

Note:- To be printed on light green colour paper



सत्यमेव जयते
Government of Gujarat

OFFICE OF THE INDUSTRIES COMMISSIONER

(Government of Gujarat)

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(Application to be Submitted in duplicate ; Last Date for receipt of application is 15/10/2014)

Application Form for Quality & Environment Improvement Measures

BEST MSME AWARD -2013-14

PART-I

G.R. No. MSM/102009/57928/I, dtd.27/2/2009

Category :- (Please tick)

Category	Category of Unit			Please tick(✓) mark as appropriate
	Micro	Small	Medium	
Type of Enterprise as per MSMED Act-2006				

Latest Passport size Photograph of Applicant/ Proprietor/ Partner/ Director

1.	Name of the Enterprise	
2.	Address: Office: Factory: Tele No: Fax No: Email: Website:	
3.	Constitution of the Unit (Proprietorship/partnership/ company/	

	society/ others, Proof may be submitted) (Annexure-2)			
4.	Name, address & contact details of the Proprietor/ Partners/ Directors.			
5.	Name, designation & contact details of the Authorized Person (if applicable)			
6.	Details of any other State/National Award Awards received. (Annexure-8)			
7.	Type of Enterprise 1. Micro Enterprises engaged in Manufacturing/ rendering services. 2. Small Enterprises engaged in Manufacturing/ rendering services. 3. Medium Enterprises engaged in Manufacturing/ rendering services. (Annexure-1)	EM Part II No. Date: Category :		
8.	Date of Birth of Proprietor/ Partners/ Directors			
9.	Educational Qualification of Proprietor/ Partners/ Directors (Annexure-11)			
10.	Whether the Entrepreneur belongs to SC/ST? If Yes attach certificate of Competent Authority (Annexure-13)			
11.	Product (s) manufactured by the enterprise. (Items & Annual Capacity)			
12.	Details of investment (Rs. In Lakh) (Gross Block) as on 31-3-2014. i. Land ii. Building iii. Plant and Mach, Equipments iv. Others v. Total vi. Turn over vii. Profit before tax viii. Profit after tax ix. No. of Employees (Annexure-3 & 7)	2011-12	2012-13	2013-14
13.	Have you taken consent order for Pollution Control? (a) Air Pollution? (b) Water Pollution?			

	<p>(c) Noise Pollution</p> <ul style="list-style-type: none"> • If yes please give GPCB consent order. • If the measures are not applicable, enclose copy of Circular of Competent Authority <p>(Annexure-4)</p>			
14.	<p>Have you taken adequate safety measures? If yes, give details</p> <p>(Annexure-5)</p>			
15.	<p>Have you taken up Energy Conservation measures/ techniques in your enterprise? If yes, details along with impact there of.</p> <p>(Annexure-6)</p>			
16.	<p>Any other important achievement which needs to be mentioned but has been covered above.</p> <p>(Annexure-9)</p>			
17.	<p>Justification / write-up why the unit should be awarded</p> <p>(Annexure-10)</p>			
18.	<p>Other Information, if any</p>			
<p>Declaration:</p> <ul style="list-style-type: none"> ➤ I /We shall be abiding by the decision of the committee for granting of award appointed by the Gujarat Government for this purpose. ➤ I/We 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/We may also be liable for any action under the law of the land for any false declaration. ➤ I/We hereby affirm and declare that: <ul style="list-style-type: none"> • The information furnished in this form is authentic and correct and company is not involved in any court case. • All outstanding dues/ taxes etc. required to be paid to the Government / Boards/ Corporation etc. has been paid. • No any writ petition, court matter etc. is pending against us. • We had not made any petition/ court against Govt. If any writ petition/ court matter is pending, we will not claim this award. <p>I hereby declare that the information, statements & other papers given herein are true and correct to the best of my knowledge & belief.</p> <p>I also declare that I am duly authorized to sign an application and also to submit details and documents.</p>				

Note: 1. All financial statements to be submitted by the enterprise must be signed by the authorized signatory of the enterprise and certified by the auditor/ chartered accountant.

Date:

Signature of Applicant
Or Authorized Signatory
With name and designation
Seal of the Unit

Place:

Application Form for Quality & Environment Improvement Measures

PART-II

1.	Name of the Unit	
2.	Plant Details: Manufacturing Item: Annual production Capacity: Investment in Plant & Machinery (as on 31-3-2014): (Annexure-3)	
3.	Details of quality improvement measures: (a) Is the unit accredited with ISO (QMS) (EMS)-9001/ ISO-140001, OHSAS 18001/ISO 27001(ISMS) If yes, give documentary proof indicating date of issue. (Copy of Certificate with validity. (b) Has the unit obtained BIS/equivalent mark If Yes, Please specify the standard followed and give details (c) Whether the products conform to IS or any other National / International standard or user's standards? If Yes, give details with documentary proof (d) Any other Quality measures/ certificates (Annexure-12)	
4.	Details of Environment Improvement Measures undertaken, along with results achieved and certificate from GPCB (enlisted) approved expert institutions. (Annexure-13)	
5.	Details of investment in additional machineries equipments adopted for the above (3) & (4) (Annexure-14)	
6.	Do you provide opportunities for the up gradation of skills & knowledge of your manufacturing/ quality assurance staff and workers? If yes give details of training plan & Training undertaken with proof (inputs & expenditure made.) (Annexure-15)	
7.	Do you adopt standard packaging practice? If yes, give details of the packaging standards/ material adopted by you (Annexure-16)	
8.	Have you taken steps towards modernization of your enterprise? If yes give details	
9.	Details of improvement upon the manufacturing	

	and quality assurance techniques. (Annexure-19)	
10.	Man Power (a) For quality assurance has the Unit given to Knowledge to the staff & Workers. (b) Separate staff for maintenance of Plant/machinery. (Annexure-21)	
11.	Details of testing/quality of raw-material/ components/sub assembly used. (Annexure-17)	
12.	Details of requisite plant & machinery tooling's online inspection gauges, testing instruments/equipments. (Annexure-18)	
13.	Details of reward scheme introduced for employees for improvement of quality/Productivity. (Annexure-15)	
14.	Details of consumer services providing literature/instruction manuals to guide for use of product and after sales services and relation with customer. (Annexure-20)	

Date:

Signature of Applicant
Or Authorized Signatory
With name and designation

Place:

Seal of the Unit

Check List of Annexure for Quality and Environment

Checklist of documents/ write-up to be submitted along with prescribed application form with documentary evidence for awards to Best MSMEs.

Annexure No.	Particulars	Annexure enclosed Yes/No	Page No.
1.	Copy of EM Part-II.		
2.	Copy of Constitution of enterprise.		
3.	CA Certified Details of Annual Production Capacity, Investment, Production, Sale, Export-Profit & Employment of three Years.		
4.	A Copy of valid GPCB Consent or copy of circular if measures are not applicable.		
5.	Details of Adequate Safety Measures.		
6.	Details of Energy/Water conversation Measures.		
7.	CA Certified Audited Annual Account financial statements (Balance Sheet & Profit & Loss Account) of last Three years.		
8.	Details of National/State level Award recd earlier.		
9.	Important Achievement.		
10.	Justification/Write up (for why the Unit Should be Awarded.)		
11.	Educational Qualification of Proprietor / Partner/ Director.		
12.	Quality Marks (ISO/ISI/IS etc.).		
13.	Details of Environment improvement Measures undertaken.		
14.	CA Certified Investment in additional P & M / Equipment Adopted for Quality improvement Measures & Environment Improvement Measure.		
15.	Opportunities Provided for the up gradation of skills & knowledge of Workers/ Staff.		
16.	Standard of packaging.		
17.	Testing/Quality of Raw material / components/Sub Assemblies.		
18.	Testing Equipment/Instruments for Online Inspection of Product installed by unit.		
19.	Improvement upon the Mfg. & Quantity Assurance Techniques.		
20.	Consumers Services Providing Literature/ Instruction/ Manual for guidance to use the Product.		
21.	Whether employee's welfare measures have been implemented in the enterprise? If yes give details		
22.	Whether the Entrepreneur belongs to SC/ST If Yes attach certificate of Competent Authority		

**By the General Manager District Industries Center along
with recommendation of the application of
Best MSME AWARD -2013-14**

CERTIFICATE for MSME Awards

This is to certify that M/s
Situated at Village / Address..... Taluka.....
District.....,is a Micro/ Small/ Medium Enterprise Unit
registered under MSMED Act, 2006 for
manufacturing.....The Unit bears EM-II
No..... Dated.....

It is further certified that the above unit is in production
since year 2013-14 and the EM-II number allotted to the unit is
also valid till date. The Unit is recommended for Best MSME
Award.

Date:

Place:

General Manager
District Industries Center
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