



**GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
OFFICE OF THE DEVELOPMENT COMMISSIONER (MSME)**

**NATIONAL MSME AWARDS - 2015
MICRO, SMALL AND MEDIUM ENTERPRISES (MSME)**

Applications to be submitted online

Last Date - 16th January, 2017

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 progress in terms of quality production, exports, innovation, product development and import substitution. Entrepreneurial efforts have made it possible to produce a 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.

The Indian entrepreneurs are very creative and innovate new products and process as well as provide innovate services to remain competitive in domestic and global market. This has become possible to encourage such innovative efforts and promote this spirit in larger interest of qualitative development of MSME. The Ministry of MSME recognize these entrepreneurs for their outstanding performance and by conferring awards motivate and encourage them.

2. CATEGORIES OF AWARDS

Categories of National MSME Awards for the year- 2015

S. No.	Categories of Awards	Application Form No.	Numbers
1	Product/ Process Innovation-6 numbers	NMA-1	
	Innovation-Micro & Small (I,II and III Award)		3
	Innovation-Medium (I,II and III Award)		3
2	Outstanding Entrepreneurship (Manufacturing)-14 numbers	NMA-2	
	Entrepreneurship- Micro (I,II, III Award and Special Award)		4

	to best Handicapped (Divyang) entrepreneur)		
	Entrepreneurship- Small (I,II and III Award)		3
	Special award to best SC/ST entrepreneur		1
	Special award to best woman entrepreneur		1
	Special award to best NER entrepreneur		1
	Special award to best Handicapped (Divyang) entrepreneur		1
	Entrepreneurship - Medium (I,II and III Award)		3
3	Outstanding Entrepreneurship (Service)- 4 numbers	NMA-3	
	Micro & Small (I,II, III Award and Special Award to best Handicapped (Divyang) entrepreneur)		4
4	Lean Manufacturing Techniques-3 numbers	NMA-4	
	Micro -I Award		1
	Small-I Award		1
	Medium -I Award		1
5	Quality Products one each in following 10 selected products in Micro & Small Enterprises -10 numbers	NMA-5	
	Paints & Varnishes		1
	Rubber Molded Products		1
	Precision Machine Components		1
	Auto Components		1
	LED and LCD information Display System		1
	Electronic Smoke Detectors/ Fire Alarms/ Pollution Detectors and Monitors		1
	Refractory		1
	Confectionary Products		1
	Leather Hand Bags		1
	Readymade Garments		1
6	Export Awards -20 numbers	NMA-6	
	Outstanding Export Performance in Micro Enterprises (Mfg) I and II Award		2
	Outstanding Export Performance in Small Enterprises(Mfg) I and II Award		2
	Best Exporter Woman Entrepreneur in Small Enterprises(Mfg)		1
	Best Exporter SC/ST Entrepreneur in Small Enterprises(Mfg)		1
	Best Exporter NER Entrepreneur in Small Enterprises(Mfg)		1
	Outstanding Export Performance in Medium Enterprises(Mfg)		1
	Outstanding Export Performance in Micro & Small Enterprises (Service)		1
	Outstanding Export Performance in Medium Enterprises (Service)		1
	Outstanding Export Performance one each in following 10 Selected Products in Micro, Small & Medium Enterprises		
	Paints & Varnishes		1
	Rubber Molded Products		1
	Precision Machine Components		1

	Auto Components		1
	LED and LCD information Display System		1
	Electronic Smoke Detectors/ Fire Alarms/ Pollution Detectors and Monitors		1
	Refractory		1
	Confectionary Products		1
	Leather Hand Bags		1
	Readymade Garments		1
	TOTAL		57

Prize: All awards will carry cash prize of Rs.1.00 lakh, a Certificate and a Trophy. No TA/ DA, Hotel Charges etc. will be paid.

3. PERIODICITY & ELIGIBILITY

The MSMEs should have been in continuous manufacturing /services for last four years. The awards will be given for each year to deserving Micro, Small & Medium Enterprises which have Udyog Aadhaar Memorandum (UAM). MSMEs would also register in MSME Databank, web portal: www.msmedatabank.in (click on register and then MSME) before submission of their application. Registration at MSME Databank is mandatory for MSMEs even if they have earlier obtained UAM.

4. CRITERIA

The evaluation for Award will be done on the basis of various parameters mentioned in the proforma .

5. COMPOSITION OF STATE LEVEL SELECTION COMMITTEE (SLSC)

5.1 The State Level Selection Committee will consist of –

- | | | |
|----|--|-----------------|
| 1. | Secretary, Department of MSME/ Industries of State Govt. /U.T. | Chairman |
| 2. | Director of MSME/Industries, State Govt. | Member |
| 3. | One Representative each from two State level MSME Associations to be nominated by Director, MSME-DI & approved by the Chairman | Member |
| 4. | Director, MSME-DI | Member Convener |

5.2 The Awardee shall not be nominated or considered for the same or lower category of award in the subsequent 5 year (s). However, there will be no bar for an awardee to be nominated or considered for a higher category of award in subsequent year.

5.3 MSME-DI of respective state will send applications recommended by State Level Selection Committee along with evaluation of marks as per enclosed criteria format to the office of the Development Commissioner (MSME), Ministry of MSME, Govt. of India, 7th Floor, A-Wing, Nirman Bhawan, New Delhi-110108, latest by **31.1.2017**.

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	Managing Director, National Research Development Corporation (NRDC), or his nominee,	Member
4	Director General, BIS or his nominee,	Member
5	President, Laghu Udyog Bharti,	Member
6	President, Federation of Associations of Small Industries of India (FASII),	Member
7	3 industrialists to be nominated by Hon'ble Union Minister (MSME).	Member
8	Additional Development Commissioner O/o DC(MSME)	Member Convener

7. METHODOLOGY

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

- (i) The applications will be scrutinized first by Director, MSME-DI for State Level Selection Committee.
- (ii) The applications will further be scrutinized by the technical officers of concerned division in the office of the DC (MSME) for evaluating the mark as per the criteria before submitting to NLSC for selecting the awardees. The qualifying marks will be 60% (50% in case of SC/ST , PH & NER including Sikkim) for consideration by the SLSC / NLSC.

8. PRIVILEGE

The winners of the awards shall have the privilege of allowing their employees to wear labels, pins, ties, logo 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. HOW TO APPLY

The eligible enterprises will submit online applications comprising of Part-I and Part-II of the relevant category of awards. An enterprise can apply for more than one category of award . The last date for submission of application i.e. **16th January, 2017.**



PART-I

**Please affix
one high
resolution
photo
(size
8cmx5cm)**

A. Name of Entrepreneur (English)

B. Name and address of Enterprise (English)

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

Pin Code -----

STD Code & Telephone Numbers :

Tel. (O) : -----

Mobile No. -----

E-mail: -----

C. Whether the Entrepreneur belongs to SC/ST, Physically Handicapped - Yes/No
(Please attach certificate)

D. (a) Udyog Aadhaar Memorandum: Tick Appropriately (Micro/ Small/ Medium)

Number :

Date:								
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(b) Databank Registration of enterprise:

Number :

Date:								
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E.

Name of Products	Attach Photo of products

F. Attach photo of Front /Rear View of Building of Enterprise showing name Board etc.

Front	Attach Photo
Rear	Attach Photo

G. Have you ever been awarded earlier by this Ministry, Yes/No
if yes, Pl Tick (I, II or III Award) and year of Award.

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S. No.	Items	2012-13	2013-14	2014-15	2015-16
1	Original investment in Plant & Machinery/Equipment (Rs. in lakh) cumulative upto 31 st March				
2	Original investment in Plant & Machinery/ Equipment (Rs. in lakh) net addition during the year				
3	No. of Employees as on 31 st March				
4	Value of Annual Turnover/ Sales (Rs.in lakh)				
5	Net Profit (after taxes) (Rs. in lakh)				
6	Export-Direct (Rs. in lakh)				

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.

**Parameters & Proforma for Evaluation and Awarding Marks
(Product/ Process Innovation)**

Part-I (Weight age-70%)

S. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by State Level Selection Committee	Marks suggested by Technical group	Brief comments
(1)	(2)	(3)	(4)	(5)	(6)
1	Whether Innovative Development is	10			
	(i) Product development - 10 Marks				
	(ii) Process/Design Development - 5 Marks				
	Please give details and attach/ upload evidences.				
2	Whether enterprise has in- house R&D/Innovation facilities approved by DSIR	10			
	(i) Yes- 10 marks				
	(ii) others - 5 marks				
	Please give details and attach/ upload evidences.				
3	Products/ Processes Developed through (Ref. S. No. 9)	15			
	(i) Recognized Incubation Centres - 15 Marks				
	(ii) Others -5 Marks				
4	Whether Innovative Development is	12			
	i. Prototype Stage only-4 Marks				
	ii. Successfully Development -8 Marks				
	iii. Commercialized- 12 Marks				
	Please give details and attach/ upload evidences.				
5	Patents/design/obtained or applied for (Marks to be awarded for any one of (i)and(ii) as applicable (II) in case due to innovated specific product/supplies to strategic organizations (viz. Defense etc. where obtaining patents not permissible, full marks may be awarded)	20			
	(i) Obtained - 20 Marks				

	(ii) Applied for - 10 Marks				
	(iii) No initiative- 0 Mark				
	Please give details and attach/ upload evidences.				
6	Whether innovation (product/process) is eco-friendly - 6 Marks	10			
	i. Yes, with supporting documents - 10 Marks				
	ii. No- 0 Mark				
	Please give details and attach/ upload evidences.				
7	Standardization	10			
	(i) Obtained BIS Mark/International/National Standard (RDSO, GMP,BEE, FSSAI, Ag Mark etc) - 10 Marks				
	(ii) Product equivalent to any other Specification-6 Marks				
	Please give details and attach/ upload evidences.				
8	Energy conservation Measures	6			
	i. Yes, with supporting documents i.e. Certified Energy Audit Report, - 6 Marks				
	Energy conservation measures adopted by enterprises - 3 Marks				
	iii. No initiative- 0 Mark				
	Please give details and attach/ upload evidences.				
9	Obtaining ISO-9000 Series/14000/22000 /HACCP/ GMP/ equivalent certification	7			
	i. 3 years & above - 7 Marks				
	ii. less than 3 years & above 2 years - 5 Marks				
	iii. less than 2 years & above 1 year - 3 Marks				
	iv. less than 1 year - 1 Mark				
	v. No - 0 marks				

	Please give details and attach/ upload evidences.				
	Total	100			
	Part-II (Weight age: -30%.)				
1	Pollution Control Measures 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.)	15			
	(i) Yes- 15 Marks				
	(ii) No - 0 Marks				
2	Value of Average Annual Turnover/ Sales of 3 years	25			
	(i) up to Rs.100 lakh - 5 Marks				
	(ii) above Rs.100 lakh & up to Rs.500 lakh- 10 Marks				
	(iii) above Rs.500 lakh & up to Rs.1000 lakh-15 Marks				
	(iv) above Rs.1000 lakh - 25 Marks				
	Please give details and attach/ upload evidences.				
3	Growth rate of Average Annual Turnover/ Sales of 3 years from 1st year.	15			
	(i) growth rate up to 10% - 3 Marks				
	(ii) growth rate above 10% & up to 20% - 6 Marks				
	(iii) growth rate above 20% & up to 30% - 10 Marks				
	(iv) growth rate above 30% -15 Marks				
	(v) No growth - 0 Mark				
	Please give details and attach/ upload evidences.				
4	Growth rate of Net Profit (after Taxes) of 3 years.	15			

	(i) Average growth rate up to 10%- 3 Marks				
	(ii) Average growth rate above 10% to 20%- 6 Marks				
	(iii) Average growth rate above 20% to 30%- 10 Marks				
	(iv) Average growth rate above 30%- 15 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
4	Exports (Direct) of Innovated products/process during last three years Note: In case due to specific product/ supplies to strategic organizations (viz. Defense etc. where exports not permissible, marks may be awarded on the basis of average growth rate of supply to strategic organizations.	10			
	(i) Average growth rate up to 10%- 2 Marks				
	(ii) Average growth rate above 10% to 20%- 4 Marks				
	(iii) Average growth rate above 20% to 30%- 6 Marks				
	(iv) Average growth rate above 30%- 10 Marks				
	(v) No growth - 0 Mark				
	Please give details and attach/ upload evidences.				
5	Value of Export Average of 3 years of Innovated products/process.	20			
	(i) up to Rs.50.00 lakh - 5 Marks				
	(ii.) above Rs.50.00 lakh & up to Rs.100 lakh - 10 Marks				
	(iii) above Rs.100.00 lakh & up to Rs.150.00 lakh - 15 Marks				
	(iv) above Rs.150.00 lakh - 20 Marks				
	Please give details and attach/ upload evidences.				
	TOTAL	100			

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

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

(Application Form: NMA-2)

Parameters & Proforma for Evaluation and Awarding Marks
Outstanding Entrepreneurship (Manufacturing)

Part-I (Weight age-70%)

S. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by State Level Selection Committee	Marks suggested by Technical group	Brief comments
(1)	(2)	(3)	(4)	(5)	(6)
1	Value of Average Annual Turnover/Sales of 3	8			
	(i) up to Rs.100 lakh - 2 Marks				
	(ii.) above Rs.100 lakh & up to Rs.500 lakh - 4				
	(iii) above Rs.500 lakh & up to Rs.1000 lakh - 6				
	(iv) above Rs.1000 lakh - 8 Marks				
	Please give details and attach/ upload evidences.				
2	Growth rate of Average Annual Turnover/Sales of 3 years from 1st year.	4			
	(i) growth rate up to 10% - 1 Marks				

	(ii.) growth rate above 10% & up to 20% -2 Marks				
	(iii) growth rate above 20% & up to 30% - 3 Marks				
	(iv) growth rate above 30% - 4 Marks				
	(v) No growth - 0 Mark				
	Please give details and attach/ upload evidences.				
3	Growth rate of Average Net Profit (after Taxes) of 3 years from 1st year	6			
	(i) growth rate up to 10% - 1 Marks				
	(ii.) growth rate above 10% & up to 20% - 2 Marks				
	(iii) growth rate above 20% & up to 30% - 4 Marks				
	(iv) growth rate above 30% - 6 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
4	Use of Technology	10			
	(i) Developed Technology - 10 Marks				
	(ii) Conventional - 5 Marks				
	Please give details and attach/ upload evidences.				
5	Exports (Direct) during the period Note: In case due to specific product/supplies to strategic organizations (viz. Defense etc. where exports not permissible, marks may be awarded on the basis of value of products supplied to strategic organizations.	8			
	Value of Export Average of 3 years				
	(i) up to Rs.20 lakh - 2 Marks				
	(ii.) above Rs.20 lakh & up to Rs.100 lakh - 4 Marks				
	(iii) above Rs.100 lakh & up to Rs.200 lakh - 6 Marks				
	(iv) above Rs.200 lakh - 8 Marks				
	(v) no export - 0				
	Please give details and attach/ upload evidences.				
6	Exports (Direct) during the period Note: In case due to specific product/supplies to strategic organizations (viz. Defense etc. where exports not permissible, marks may be awarded on the basis of average growth rate of supply to strategic organizations.	4			
	Average Growth rate of export value of 3 years from 1st year				
	(i) Average growth rate up to 10% - 1 Marks				
	(ii.) Average growth rate above 10% & up to 20% - 2 Marks				

	(iii) Average growth rate above 20% & up to 30% - 3 Marks				
	(iv) Average growth rate above 30% -4 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
7	Obtaining ISO-9000 Series/14000/22000 /HACCP/ GMP certification -	10			
	i. 3 years & above - 10 Marks				
	ii. less than 3 years & above 2 years - 7 Marks				
	iii. less than 2 years & above 1 year - 4 Marks				
	iv. less than 1 year - 1 Mark				
	v. No - 0 marks				
	Please give details and attach/ upload evidences.				
8	Standardization	12			
	(i) Obtained BIS Mark/International/National Standard (RDSO, GMP,BEE, FSSAI, Ag Mark etc)- 12 Marks				
	(ii) Product equivalent to any other Specification-6 Marks				
	Please give details and attach/ upload evidences.				
9	Pollution Control Measures 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	6			
	i. Yes - 6 Marks				
	ii. No- 0 Marks				
	Please give details and attach/ upload evidences.				
10	Safety Measure	6			
	i. Yes, with Certificates from Appropriate Authority - 6 Marks				
	ii. Measures adopted - 3 Marks				
	iii. No- 0 Mark				
	Please give details and attach/ upload evidences.				
11	Energy conservation Measures	6			
	i. Yes, with supporting documents i.e. Certified Energy Audit Report, - 6 Marks				
	Energy conservation measures adopted by enterprises - 3 Marks				
	iii. No initiative- 0 Mark				

	Please give details and attach/ upload evidences.				
12	Employees Welfare Measures. full marks may be given, if not applicable.	2			
	(i) Yes, ESI - 2 Mark				
	(ii) No, ESI - 0 Mark				
	Please give details and attach/ upload evidences.				
13	Whether any training provided to staff/officials to upgrade their skill.	6			
	(i) Yes, with supporting documents from external expert/ agency - 6 Marks				
	(ii) Yes, with supporting documents from internal expert- 3 Marks				
	(iii) No- 0 Mark				
	Please give details and attach/ upload evidences.				
14	Employees Welfare Measures. full marks may be given, if not applicable.	2			
	(i) Yes, CPF- 2 Mark				
	(ii) No, CPF- 0 Mark				
	Please give details and attach/ upload evidences.				
15	Employees Welfare Measures. full marks may be given, if not applicable.	2			
	(i) Yes, Bonus- 2 Mark				
	(ii) No, Bonus- 0 Mark				
	Please give details and attach/ upload evidences.				
16	Customers satisfaction and feedback report	6			
	i. Yes, with supporting documents - 6 Marks				
	ii. No- 0 Mark				
	Please give details and attach/ upload evidences.				
17	Employees Welfare Measures. full marks may be given, if not applicable.	2			
	(i) Yes, Reward Scheme – 2 Marks				
	(ii) No, Reward Scheme – 0 Mark				
	Please give details and attach/ upload evidences.				
	Total	100			
	Part-II (Weight age-30%)				

1	Average Growth rate upon cumulative Investment in Plant & Machinery	18			
	(i) growth rate up to 10% - 4 Marks				
	(ii.) growth rate above 10% & up to 20% - 8 Marks				
	(iii) growth rate above 20% & up to 30% -12 Marks				
	(iv) growth rate above 30% - 18 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
2	Basic Amenities / Facilities at Work Place	4			
	(ii) Toilets, Yes- 4 Marks				
	Toilets, No- 0 Marks				
	Please give details and attach/ upload evidences.				
3	Average Growth rate upon Employment	18			
	(i) growth rate up to 10% - 4 Marks				
	(ii.) growth rate above 10% & up to 20% - 8 Marks				
	(iii) growth rate above 20% & up to 30% - 12 Marks				
	(iv) growth rate above 30% - 18 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
4	Whether First Generation Entrepreneur	18			
	(i) First Generation/Start-up - 18 Marks				
	(ii) Others - 9 Marks				
	Please give details and attach/ upload evidences.				
5	Basic Amenities / Facilities at Work Place	4			
	(i) Drinking Water, Yes- 4 Marks				
	(ii) Drinking Water, No- 0 Marks				
	Please give details and attach/ upload evidences.				
	Please give details and attach/ upload evidences.				
6	Basic Amenities / Facilities at Work Place	4			

	(i) Medical First aid , Yes - 4 Marks				
	(ii) Medical First aid , No - 0 Marks				
	Please give details and attach/ upload evidences.				
7	Export (Direct) NB : In case due to specific products/supplies to Strategic organization viz. Defense etc. where export were not permissible full marks may be awarded	12			
	(i) 3 years export - 12 Marks				
	(ii) 2 years export - 8 Marks				
	(iii) 1 year export - 4 Marks				
	(iv) No export - 0 Marks				
	Please give details and attach/ upload evidences.				
8	Basic Amenities / Facilities at Work Place	4			
	(i) Canteen, Yes - 4 Marks				
	(ii) Canteen, No - 0 Marks				
	Please give details and attach/ upload evidences.				
9	Credit Rating of Enterprises	18			
	(i) Yes, 3 years - 18 Marks				
	(ii) Yes, 2 years - 12 Marks				
	(iii) Yes, 1 year - 6 Marks				
	(iv) No- 0 Marks				
	Please give details and attach/ upload evidences.				
	TOTAL	100			

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

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

Parameters & Proforma for Evaluation and Awarding Marks
Outstanding Entrepreneurship (Service)

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	Use of Technology	14			
	(i) Advanced - 14 Marks				
	(ii) Conventional -7 Marks				
	Please give details and attach/ upload evidences.				
2	Customers Satisfaction / feedback report	7			
	(i) Excellent with supporting documents - 7 marks				
	(ii) Good - 4 marks				
	(iii) No such initiatives taken -0 marks				
	Please give details and attach/ upload evidences.				
3	Value of Average Annual turnover/services of 3 years	6			
	(i) up to Rs.50 lakh - 1 Mark				
	(ii) above Rs.50 lakh & up to Rs.100 lakh - 2				
	(iii) above Rs.100 lakh & up to Rs.150 lakh - 4				
	(iv) above Rs.150 lakh - 6 Marks				
	Please give details and attach/ upload evidences.				
4	Growth rate of Average Annual Sales/services of 3 year from 1st year	8			
	(i) Average growth rate up to 10% - 2 Marks				
	(ii) Average growth rate above 10% & up to 20% - 4 Marks				
	(iii) Average growth rate above 20% to 30% - 6				
	(iv) Average growth rate above 30% - 8 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
5	Growth rate of Average profit of 3 years from 1st year (After Taxes)	4			
	(i) Average growth rate up to 10% - 1 Mark				
	(ii) Average growth rate above 10% & up to 20% - 2 Marks				
	(iii) Average growth rate above 20% & up to 30% - 3 Marks				

	(iv) Average growth rate above 30% - 4 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
6	Obtaining ISO-9000 Series/14000/22000/ HACCP/equivalent certification -	8			
	i. 3 years & above - 8 Marks				
	ii. less than 3 years & above 2 years - 6 Marks				
	iii. less than 2 years & above 1 year - 4 Marks				
	iv. less than 1 year - 1 Mark				
	v. No - 0 marks				
	Please give details and attach/ upload evidences.				
7	Standardization	6			
	(i) Services conforming to user's Specification - 6 Marks				
	(ii) Services conforming to enterprise's Specification - 3 Marks				
8	Modernization efforts	6			
	(i) Excellent with supporting documents - 6 Marks				
	(ii) Good - 3 marks				
	(iii) No such initiatives taken - 0 Mark				
9	Pollution Control Measures Note: (Full marks be given if these measures are not applicable to this enterprise subject to submission of relevant NOC/Notification from the Competent Authority)	6			
	Yes - 6 Marks				
	No- 0 marks				
	Please give details and attach/ upload evidences.				
10	Safety Measures	6			
	(i) Yes, with supporting documents/ certificate from appropriate Authority - 6 marks				
	(ii) Measures - 4 marks				
	(iii) No such initiatives taken -0 marks				
	Please give details and attach/ upload evidences.				
11	Whether any training provided to staff/ officials to upgrade Skill	9			
	Yes, with supporting documents by external expert- 9 marks				
	Yes, with supporting documents by internal expert- 6 marks				
	(iii) No - 0 marks				

	Please give details and attach/ upload evidences.				
12	Qualification of Entrepreneur as on 31.3.2016 (Mark any one)	6			
	(i) Bachelor Degree and above - 6 marks				
	(ii) Others - 4 marks				
	Please give details and attach/ upload evidences.				
13	Energy Conservation Measures	6			
	Excellent with supporting documents - 6 marks				
	(ii) Good - 3 marks				
	(iii) No such initiatives taken - 0 mark				
	Please give details and attach/ upload evidences.				
14	Employees Welfare Measures (full marks may be awarded on submission of documentary proof, or If not applicable.	2			
	(i) Yes, CPF- 2 Mark				
	(ii) No, CPF- 0 Mark				
	Please give details and attach/ upload evidences.				
15	Employees Welfare Measures (full marks may be awarded on submission of documentary proof, or If not applicable.	2			
	(i) Yes, Bonus - 2 Mark				
	(ii) No. Bonus - 0 Mark				
16	Employees Welfare Measures (full marks may be awarded on submission of documentary proof, or If not applicable.	2			
	(i) Yes, ESI -2 Mark				
	(ii) No, ESI -0 Mark				
	Please give details and attach/ upload evidences.				
17	Employees Welfare Measures (full marks may be awarded on submission of documentary proof, or If not applicable.	2			
	(i) Yes, Reward Scheme -2 Mark				
	(ii) No, Reward Scheme -0 Mark				
	Please give details and attach/ upload evidences.				
	Total	100			
	Part-II (Weight age: 30%)				
1	Basic Amenities / Facilities at Work Place	5			
	(i) Toilets, Yes- 5 Marks				
	(ii) Toilets, No- 0 Marks				
	Please give details and attach/ upload evidences.				

2	Basic Amenities / Facilities at Work Place	5			
	(i) Drinking Water, Yes- 5 Marks				
	(ii) Drinking Water, No- 0 Marks				
	Please give details and attach/ upload evidences.				
3	Basic Amenities / Facilities at Work Place	5			
	(i) Medical First aid , Yes - 5 Marks				
	(ii) Medical First aid , No - 0 Marks				
	Please give details and attach/ upload evidences.				
4	Employment Growth of 3 years	30			
	(i) Average growth rate up to 10% - 5 Mark				
	(ii) Average growth rate above 10% & up to 20% - 10 Marks				
	(iii) Average growth rate above 20% & up to 30% - 20 Marks				
	(iv) Average growth rate above 30% - 30 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
5	Whether First Generation Entrepreneur	30			
	(i) First Generation - 30 Marks				
	(ii) Others - 15 Marks				
	Please give details and attach/ upload evidences.				
6	Basic Amenities / Facilities at Work Place	5			
	(i) Canteen, Yes - 5 Marks				
	(ii) Canteen, No - 0 Marks				
	Please give details and attach/ upload evidences.				
7	Average Growth rate of Cumulative Investment in Plant & equipment	20			
	(i) Average growth rate up to 10% - 5 Mark				
	(ii) Average growth rate above 10% & up to 20% - 10 Marks				
	(iii) Average growth rate above 20% & up to 30% - 15 Marks				
	(iv) Average growth rate above 30% - 20 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
	Total	100			

Signature
Name & Designation of Officers
MSME-DI/ DC(MSME)

Application form (NAM-4)

Parameters & Proforma for Evaluation and Awarding Marks
Lean Manufacturing Techniques

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	Whether Enterprise has adopted 5S system	12			
	i. Yes, up to 5S level - 12 Marks				
	ii. Up to 2S level - 8 Marks				
	iii. No initiative-0 Mark				
	Please give details and attach/ upload evidences.				
2	Whether Enterprise has implemented Standard Operating Procedures (SOPs)	12			
	i. For all processes - 12Marks				
	ii. Partially for some processes - 8 Marks				
	iii. No initiative - 0 Mark				
3	Whether enterprise implemented Enterprise Resource Planning (ERP) system	10			
	For all processes through recognized External Software - 10 Marks				
	For all processes through Internal Software - 6 Marks				
	iii. Partially for some processes - 3 Marks				
	iv. No initiative - 0 Mark				
	Please give details and attach/ upload evidences.				
4	Whether enterprise Implemented Energy conservation Techniques	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				
	Please give details and attach/ upload evidences.				
5	Whether enterprise implemented Poka - Yoke instructions	12			
	i. For most of production process - 12Marks				
	ii Just introduced - 6 Marks				
	iii No initiative - 0 Mark				

	Please give details and attach/ upload evidences.				
6	Obtaining/Maintaining ISO -9001	7			
	i. 3 years & above - 7 Marks				
	ii. less than 3 years & above 2 years - 5 Marks				
	iii. less than 2 years & above 1 year - 3 Marks				
	iv. less than 1 year - 1 Mark				
	v. No - 0 marks				
	Please give details and attach/ upload evidences.				
7	Obtaining/Maintaining ISO -14001	7			
	i. 3 years & above - 7 Marks				
	ii. less than 3 years & above 2 years - 5 Marks				
	iii. less than 2 years & above 1 year - 3 Marks				
	iv. less than 1 year - 1 Mark				
	v. No - 0 marks				
	Please give details and attach/ upload evidences.				
8	Any reward scheme introduced for employees for suggesting Lean manufacturing	4			
	i. Yes , with supporting documents - 4 Marks				
	ii. No - 0 Mark				
	Please give details and attach/ upload evidences.				
9	Whether Enterprise provides training to its staff on lean manufacturing techniques	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				
	Please give details and attach/ upload evidences.				
10	Technology/Strategy adopted for Lean Manufacturing	12			
	i By approved consultant/agency - 12 Marks				
	ii Self - 6 Marks				
	Please give details and attach/ upload evidences.				
11	Growth rate of Average Turnover/ Sales of 3 years.	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				
	Please give details and attach/ upload evidences.				

	Total	100			
	Part-II (Weight age-30%)				
1	Value of Average Annual Turnover/ Sales of last three years	20			
	(i) up to Rs. 100 lakh - 4 Marks				
	(ii.) above Rs.100 lakh & up to Rs.500 lakh-8				
	(iii) above Rs.500 lakh & up to Rs.1000 lakh-12				
	(iv) above Rs.1000 lakh - 20 Marks				
	Please give details and attach/ upload evidences.				
2	Pollution Control Measures - 20 Marks 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	20			
	i. Yes - 20 Marks				
	ii. No- 0 Marks				
	Please give details and attach/ upload evidences.				
3	Employee Welfare Measures	4			
	(i) Yes, ESI - 4 Marks				
	(ii) No, ESI - 0 Marks				
	Please give details and attach/ upload evidences.				
4	Basic Amenities at Work Place	2			
	(i) Canteen, Yes - 2 Marks				
	Canteen, No - 0 Marks				
	Please give details and attach/ upload evidences.				
5	Employee Welfare Measures	4			
	(i) Yes, CPF - 4 Marks				
	(ii) No, CPF - 0 Marks				
	Please give details and attach/ upload evidences.				
6	Employee Welfare Measures	4			
	(i) Yes, Bonus- 4 Mark				
	(ii) No, Bonus- 0 Mark				
	Please give details and attach/ upload evidences.				
7	Basic Amenities at Work Place	2			
	(ii) Toilets, Yes- 2 Marks				
	Toilets, No- 0 Marks				
	Please give details and attach/ upload evidences.				
8	Growth rate upon cumulative Investment in Plant & Machinery	20			
	(i) growth rate up to 10% - 5 Marks				
	(ii.) growth rate above 10% & up to 20% - 10				

	(iii) growth rate above 20% & up to 30% -15 Marks				
	(iv) growth rate above 30% - 20 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
9	Growth rate of average Net Profit (after Taxes) of 3 years	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				
	Please give details and attach/ upload evidences.				
10	Basic Amenities at Work Place	2			
	(iii) Drinking Water, Yes- 2 Marks				
	Drinking Water, No- 0 Marks				
	Please give details and attach/ upload evidences.				
11	Basic Amenities at Work Place	2			
	(iv) Medical First aid , Yes -2 Marks				
	Medical First aid , No - 0 Marks				
	Please give details and attach/ upload evidences.				
	Total	100			

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

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

(Application Form: NMA- 5)

Parameters & Proforma for Evaluation and Awarding Marks
Quality Products

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	Testing of Raw materials used / Components/sub assemblies	6			
	i. Adequate - 6 Marks				
	ii. Others- 3 Marks				
	iii. No- 0 Mark				
	Please give details and attach/ upload evidences.				
2	Testing equipment/ instrument available with enterprise	6			
	i. Adequate - 6 Marks				
	ii. Others- 3 Marks				
	iii. No- 0 Mark				
	Please give details and attach/ upload evidences.				
3	Improvement in Quality Assurance Techniques	5			
	i. Excellent, with supporting documents - 5 Marks				
	ii. Good - 3 Marks				
	iii. No- 0 Mark				
	Please give details and attach/ upload evidences.				
4	Obtaining ISO-9001 Series/14000/22000 / HACCP/ GMP /equivalent certification -	9			
	i. 3 years & above - 9 Marks				
	ii. less than 3 years & above 2 years - 6 Marks				
	iii. less than 2 years & above 1 year - 3 Marks				
	iv. less than 1 year - 1 Mark				
	v. No - 0 marks				
	Please give details and attach/ upload evidences.				
5	Standardization	12			
	Obtained BIS Mark/International/National Standard (RDSO, GMP,BEE, FSSAI, Ag Mark etc) - 12				

	(ii) Product equivalent to any other Specification - 6 Marks				
6	Getting instruments/Gauges/test rigs Calibrated on regular intervals	6			
	i. Yes, with supporting documents - 6 Marks				
	ii. No - 0 Mark				
	Please give details and attach/ upload evidences.				
7	Any reward scheme introduced for employees for suggesting Improvements Leading to Quality / Productively improvement	5			
	i. Yes, with supporting documents,- 5 Marks				
	ii. Yes, write-up - 3 Marks				
	iii. No - 0 Mark				
	Please give details and attach/ upload evidences.				
8	Whether Enterprise has given skill knowledge to the staff and workers for Quality Assurance	5			
	i. Yes, with supporting documents, - 5 Marks				
	ii. others - 3 Marks				
	iii. No - 0 Mark				
9	Whether Enterprise has Quality Audit Team	5			
	i. Yes, with supporting documents, 3 years - 5				
	ii. Yes, with supporting documents, less than 3 years - 3 Marks				
	iii. No - 0 Mark				
	Please give details and attach/ upload evidences.				
10	Energy conservation measures	4			
	i. Yes, with supporting documents, ie Energy Audit Report - 4 Marks				
	ii. Write up - 2 Marks				
	iii. No initiative - 0 Mark				
	Please give details and attach/ upload evidences.				
11	Standard of Packaging	4			
	i. Excellent with supporting documents-4 Marks				
	ii. Good - 2 marks				
	iii. Poor - 1 Mark				
	Please give details and attach/ upload evidences.				
12	Inventory Control Method	5			
	i. Excellent with supporting documents-5 Marks				
	ii. Good - 2 marks				
	iii. Poor - 1 Mark				
	Please give details and attach/ upload evidences.				

13	Use of Technology	10			
	(i) Developed - 10 Marks				
	(ii) Conventional - 5 Marks				
	Please give details and attach/ upload evidences.				
14	Value of Average Annual Turnover/Sales of last 3 years	8			
	(i) up to Rs.100 lakh - 2 Marks				
	(ii.) above Rs.100 lakh & up to Rs.500 lakh - 4				
	(iii) above Rs.500 lakh & up to Rs.1000 lakh - 6				
	(iv) above Rs.1000 lakh - 8 Marks				
	Please give details and attach/ upload evidences.				
15	Growth rate of Average Annual Turnover/Sales of	4			
	(i) growth rate up to 10% - 1 Marks				
	(ii) growth rate above 10% & up to 20% -2 Marks				
	(iii) growth rate above 20% & up to 30% -3 Marks				
	(iv) growth rate above 30% - 4 Marks				
	(v) No growth - 0 Mark				
16	Growth rate of Average Net Profit (after Taxes) of 3 years from 1st year	6			
	(i) growth rate up to 10% - 1 Marks				
	(ii) growth rate above 10% & up to 20% - 2 Marks				
	(iii) growth rate above 20% & up to 30% - 4 Marks				
	(iv) growth rate above 30% - 6 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
	Total	100			
	Part-II (Weight age-30%)				
1	Employee Welfare Measures	6			
	(i) Yes, CPF- 6 Mark				
	(ii) No, CPF- 0 Mark				
	Please give details and attach/ upload evidences.				
2	Employee Welfare Measures	6			
	(i) Yes, Bonus- 6 Mark				
	(ii) No, Bonus- 0 Mark				
	Please give details and attach/ upload evidences.				
3	Growth rate upon cumulative Investment in Plant & Machinery	18			
	(i) growth rate up to 10% - 3 Marks				
	(ii) growth rate above 10% & up to 20% - 6 Marks				

	(iii) growth rate above 20% & up to 30% - 12				
	(iv) growth rate above 30% - 18 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
4	Growth rate upon Employment	18			
	(i) growth rate up to 10% - 3 Marks				
	(ii) growth rate above 10% & up to 20% - 6 Marks				
	(iii) growth rate above 20% & up to 30% - 12 Marks				
	(iv) growth rate above 30% - 18 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
5	Exports (Direct) during the period Note: In case due to specific product / supplies to strategic organizations (viz. Defense etc. where exports not permissible, marks may be awarded on the basis of average growth rate of supply to strategic organizations.	9			
	(i) 3 years export - 9 Marks				
	(ii) 2 years export - 6 Marks				
	(iii) 1 years export - 3Marks				
	(iv) No export - 0 Mark				
	Please give details and attach/ upload evidences.				
6	Value of Export Average of last 3 years	8			
	(i) up to Rs.20 lakh - 2 Mark				
	(ii)above Rs.20 lakh & up to Rs.100 lakh - 4Marks				
	(iii) above Rs.100 lakh & up to Rs.200 lakh - 6 Marks				
	(iv) above Rs.200 lakh - 8 Marks				
	(v) No Export - 0 mark				
	Please give details and attach/ upload evidences.				
7	Growth rate of Average of export value	4			
	(i) Average growth rate up to 10% - 1 Marks				
	(ii) Average growth rate above 10% &				
	(iii) Average growth rate above 20% &				
	(iv) Average growth rate above 30% -4 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
8	Basic Amenities / Facilities at Work Place	4			
	(i) Toilets, Yes- 4 Marks				
	(ii) Toilets, No- 0 Marks				
	Please give details and attach/ upload evidences.				

9	Basic Amenities / Facilities at Work Place	4			
	(i) Drinking Water, Yes- 4 Marks				
	(ii) Drinking Water, No- 0 Marks				
	Please give details and attach/ upload evidences.				
10	Pollution Control Measures 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.	9			
	i. Yes- 9 marks				
	ii. No - 0 mark				
	Please give details and attach/ upload evidences.				
11	Employee Welfare Measures	6			
	(i) Yes, ESI- 6 Mark				
	(ii) No, ESI- 0 Mark				
	Please give details and attach/ upload evidences.				
12	Basic Amenities / Facilities at Work Place	4			
	(i) Medical First aid , Yes - 4 Marks				
	(ii) Medical First aid , No - 0 Marks				
	Please give details and attach/ upload evidences.				
13	Basic Amenities / Facilities at Work Place	4			
	(i) Canteen, Yes - 4 Marks				
	Canteen, No - 0 Marks				
	Please give details and attach/ upload evidences.				
	Total	100			

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

Application Form:NMA-6

Parameters & Proforma for Evaluation and Awarding Marks
Export Awards

S. No.	Parameters for Evaluation Marks	Maximum Marks	Marks given by SLSC	Marks given by DC(MSME)	Brief comments
(1)	(2)	(3)	(4)	(5)	(6)
1	Exports (Direct) Average export value of last 3 years	20			
	(i) up to Rs.500 lakh - 5 Marks				
	(ii.) above Rs.500 lakh & up to Rs.10000 lakh - 10 Marks				
	(iii) above Rs.10000 lakh & up to Rs.50000 lakh - 15 Marks				
	(iv) above Rs.50000 lakh - 20 Marks				
	Please give details and attach/ upload evidences.				
2	Exports (Direct) Average Growth rate of export value of 3 years	20			
	(i) Average growth rate up to 10% - 5 Marks				
	(ii.) Average growth rate above 10% & up to 20% - 10 Marks				
	(iii) Average growth rate above 20% & up to 30% - 15 Marks				
	(iv) Average growth rate above 30% -20 Marks				
	(v) No growth - 0 mark				
	Please give details and attach/ upload evidences.				
3	Percentage of average export to average Annual Turnover of last 3 years.	35			
	(i) up to 10% - 10 Marks				
	(ii.) above 10% & up to 20% -15 Marks				
	(iii) above 20% & up to 30% - 25 Marks				
	(iv) above 30% - 35 Marks				
	Please give details and attach/ upload evidences.				

4	Status of Export House for the year 2014-15	25			
	One Star -5 Marks				
	Two Star -10 Marks				
	Three Star -15 Marks				
	Four Star -20 Marks				
	Five Star -25 Marks				
	Please give details and attach/ upload evidences.				
	TOTAL	100			

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

Example:

	2012-13	2013-14	2014-15	2015-16
Value (Rs. in lakh)	20	25	18	30
Growth Rate		$\frac{(25-20) \times 100}{20} = 25\%$	$\frac{(18-25) \times 100}{25} = -28\%$	$\frac{(30-18) \times 100}{18} = 66.66\%$
Average Growth Rate of 3 Years	$25 + (-28) + 66.66 / 3 = 21.22\%$			

I certify that I have cleared income tax dues and I am not involved in any economic or other offence for which legal action/enquiry is pending and also 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.

Place:

Date:

**SIGNATURE OF THE ENTREPRENEUR
SEAL OF THE ENTERPRIS**

