6			
	i. 3 years and above - 6 Marks				
	ii. Less than 3 years - 3 Marks				
	iii. No certification - 0 Marks				
<b>8</b>	<b>Any reward scheme introduced for employees for suggesting Lean manufacturing (Ref. Annex-17)</b>	6			
	i. Yes , with supporting documents - 6 Marks				
	ii. No - 0 Mark				
<b>9</b>	<b>Whether Enterprise provides training to its staff on lean manufacturing techniques (Ref. Annex-18)</b>	10			
	i. Yes, with supporting documents by external experts /agency - 10 Marks				
	ii. Yes, with supporting documents by internal experts - 5 Marks				
	iii. No - 0 Mark				
<b>10</b>	<b>Technology/Strategy adopted for Lean Manufacturing (Ref. Annex-21)</b>	12			

	i By approved consultant/agency - 12 Marks				
	ii Self - 6 Marks				
<b>11</b>	<b>Growth rate of Average Turnover of 3 years. (Ref. Annex-23)</b>	8			
	i. Average growth rate up to 10% - 2 Marks				
	ii. Average growth rate above 10% up to 20% - 4Marks				
	iii. Average growth rate above 20% up to 30% - 6 Marks				
	iv. Average growth rate above 30% - 8 Marks				
	v. No growth - 0 Marks				
	<b>Total</b>	100			

**Part-II (Weight age-30%)**

S. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by State Level Selection Committee	Marks suggested by Technical Division	Brief comments
(1)	(2)	(3)	(4)	(5)	(6)
<b>12</b>	<b>Value of Average Annual Sales (Ref. Annex-23)</b>	20			
	(i) up to Rs. 100 lakh - 4 Marks				
	(ii.) above Rs.100 lakh & up to Rs.500 lakh-8 Marks				
	(iii) above Rs.500 lakh & up to Rs.1000 lakh-12				
	(iv) above Rs.1000 lakh - 20 Marks				
<b>13</b>	<b>Pollution Control Measures - 20 Marks</b> <b>Note:(Full marks may be given if these measures are not applicable to this industry subject to presentation of relevant NOC from the Competent Authority/ Enterprise exempted by State Govt. (Ref. Annex-19)</b>	20			
	i. Yes - 20 Marks				
	ii. No- 0 Marks				
<b>14</b>	<b>Welfare Measures (Ref. Annex-20)</b>	12			
	(i) ESI - 4 Marks				
	(ii) CPF - 4 Marks				
	(iii) Bonus- 4 Mark				
<b>15</b>	<b>Basic Amenities at Work Place (Ref. Annex- 25)</b>	8			
	(i) Canteen, Yes - 2 Marks				
	Canteen, No - 0 Marks				
	(ii) Toilets, Yes- 2 Marks				
	Toilets, No- 0 Marks				
	(iii) Drinking Water, Yes- 2 Marks				
	Drinking Water, No- 0 Marks				

	(iv) Medical First aid , Yes -2 Marks				
	Medical First aid , No- 0 Marks				
<b>16</b>	<b>Growth rate upon cumulative Investment in Plant &amp; Machinery (Ref. Annex-22)</b>	20			
	(i) growth rate up to 10% - 5 Marks				
	(ii.) growth rate above 10% & up to 20% - 10 Marks				
	(iii) growth rate above 20% & up to 30% -15 Marks				
	(iv) growth rate above 30% - 20 Marks				
	(v) No growth - 0 mark				
<b>17</b>	<b>Growth rate of average Net Profit (after Taxes) of 3 years (Ref. Annex-24)</b>	20			
	(i) Average growth rate up to 10%- 5 Marks				
	(ii) Average growth rate above 10% & upto 20%- 10 Marks				
	(iii) Average growth rate above 20% & upto 30%- 15 Marks				
	(iv) Average growth rate above 30%- 20 Marks				
	(v) No growth - 0 mark				
	<b>Total</b>	100			

Weight age: Part-I - 70%, Part-II -30%.

**Signature**  
**Name and Designation of**  
**Marks Evaluation Officer**  
**of MSME-DI/DC(MSME)**

**Example :** Average growth rate =

	<b>Ist year</b>	<b>II year</b>	<b>III year</b>
	Rs. 10.00 Lakh	Rs. 12.00 Lakh	Rs. 20.00 Lakh

$$\text{Average turnover of three years} = \frac{10 + 12 + 20}{3} = \frac{42}{3} = 14$$

$$\text{Average growth rate} = \frac{14 - 10}{10} \times 100 = \frac{400}{10} = 40\%$$

## RECOMMENDATIONS OF THE STATE/UT LEVEL SELECTION COMMITTEE (SLSC)

Name of the enterprise : .....

State : .....

	Out of 100	% Weightage	Marks
Marks Awarded (Part-I)		70	
Marks Awarded (Part-II)		30	
Total			
Position in order of merit in case more than one unit is being recommended from the State/UT			

**Recommendation :-** Certified that M/s .....  
 is a Micro or Small or Medium Enterprise duly registered with State Directorate of Industries/have filed EM and is located at ..... We have gone through the submissions made by the entrepreneur and after thorough scrutiny have found it to be a fit case for consideration by the National Level Selection Committee for National Award - 2014 for Micro, Small & Medium Enterprise. Further that the entrepreneur/his Enterprise is not involved in any case of economic or other offence for which enquiry/legal action is pending.

Name & Address of the Members	Designation	Recommended	Signature
	Chairman		

Note: Status of MSMEs will be considered in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act. 2006, which has since come into force from 2 October 2006.

Director MSME-DI on behalf of NLSC will give certificate whether enterprise is micro or small or medium taking into consideration the EM-Part-II and investment in plant & machinery/equipments mentioned in application form.