

**GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
OFFICE OF THE DEVELOPMENT COMMISSIONER (MSME)
7TH FLOOR, NIRMAN BHAVAN, NEW DELHI-110108**

**SCHEME FOR NATIONAL AWARDS - 2010
MICRO, SMALL & MEDIUM ENTERPRISES
FOR OUTSTANDING EFFORTS IN ENTREPRENEURSHIP
(MSEs rendering services)**

1. OBJECTIVE

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, very much beyond the expected objectives of setting up MSMEs 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.

This all has become possible owing to the ambitious and visionary spirit of entrepreneurs of MSMEs.

Recognizing the achievements of successful entrepreneurs in MSMEs, Government has decided to encourage such entrepreneurs by giving national awards to Micro, Small and Medium Enterprises for outstanding efforts in entrepreneurship.

2. AWARD

Under the scheme, details of awards are as under.

2.1 National Award for outstanding Entrepreneurship in Micro & Small Enterprises rendering services.

1. First National Award : Rs.1,00,000/- cash prize, a Trophy and a Certificate
2. Second National Award : Rs.75,000/- cash prize, a Trophy and a Certificate

2.2 Special Recognition Award-

MSMEs scoring marks above 80 percent and (50 percent in case of North Eastern Regions including Sikkim) will be given Cash prize of Rs. 20,000/- each, a Certificate and a Trophy.

The awards will be presented in a public function

3. PERIODICITY & ELIGIBILITY

The Awards will be given for every calendar year to deserving entrepreneurs managing Micro and Small Enterprises having permanent SSI registration/have filed Entrepreneurs Memorandum Part-II with the authorities notified by respective State Governments/UT Administration 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. The MSMEs should have been in continuous rendering/servicing at least during last three years i.e.2007-08, 2008-09 and 2009-10.

4. CRITERIA

The evaluation for the Awards is to be done on the basis of the for Evaluation and Awarding Marks from X-I (for MSEs rendering services) The critical areas include:

1. Rate of growth of MSME based upon investment, employment, production & profit
2. Use& choice of technology
3. Export
4. Innovation/diversification
5. Standarisation
6. Inventory control Method
7. Manufacturing practices & in-house testing/on-line inspection
8. Quality control standards
9. Customers Services
10. Environmental Protection control measures
11. Employee Welfare measures
12. Conformity to ISO-9000 Series/Equivalent Quality systems
13. Leadership Abilities
14. Strategic Initiatives

5. COMPOSITION OF STATE/ UT LEVEL SELECTION COMMITTEE (SLSC)

The SLSC will consist of following members.

- (i) Secretary/Commissioner of Industries of the State/UT, - Chairman
- (ii) Member of Parliament(M.P.) from the State/UT, nominated by the concerned State Government, - Member
- (iii) Director of Industries of State/UT, - Member
- (iv) Representative of Entrepreneurship Development Institute (EDI) in the State, to be nominated by the State Government. - Member
- (v) A representative of one of the lead Banks, - Member

- (vi) Representative of one of the State-Level Micro & Small Enterprise Association, to be nominated by the State Government. - Member
- (vii) Representative of one of the State-Level Medium Enterprise Association, to be nominated by the State Government. - Member
- (viii) Director, MSME-DI - Member Convener

5.1 State Level Selection Committee after proper screening is to select eligible MSEs in order of merit for the consideration of the National Level Selection Committee. Recommendations made by the State/UT Level Selection Committee that do not conform to the above stipulation will not be considered. MSEs should be assessed based on the data/information submitted by the entrepreneur after verification.

5.2 For the purpose of evaluation by the State/UT Level Selection Committee, the Evaluation Criteria for awarding marks (Form X-I) is enclosed. The recommendations of the State/UT Level Selection Committee should also accompany the break-up of marks on Form X-I' (duly completed).

5.3 Minimum qualifying marks as per criteria for consideration by the National Level Selection Committee for any type of Award will be 60 percent and 50 percent in case of enterprise from SC/ST and NER including Sikkim. There will be no bar for an Awardee to be nominated or considered for a higher Award in the subsequent year. The Awardees should not be nominated or considered for the same or lower Award in the subsequent 5 year(s).

5.4 State/UT Level Selection Committee while recommending the names for National Awards would institute such inquiries as may be necessary to satisfy themselves that the entrepreneur has been abiding by all statutory requirements in vogue, is maintaining the proper documentation and is also not involved in any economic/other offence for which enquiry/legal action is pending. The MSME status of the enterprise for the Award year be specifically verified and certified keeping in view the investment limit permissible in plant & Machinery as also other norms in vogue and 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.

5.5 A Committee consisting of the Representative(s) of Director, MSME-DI and a Representative (s) of Directorate of Industries of the State/UT (on behalf of the State/UT Selection Committee) may visit the MSEs to verify the information furnished in the application form including details on technology, performance, quality, Enterprises status, growth rate etc. and prepare a report for consideration of State Level Selection Committee while finalizing its recommendations.

5.6 The State Level Selection Committee may send its recommendations along with the applications 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 **2nd June, 2011.**

6. COMPOSITION OF NATIONAL LEVEL SELECTION COMMITTEE (NLSC)

NLSC will consist of following Members.

- (i) Additional Secretary & Development Commissioner (MSME), Ministry of MSME, Govt. of India, Chairman

(ii) Two Secretaries, (Industries) of the State Govt. to be nominated by Govt. of India(by rotation)	Member
(iii) A representative of the Reserve Bank of India or SIDBI or Nationalized Banks as nominated by the Govt. of India	Member
(iv) Representative of Bureau of Indian Standards (BIS)	Member
(v) Representative of Department of Science & Technology	Member
(vi) Representative of Director General of Foreign Trade(DGFT) /Ministry of Commerce	Member
(vii) President, Federation of Associations of Small Industries of India (FASII)	Member
(viii) President, Laghu Udyog Bharti	Member
(ix) President, Indian Council of Small Industries, Kolkata	Member
(x) Additional Development Commissioner O/o DC (MSME)	Member Convener

NLSC will select the awardees on the basis of merit.

7. METHODOLOGY

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

- (i) The eligible Enterprises will send their nominations in the prescribed proforma in duplicate (with original/ downloaded only on the prescribed form) to Director, MSME-DI (formerly SISI) of the State where their MSMEs is registered/have filed Entrepreneurs Memorandum (EM).
- (ii) State Level Selection Committee will select MSMEs for the Award- 2010 and award marks on the Criteria proforma **Form X-I (MSEs rendering services)** enclosed.
- (iii) The applications will further be scrutinized by the technical group of the office of DC(MSME) for evaluating the mark for submitting before National Level Selection Committee for selecting the awardees.
- (iv) Qualifying marks as per criteria for consideration by the National Level Selection Committee will be 60% and (50% in case of enterprise from SC/ST and NER including Sikkim).

8. PRIVILEGES

The Award winners are given second AC sleeper Class, Railway fare for to and fro journeys performed by them by the shortest route from the location of the unit and daily allowance as per govt. rules to attend the Award Function. The winners of the Award shall have the privilege of using the symbol of the Award in their letter heads and their employees can wear labels, pins, ties or other distinctive badges with Award symbol indicating the year of the Award. The amount of Cash Prize received by the Winners of the National Award 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 proforma in duplicate to Director, MSME-DI of the State where their MSME is registered/ have filed Entrepreneurs Memorandum. The application could also be routed to Director, MSME-DI through Director of Industries of State/General Manager, District Industries Centre but it should reach the Director MSME-DI by the last date of submission of application **ie 2nd May, 2011.** (Visit Website: www.dcmsme.gov.in).

Government of India
Ministry of Micro, Small and Medium Enterprise (MSME)
Office of the Development Commissioner (MSME)
7th Floor, Nirman Bhavan, New Delhi-110108

Last Date 2nd May, 2011
N.B. : Original or downloaded
Application Form should only be used.
(Website: www.dcmsme.gov.in)

NATIONAL AWARDS - 2010
MICRO, SMALL & MEDIUM ENTERPRISES
FOR OUTSTANDING EFFORTS IN ENTREPRENEURSHIP
(MSEs rendering services)

(Application Form to be submitted in duplicate)

IMPORTANT

1. Please carefully read instructions sheet attached at the end of 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 alongwith Annexures etc. be submitted to Director, MSME-DI (formerly SISI) located in the State.
3. All the claims should be supported with documents/reports/certificates/notifications/Photos etc.

2. Name & Address of the enterprise [Both in Hindi (Devanagri) and English (Roman) script]

In Hindi (Devanagri) :

In English (Roman)

District :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

STD Code & Telephone numbers :

Tel. (O)																				
Tel. (R)																				
Mobile No.																				
FAX																				
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

4. Type of Enterprise as on date of application received at MSME-DIs (please ✓ mark)

(i) Micro Enterprises rendering services

(ii) Small Enterprises rendering services

5. Date of birth :

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

6. Whether the Entrepreneur belongs to SC/ST?

YES / NO

If yes, attach certificate

Enclose as Annexure-1

7. Educational/Professional Qualification of entrepreneur

(if required use separate sheet and attach the documentary proof)

Enclose as Annexure-2

8. Permanent SSI Registration No. & Date (Enclose copy of Certificate)

Enclose as Annexure-3

(a)

Number																			
Date																			

(b) Entrepreneurial Memorandum Part-II No. & Date (Enclose Certificate) **Enclose as Annexure-3a**

Number																			
Date																			

(c) Date of Commencement of production/Services.

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(d) Also enclose photo of Front view of Building of Enterprise showing name Board etc. **Enclose as Annexure-3b**

9. Describe service (s) rendered by the enterprise

Enclose documents/Photos as Annexure-4

10. Details of the investment, employment, value of Services rendered & profit of the enterprise (for the last three years)

Item	2007-08	2008-2009	2009-10
*Original investment in Plant & Machinery/Equipment (Rs. in Lakhs) cumulative upto 31 st March			
No. of Employees as on 31 st March (i) Technical/Scientific			
(ii) Others			
Value of Annual Services/Job Work (Rs. in Lakhs)**			
Net Profit (after taxes) (Rs. in Lakhs)**			
Export-Direct/Services rendered in overseas (Rs. in Lakhs)			

* Please refer to Instructions Sheet for filling up Form (Item No.8)

** Enclose Audited Balance Sheet for each year

Enclose as Annexure-5

11. Have you ever been awarded Entrepreneurship Award earlier by this Ministry, Yes/No.

if yes please give the name and year of Award.

Enclose copy of Certificate as Annexure-6

12. 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 unit/entrepreneur is not involved in any Economic or other offence for which legal action/enquiry is pending.

Enclose as Annexure-8

Note: Please enclose all the documents Valid for the period from 1 April 2007 to 31 March 2010 (2007-08, 2008-09 and 2009-10)

13. 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.

Enclose as Annexure-9

b) Conventional/Any other give details.

Enclose as Annexure-10

14. Whether you are first generation entrepreneur?

YES / NO

(If Yes, give details)

Enclose as Annexure-11

15. Are you a direct exporter (In case of service enterprise, give details of services rendered in overseas.) YES / NO
 If Yes, give details of the preceding 3 years duly supported **Enclose as Annexure-12**
 with documentary evidence and countries to whom Exported/Service rendered.
16. Whether the Enterprise has requisite plant & Machinery and in-house testing facilities? YES / NO
 If Yes, give details. Please attach list/photos. **Enclose as Annexure-13**
17. Have you embarked on innovation/diversification of your products/services? YES / NO
 If Yes, explain with full details and enclose documentary proof. **Enclose as Annexure-14**
18. Standardisation & Quality Control.
- a) Is your enterprise accredited with ISO-9000/ YES / NO
 ISO-14000/18000/22000 certification/HACCP/GMP/equivalent certificate?
 If Yes, give details indicating date of accreditation and attached a copy of certificate. **Enclose as Annexure-15**
 (for the period 2007-08 2008-09 & 2009-10)
- b) Please give details whether services rendered conforming to user's specification. YES / NO
 If Yes, specify and attach copies of certificate. (for the period 2007-08, 2008-09 & 2009-10) **Annexure-16**
- c) Whether your services conforming to enterprise's specification. YES / NO
 If Yes, give details with documentary proof. **Enclose as Annexure-17**
19. Management of the Enterprise
 Which measures do you practice for Inventory Control System? YES / NO
 If Yes, give specific details. **Enclose as Annexure-18**
20. Whether employee's welfare measure have been implemented in the enterprise? YES / NO
 If Yes, give details, about ESI, CPF and Bonus and others.
 Attach the documentary Proof for the period **Enclose as Annexure-19, 20, 21**
 (2007-08, 2008-09 & 2009-10)
21. Have you taken steps towards Modernisation of your enterprise? YES / NO
 If Yes, give details. **Enclose as Annexure-22**

22. 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. **Enclose as Annexure-23**
 If the Measures are not applicable enclose copy of NOC/Exemption Notification from the
 Competent Authority. (for the period of 2007-08, 2008-09 & 2009-10)
23. Have you taken adequate safety measures? YES / NO
 If Yes, give details. and photos as safety measures equipments/efficiency etc. **Enclose as Annexure-24**
24. Have you taken up Energy Conservation reports efficiency measures/techniques in your enterprise? YES / NO
 If Yes, details along with impact there of and list/photo as energy conservation
 equipments etc. **Enclose as Annexure-25**
25. Any other important achievement which needs to be
 mentioned but has not been covered above.
 Please give details **Enclose as Annexure-26**
26. Whether Enterprise provides after sales services and maintain customer
 satisfaction/feed back report ? If Yes, give details and attach documentary proof. **Enclose as Annexure-27**
 YES / NO
27. Whether any reward scheme introduced for employees for suggesting
 improvement in quality/Productivity /Services? YES / NO
 If Yes, give details. **Enclose as Annexure-28**
28. Whether any training provided to staff / officials to upgrade their skill ? YES / NO
 If Yes, give details. Enclose documentary proof like copy of certificates/photos etc. **Enclose as Annexure-29**
29. Whether Enterprise has Basic amenities (Canteen, Toilets, etc.) at work place? YES / NO
 If Yes, give details/photos etc. **Enclose as Annexure-30**
30. Leadership Abilities
- (i) Do you have any plan/vision to emerge as a leader in the product/
 service segment/cluster and action taken in this regard. if yes, give details. **Enclose as Annexure-31**
31. Strategic Initiatives
- (i) Whether any initiatives have been taken to transform the enterprise to meet the change in business
 environment in next 5 year, if yes, give details. **Enclose as Annexure-32**

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

Annexure-33

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 :

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

Name of the enterprise :

State Name :

Marks Awarded out of 100	
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 - 2010 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 of the Chairman and Members	Designation	Recommended	Signature
	Chairman &		

- 1) 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.

Instructions for filling up the forms

Dear Entrepreneur,

Kindly ensure that while filling the form you will strictly adhere to the following instructions.

1. Type/print legibly in capital letters your name in Hindi (Devanagri) & English (Roman). Give one name only.
2. Type/print Block (in capital letters), the name and address of the enterprise set up by both in Hindi (Devanagri) & English (Roman) against which the award is being claimed. Give all the details of District/Taluka, State, Pin Code, etc.
3. Please write on the reverse side of Demand Draft name of enterprise, station & scheme of Award for which the application is submitted. Also enclose photocopy of the Demand Draft.
4. Paste one photograph on the form at relevant place on page 3 of the Application Form. Attach two extra photos. Write on the back of two extra photographs your name in capital letters.
5. In case you belong to SC/ST category, please ensure to attach documentary proof, duly attested, failing which the application is not likely to be considered for associated benefits.
6. Enclose attested photo copy of the Permanent SSI Registration Certificate/Entrepreneurial Memorandum (EM) Part-II (Ref. Point 8 of application form).
7. Please specify product(s) manufactured viz. toys, auto components, hosiery items etc. or service(s) rendered for which you hold SSI registration/EM (Ref Point 8 of application forms).
8. Please type/print the required figures for production, profits, etc. in rupees lakh only. Ensure to provide original investment in rupees lakhs in plant & machinery, (**Do not take depreciated value**). In case, decimal points are to be used they should be clearly visible. Do not include investment in land, building, consumables, jigs/fixtures, moulds/dies, pollution control equipment, captive power generation sets etc. which are to be excluded while providing figures, of investment in plant & machinery as per norms of MSME (Ref. point 10 of application form).
9. Please ensure that you provide specific and clear cut details of whatever you have chosen to answer under point 13 of application form.
10. Please categorically specify while answering point 14 of application form. Enclose documentary evidence for the first generation entrepreneur.

11. Specify value of exports, the items exported/services rendered overseas indicating destinations (Ref. point 15 of application form).
12. Regarding point 18 of the application form
 - (a) Specify details of the certification including your having cleared the surveillance check with documentary proof indicating the date of issue of ISO certificate (Reg. ISO accreditation)
 - (b) Attach documentary proof (Reg. BIS mark etc.)
 - (c) Could be RDSO/Telecom/Defence/ISRO etc. (Reg. 18(c) of application form)
13. Regarding point 19 of form
 - (a) Specify how do you carry out the Inventory Control and the various practices adopted such as FIFO/LIFO etc.
 - (b) Indicate Maintenance schedule frequency etc. Details of your own/hired maintenance staff and average no. of breakdowns per year.
 - (c) How do you ensure the upkeep of plant & machinery? State clearly.
14. Specify in details steps taken for pollution control and whether they have been approved by State/National Level Pollution Control Board. In case your enterprise does not cause pollution, please attach copy of NOC or relevant Govt. notification (Ref. point 22 in the application form)
15. Mention safety measures for workers, Plant and Machinery and the enterprise as a whole (Ref. point 23 in application form)
16. Specify in detail Energy Conservation measures adopted by you and their impact. Give documentary proof in terms of saving in power/fuel bills vis-a-vis production. Also specify if the product manufactured by you results in conservation of Energy for users (Ref. point 24 of application form)
17. All the achievements should refer only for the period specified in the application form i.e. 2007-08, 2008-09 & 2009-10.
18. Entries required be made in Hindi (Devanagri) are essential for correctness in certificates etc.
19. Please ensure that whatever you have answered against all points if the answer is 'Yes' please enclose supporting documents. Please give only specific replies and support your statements with documentary evidence. Do not evade, avoid quarries or make vague statements.
20. Each & every document should be properly tagged and given page number.

Addresses of MSME-DIs (Earlier S.I.S.I) where Application Forms of National award to be submitted.

S.No	Enterprises located at States/UTs	Addresses of MSME-DIs (Application Forms of National award to be submitted)	Tel No.
1	Andhra Pradesh	Director MSME-DI Narasapur Cross Rd., Bala Nagar Hyderabad-500037 (Andhra Pradesh)	040- 23078857 23078131/32/33
2	Assam/ Meghalaya/ Arunachal	Director MSME-DI Industrial Estate, Bamunimaidan Guwahati-781021 (Assam)	0361- 2654042 2655542 2550298
3	Bihar	Director MSME-DI Patliputra Indl. Estate, Patna-800013 (Bihar)	0612- 2262186 2262719 2262211
		Director MSME-DI Goshala Road, Ramna Muzaffarpur-842002 (Bihar)	0621- 2282486 2284425
4	Chhattisgarh	Director MSME-DI Opp. Chhattishgarh Club Civil Line Raipur-492001 (Chhattishgarh)	0771- 2422312 2427719
5	Delhi	Director MSME-DI Opp. Okhla Indl. Estate, New Delhi-110020	011- 26847223 26838118
6	Goa	Director MSME-DI P.O. Box No.334, Opp. Konkan Railway Station Margao-403601 (Goa)	0832- 2705092 2710525 2705093/94
7	Gujarat / Dadar Nagar Haveli / Daman &Diu	Director MSME-DI Harsiddh Chambers, 4 th Floor Ashram Road, Ahmedabad-380014 (Gujarat)	079- 27540619 27544248 27543147
8	Haryana	Director MSME-DI 11-A, Indl. Development Colony, Near ITI Campus, Kunjpura Road., Karnal-132001 (Haryana)	0184- 2230910 2231862
9	Himachal Pradesh	Director MSME-DI Electrinics Complex, Chambaghat, Solan-173213 (H.P)	01792- 230766 230265

10	Jammu & Kashmir	Director MSME-DI Digiana Indl. Estate, Jammu-Tawi-180010 (J & K)	0191-2431077 2455529 2450035
11	Jharkhand	Director MSME-DI Industrial Estate, Kokar Ranchi-834001	0651- 2544743 2544161
12	Karnataka	Director MSME-DI Rajaji Nagar, Industrial Estate, Bangalore-560044(Karnataka)	080- 23151540 23151581
		Director MSME-DI P.Box No.1016, Indl. Estate Gokul Road, Hubli-580030 (Karnataka)	0836- 2332334 2335634
13	Kerala / Lakhsadweep	Director MSME-DI Kanjani Road, Ayyanthole, Thrissur-680003 (Kerala)	0487- 2360216 2360686
14	Madhya Pradesh	Director MSME-DI 10, Indl. Estate, Pologround, Indore-452015 (M.P)	0731- 2420723 2421048
15	Maharashtra	Director MSME-DI Kulra Andheri Road Saki-Naka, Mumbai-400072 (Maharashtra)	022- 2633048 2485430
		Director MSME-DI CGO Complex, Seminary Hills, Nagpur-440006 (Maharashtra)	0712- 2511985 2510352
16	Manipur/ Nagaland	Director MSME-DI, Takyelpat-Industrial Estate, Imphal-795001 (Manipur)	0385- 2220584 2223096
17	Orissa	Director MSME-DI Vikas Sadan, College Square, Cuttack-753003 (Orissa)	0671- 2332307
18	Punjab / Chandigarh	Director MSME-DI Industrial Area B, Ludhiana-141003 (Punjab)	0161- 2533225 2531733
19	Rajasthan	Director MSME-DI 22, Godown, Indl. Estate, Jaipur-302006 (Rajasthan)	0141- 2210553 2213099

20	Sikkim	Director MSME-DI Tadong, Gangtok-737102 (Sikkim)	03592- 231262 231880
21	Tamil Nadu / Puducherry	Director MSME-DI 65/1, GST Road, Guindy, Chennai-600032 (T.N)	044- 22501011 22501014
22	Tripura/ Mizoram	Director MSME-DI Advisor Chowmuhani, Krishna nagar Road Agartala-799 001 (Tripura)	0381- 2322640 2326570
23	Uttar Pradesh	Director MSME-DI 107, Indl. Estate, Kalpi Road, Fazalganj, Kanpur-208012 (U.P)	0512- 2220831 2295070/73
		Director MSME-DI 34,Industrial Estate, Nunhai, Agra- 282006 (U.P)	0562- 2280879 2280882
		Director MSME-DI E-17/18, Industrial Estate,Naini, Allahabad-211009 (U.P)	0532- 2697468 2695156
24	Uttarakhand	Director MSME-DI Kham Bangla, Kaladungi Road Haldwani-263139 (Uttarakhand)	05946- 228353 221053
25	West Bengal/ Andaman & Nicobar	Director MSME-DI 111-112, B.T.Road Kolkata-7000108 (W.B)	033- 25775531 25770595/98

GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISE
OFFICE OF THE DEVELOPMENT COMMISSIONER (MSME)
7th Floor, Nirman Bhavan, New Delhi-110108

NATIONAL AWARDS - 2010
MICRO, SMALL AND MEDIUM ENTERPRISES FOR
OUTSTANDING EFFORTS IN ENTREPRENEURSHIP

1. For use by SLSC/
NLSC only

Form X-1 Criteria & Proforma for Evaluation and Awarding Marks
(MSEs rendering Services)

Note: For Evaluation and awarding marks , achievements for the period from 1 April 2007 to 31 March, 2010 ie 2007-08 & 2008-09 to 2009-10 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. PRODUCT GROUP** _____
- C. TYPE OF ENTERPRISE** _____
- D. STATE** _____

S.No.	Criteria Parameters for Awarding Marks	Maximum Marks	Marks Allotted by State Level Selection Committee	Marks suggested by Technical Division	Brief comments
1.	Whether Enterprises has equipments required for providing services (Ref. Annex-13)	5			
2.	Investment in equipments	3			
	(i) Rising – 3 Marks				
	(ii.) Stable or $\pm 10\%$ of base year – 2 Marks				
	(iii) Erratic – 1 Mark				
	(iv) Falling – 0 Mark				

3.	Employment(Technical)	3			
	(i) Rising -3 Marks				
	(ii.) Stable or $\pm 10\%$ of base year-- 2 Marks				
	(iii) Erratic – 1 Mark				
	(iv) Falling – 0 Mark				
	Employment(Others)	3			
	(i) Rising -3 Marks				
	(ii.) Stable or $\pm 10\%$ of base year-- 2 Marks				
	(iii) Erratic – 1 Mark				
	(iv) Falling – 0 Mark				
4.	Annual Sales of Products/Services/ Job work	5			
	(i) Rising – 5 Marks				
	(ii) Stable or $\pm 10\%$ of base year-- 4 Marks				
	(iii) Erratic – 2 Mark				
	(iv) Falling – 0 Mark				
5.	Profit Growth (After Taxes)	5			
	(i) Rising - 5 Marks				
	(ii) Stable or $\pm 10\%$ of base year – 4 Marks				
	(iii) Erratic – 2 Mark				
	(iv) Falling – 0 Mark				
6.	Use and choice of Technology (Award marks for any one of the following categories) (Ref. Annex- 9&10)	5			
	(i) Self developed superior to conventional) –5 Marks				
	(ii) Conventional – 3 Marks				

7.	Whether First Generation Entrepreneur (Ref. Annex-11)	4			
	(i) First Generation – 4 Marks				
	(ii) Others – 2 Marks				
8.	Direct Export/Services rendered in overseas. (Ref. Annex-12)	4			
	(i) 3 years export - 4 Marks				
	(ii) 2 years export - 2 Marks				
	(iii) 1 year export – 1 Mark				
9.	Obtaining ISO-9000 Series/14000/18000/22000/HACCP/GMP/ equivalent certification ñ (Marks any one of may be given.3years ie. 2007-08, 2008-09 & 2009-10) (Ref. Annex-15)	5			
	(i) 3years and above -5 Marks				
	(ii) less than 3years – 3 marks				
10.	Standardization (Mark anyone from (i) and (ii) (Ref. Annex-16&17)	3			
	(i) Services conforming to user’s Specification - 3 Marks				
	(ii) Services conforming to enterprise’s Specification – 2 Marks				
11.	Modernisation/ Improvement efforts 5 Marks (Ref. Annex-22)	5			
12.	Pollution Control Measures ñ5 Marks Note:(Full marks be given if these measures are not applicable to	5			

	this enterprise subject to presentation of relevant NOC/ Notification from the Competent Authority) (Ref. Annex-23)				
13.	Safety Measure ñ 6 Marks (Ref. Annex-24)	6			
14.	Energy Efficiency Measures - 4 Marks (Ref. Annex-25)	4			
15.	Employees Welfare Measures (Ref. Annex-21)	3			
	(i) ESI/ Healthcare facilities – 1 Mark				
	(ii) CPF- 1 Mark				
	(iii) Bonus / other incentives – 1 Mark				
16.	Whether any reward scheme introduced for employees for suggesting improvements in quality / productivity ñ 4 Marks (Ref. Annex-28)	4			
17.	Whether any training provided to staff / officials to upgrade Skill ñ 4 Marks (Ref. Annex-29)	4			
18.	Customers Satisfaction / feed back report (Ref. Annex-27)	5			
19.	Basic amenities at work place ñ 4 marks (Ref. Annex-30)	4			
	(i) Canteen - 3 Marks				
	(ii) Others -1 Mark				

20.	Qualification of Entrepreneur in respective field (Mark any one) (Ref. Annex-2)	5			
	(i) Post Graduate/ Degree in Engineering – 5 marks				
	(ii) Others- 3marks				
21.	Leadership Abilities A plan in place to develop the enterprise as a cluster/ regional leader in product (Ref. Annex-31)	5			
	(Mark anyone)				
	(i) Excellent leadership abilities/plan with supporting documents. – 5 marks				
	(ii) Good leadership abilities/plan. 3 marks				
	(iii) No such initiatives taken – 0 mark				
22.	Strategic Initiatives Strategic initiatives taken to transform the enterprise to meet change in business environment in next five years. (Ref. Annex-32)	5			
	(Mark anyone)				
	(i) Excellent Strategic initiatives with supporting documents. – 5 marks				
	(ii) Good Strategic initiatives ñ 3 marks				
	(iii) No such initiatives taken – 0 mark				
	Total	100			

Signature of Members of State Level Selection Committee

Name	Designation	Office	Signature

**Signature
Name and Designation of
the officer of the DC (MSME)**