

ASSAM UDYOG SHREE AWARD

1. Objective:

The basic objective of the award is to recognizing the achievements of successful entrepreneurs of Assam and to encourage them by giving awards for their outstanding efforts in entrepreneurship.

2. Coverage:

In accordance with the provision contained in the Micro, small and Medium Enterprises Development (MSMSD) Act-2006.

3. Category of Awards:

Sl. no	Category of Award	Number	Award
1.	Outstanding Entrepreneur in Manufacturing Sector (I, II and III Award)	3	Citation
2.	Outstanding Entrepreneur in Service Sector (I, II and III Award)	3	Citation
3.	Outstanding Women Entrepreneur Award	1	Citation

4. Methodology:

- I. The eligible Enterprises will submit their application to the Office of the Commissioner of Industries and Commerce, Assam, Bamunimaidam, Guwahati-21 in the prescribed application format. Details about the awards including application form may be downloaded from www.industries.assam.gov.in.
- II. The Advertisement for application of the award shall be issued during the month of May every year. The last date of submission of application shall be the 30th July every year. The process of selection shall be completed by November every year.
- III. The applications will be scrutinized by a Screening Committee headed by the Commissioner of Industries and Commerce, Assam and short list the same. The shortlisted application will then be placed before the State Level Selection Committee under the Chairmanship of Senior most Secretary to the Govt. of Assam, Industries and Commerce Department . The Committee will decide the award winning Entrepreneurs.
- IV. There will be no processing fees for submission of application.

5. Composition of the Screening Committee:

- | | | | |
|------|---|---|-----------------|
| I. | Commissioner of Industries and Commerce, Assam | - | Chairman |
| II. | Two leading Industrialist from Manufacturing sector | - | Member |
| III. | Two leading Industrialist from Service sector | - | Member |
| IV. | Additional Director of Industries and Commerce, Assam | - | Member Convener |

6. Composition of State Level Selection Committee:

- I. Senior most Secretary to the Govt.of Assam, Industries and Commerce Department, Dispur, Guwahati-6 - Chairman
- II. Senior most Secretary to the Govt.of Assam, Labour Welfare Department, Dispur, Guwahati-6 - Member
- III. Senior most Secretary to the Govt.of Assam, Environment & Forest Department, Dispur, Guwahati-6 - Member
- IV. Commissioner of Industries & Commerce, Assam Bamunimaidam, Guwahati-21 - Member
- V. Managing Director, Assam Small Industries Development Corporation, Bamunimaidam, Bamunimaidam, Guwahati-21 - Member
- VI. Two leading Industrialist from Manufacturing sector - Member
- VII. Two leading Industrialist from Service sector - Member
- VIII. Additional Director of Industries and Commerce, Assam - Member Convener

7. Eligibility of the Units:

- a) The Entrepreneur should have been in continuous production for the last 3 years and should not be a defaulter/ NPA of any Bank/ Financial Institution.
- b) The applicant may be proprietorial/ Pvt. ltd co/ self help group/ Cooperative society.

8. Benefit:

The winner of the award shall have the privilege of using the logo of the award in the letter head and the employees of the enterprise can wear lapel pins, ties, or other distinctive badges with symbol indicating the year of the award.

9. Application form and documents:

Prescribed Application form will be as per Annexure-1. Details about the awards including application form may be downloaded from www.industries.assam.gov.in or availed at the respective District Industries and Commerce Centre. The evaluation for Awards will be done on the basis of the various parameters mentioned in the Appendix-A.

11. Date of giving the Awards: The award will be given at an convenient date.

Handwritten signature

ANNEXURE-I

- 1. Name of the enterprise :
- 2. Full Address:
 - a. Factory (with Telephone no & email) :
 - b. Office (with Telephone no & email) :
- 3. Name of State :
- 4. Constitution of the Unit: Proprietorial / Partnership/ :
Pvt. Ltd/ Ltd. Co/ cooperative
- 5. Name of the Entrepreneur/s:

Sl. no*	Name of Entrepreneur/s	Designation	Date of birth	Caste(SC/ST/OBC)	Men/women	Qualification

- 6. Type of Enterprise as on date of application received (please _ mark)
 - (i) Micro & Small Enterprises engaged in manufacturing
 - (ii) Medium Enterprises engaged in manufacturing
- 7. Whether the Entrepreneur belongs to SC/ST? Yes / No
If yes, attach certificate.
- 8. Registration no with date(EM-II/ IEM) :
- 9. Date of Commencement of production/Services :
- 10. Items of production/ service rendered :
- 11. Details of the investment, employment, production & profit of the enterprise (for the last three years)
- 12. Secured/ unsecured Loan:
 - a) Amount of term loan/ working capital taken :
from Bank/ Financial Institution, Name of Bank/ FI, and amount received.
 - b) whether paid installment in regular basis, :
if not reason thereof.
- 13. Have you ever been awarded Entrepreneurship Award earlier from any depts, Yes/No
if yes, please give the name and year of Award. Enclose copy of certificate
- 14. Use and Choice of Technology
 - a) Whether the technology employed is developed with own R&D? Yes / No
If Yes, give details of how you have developed the same and how it is superior to conventional.

- b) Technology obtained from NRDC, CSIR or any other Recognized R&D Institute.) , if yes, give details. Yes / No
- c) Technology obtained from a foreign country, or imported agency If Yes, give details. Yes / No
- d) Conventional/Any other give details.
- 17. Whether you are first generation entrepreneur? (If Yes, give details). Yes / No
- 15. Are you a direct exporter ? If Yes, give details with duly supported documents. Yes / No
- 16. Whether the Enterprise has requisite plant & Machinery and in-house testing facilities ? If Yes, give details. Yes/No
Please attached list & photos of plant & Mechnery and testing equipment.
- 17. Have you embarked on innovation/diversification of your products/services? Yes / No
- 18. If Yes, explain with full details and enclose documentary proof/Photos.
- 19. Standardization & Quality Control.
 - a) Is your enterprise accredited with ISO-9000/ ISO-14000/18000/22000 certification/HACCP/GMP/equivalent certificate? If Yes, give details indicating date of accreditation and attached a copy of certificate. Yes / No
 - b) Have you obtained BIS Mark/International Standerd or equivalent? If Yes, specify and attach copies of certificate. (for the period 2007-08, 2008-09 & 2009-10) Yes / No
 - c) Whether your products conform to IS or any other standards YES / NO National standard ? If Yes, give details with documentary proof.
 - d) Whether your products conform to enterprise's/user's specification If Yes, give details with documentary proof.
- 20. **Management of the Enterprise:**
 - Which measures do you practice for Maintenance of Inventory Control System? If Yes, give specific details. Yes/No
- 21. Whether employee's welfare measure have been implemented in the enterprise? If Yes, give details, about ESI, CPF and Bonus and others. Attach the documentary Proof/Photos. Yes/No
- 22. Have you taken steps towards Modernization of your enterprise? If Yes, give details. Yes / No
- 23. Have you taken steps for Pollution Control?
 - (a) Air Pollution? Yes/No/Not applicable
 - (b) Water Pollution? Yes/No/Not applicable
 - (c) Noise Pollution? Yes/No/Not applicable
 If the reply to any of the above is Yes, give details and enclose a copy of certificate.
If the Measures are not applicable enclose copy of NOC/exemption notification from the Competent Authority.
- 23. Have you taken adequate safety measures? If Yes, give details/photos of equipments etc. Yes / No
- 24. Have you taken up Energy Conservation measures/techniques Yes/No

in your enterprise If Yes, details along with impact there of. Please enclose copy of audit report/ list of energy conservation equipments/photos/records maintained by enterprise.

- 25. Do you maintain customers satisfaction and feed back reports, if yes, Please give details with documentary Proof. Yes/No
- 26. Whether Enterprise provides after sales services during guarantee period ? If Yes, give details. Yes /No
- 27. Whether any reward scheme introduced for employees. If Yes, give documentary details/photos. Yes /No
- 28. Whether any training provided to staff / officials to upgrade their skill ? If Yes, give details with certificates/photos. Yes /No
- 29. Whether Enterprise has Basic amenities (Canteen, Toilets, etc.) at work place? If Yes, give details with documentary proof/photos. Yes/No
- 31. Strategic Initiatives
 - (i) Whether any initiatives have been taken to transform the enterprise to meet the challenges in business environment in next 5 year, if yes, give details.

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 :

