



PHD CHAMBER OF COMMERCE AND INDUSTRY

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No. Law-15-AW-109
26th June 2007

Nominations invited

PHDCCI ANNUAL AWARDS FOR EXCELLENCE 2007

PHDCCI Annual Awards for Excellence were instituted in 1997 to recognise Indian businesses, entrepreneurs and individuals for their outstanding achievements / contributions in selected areas and for promoting corporate and individual initiatives in economic, social, educational and cultural areas. **PHDCCI is inviting nominations for the following Annual Awards for Excellence 2007 :**

- A. **Good Corporate Citizen Award**
- B. **Distinguished Entrepreneurship Award**
- C. **Outstanding Businesswoman Award**
- D. **Award for Outstanding Contribution to Social Welfare**

The PHDCCI Annual Awards recognise an entrepreneur / a corporate entity / an individual who may / may not be in the public eye or who may / may not be a well recognised celebrity. The Awards recognise those who have excelled / made an outstanding contribution in the field under consideration.

The General Guidelines for submitting Nominations for the Awards are given in Annexure I.

PHDCCI invites Indian companies / organisations / individuals to send to us their nominations by filling up the enclosed proforma(s) in five copies along with other information / documents as outlined in the attached Eligibility Criteria & Procedure for each Award in Annexure II.

Members are also requested to recommend names of companies / organisations / individuals who, in their view, deserve these prestigious Awards. Companies / organisations / individuals interested in sending their own applications may kindly get them recommended by another company / organisation / individual. **Please send your nominations to PHDCCI by 30th August 2007.**

An Awards Jury, chaired by Justice Mr. Y K Sabharwal, Former Chief Justice of India, and comprising of distinguished citizens from various fields, will select the awardees. The Awards will be presented at the 102nd PHDCCI Annual Session in 2007.

(Krishan Kalra)
Secretary General

PHDCCI ANNUAL AWARDS FOR EXCELLENCE 2007

GENERAL GUIDELINES FOR SUBMITTING NOMINATIONS

- All applications should be submitted in **5 copies**.
- A company / organisation / individual is welcome to apply (separately) for more than one Award.
- Only those applications will be accepted which are sent along with the desired write ups / documents and relevant proforma duly filled in (**Annexure II**).

Annexure II (A) - Good Corporate Citizen Award - Eligibility Criteria & Procedure

Annexure II (B) - Distinguished Entrepreneurship Award - Eligibility Criteria & Procedure

Annexure II (C) - Outstanding Businesswoman Award - Eligibility Criteria & Procedure

Annexure II (D) - Award for Outstanding Contribution to Social Welfare - Eligibility Criteria & Procedure

- Nominations for self / one's own company / organisation should be recommended by another company / organisation / individual. Members are welcome to send one or more nominations for any one or more than one Award.
- Nominations sent in previous years but not selected may be sent again duly up-dated.
- **Nominations are invited from all parts of the country.**
- Each Award would include a Citation and a Trophy. A Citations Booklet would be separately printed for wide circulation.
- The applications should be received in PHDCCI by **30th August 2007**. Please send them to :

Rohit Pandit
Joint Secretary
PHD Chamber of Commerce and Industry
PHD House, 4/2 Siri Institutional Area
August Kranti Marg
New Delhi – 110016

ELIGIBILITY CRITERIA & PROCEDURE

A. PHDCCI GOOD CORPORATE CITIZEN AWARD 2007

Objective

To recognise a company / organisation that has high standards of corporate governance and has made an outstanding contribution to social development and community services.

Eligibility

- The Award is open to all well established efficiently run companies / organisations which comply with laws of the country and have high standards of corporate governance
- The company / organisation should have made outstanding contribution to social development and community services, including but not limited to healthcare and sanitation; education, training and employment generation; rural / slum development; women empowerment and family welfare; environment protection; upliftment of weaker / disadvantaged sections; etc.
- The company's / organisation's product / service should not be socially undesirable or environment unfriendly

Evaluation Parameters

- Performance of the company / organisation
- Standards of corporate governance
- Contribution to social development and community services in terms of :
 - amount spent on various such programmes
 - number of such programmes
 - time span of such programmes
 - geographical coverage of such programmes
 - impact of such programmes in terms of number of beneficiaries and type of benefit

How to Apply

The application for nomination should include :

- Application letter
- Recommendation by another person / organisation
- Duly filled in **Proforma 'A' (5 copies)** with all the attachments specified

PROFORMA - 'A'

PHDCCI GOOD CORPORATE CITIZEN AWARD 2007

1. (a) Name of Company / Organisation _____
- (b) Year of Establishment _____
- (c) Business Interest _____
- _____

Please attach **5 copies** of the company / organisation profile and **1 copy** of the latest balance sheet

2. Please attach a **write-up of about 500 words (5 copies)** elaborating on the corporate governance initiatives undertaken by the Company / Organisation. The write up should mention whether the Company / Organisation has (i) written / printed documents, (ii) implementation principles, (iii) review and monitoring system, and (iv) statistical record of improvement over time, regarding following parameters :

- Code of conduct
- Accounting standards
- Independence of the board of directors
- Well being of shareholders
- Development and welfare of employees
- Customer satisfaction and care
- Policy for suppliers

3. Annual amount spent by the Company / Organisation on social development and community service programmes in the last five years :

	(in Rs.)	(% of total turnover)
2006-07	_____	_____
2005-06	_____	_____
2004-05	_____	_____
2003-04	_____	_____
2002-03	_____	_____
	Annual Average %	_____

4. (a) Please attach a **write-up of about 500 words (5 copies)** elaborating on the social development and community service programmes undertaken by the Company / Organisation covering details on :

- Number of such programmes
- Time span of such programmes
- Geographical coverage of such programmes

- Impact of such programmes in terms of number of beneficiaries and type of benefit

(b) Please specify the areas of the Company's / Organisation's social development and community service programmes in the last five years (*the list is only illustrative*) :

Programme	Yes / No	Duration ⁽¹⁾	Periodicity ⁽²⁾	Impact ⁽³⁾
Healthcare and Sanitation				
Education, Training and Employment Generation				
Rural / Slum Development				
Women Empowerment and Family Welfare				
Environment Protection				
Upliftment of Weaker / Disadvantaged Sections				
Others (please specify)				

Please indicate –

- (1) whether the duration of the programme is (i) up to six months, (ii) up to two years or (iii) more than two years;
 (2) whether the programme is (i) one-time, (ii) repetitive or (iii) continuous;
 (3) the impact of the programme in terms of the number of direct beneficiaries

(c) Spread and number of beneficiaries of the Company's / Organisation's social development and community service programmes (please mark the geographical coverage and mention the number of persons directly benefited) :

Geographical Coverage

Number of Persons (Estimated)

Local / district level

State / regional level

National level

5. Please provide information on compliance with statutory and other requirements :

6. Awards / recognitions received for contribution to social development and community services :

7. Please attach any other relevant information / document

Name of the Contact Person _____

Designation _____

Name of the Organisation _____

Address _____

Phone _____

Fax _____

E-mail _____

Website _____

ELIGIBILITY CRITERIA & PROCEDURE

B. PHDCCI DISTINGUISHED ENTREPRENEURSHIP AWARD 2007

Objective

To recognise an entrepreneur who has demonstrated outstanding entrepreneurial skills, has made a mark in his chosen field, and has been primarily responsible for the growth / turnaround of the company / organisation.

Eligibility

- The Award is open to a first generation entrepreneur, or to a person principally responsible for growth or turnaround of a company / organisation or a CEO who has risen within a company / organisation
- The product / service of the applicant's company / organisation should not be socially undesirable or environment unfriendly

Evaluation Parameters

- Performance of the company / organisation
- Market presence of the company / organisation
- Product range, market penetration / leadership and brand establishment
- Export performance
- R&D effort and innovation
- Ancillary development and employment generation
- Contribution to social development and community services
- Enterprise in establishing and developing the business

How to Apply

The application for nomination should include :

- Application letter
- Recommendation by another person / organisation
- Duly filled in **Proforma 'B' (5 copies)** with all the attachments specified

PROFORMA - 'B'

PHDCCI DISTINGUISHED ENTREPRENEURSHIP AWARD 2007

1. (a) Name of the Entrepreneur _____
- (b) Age (in years) _____
- (c) Educational Qualifications _____
- (d) Current Designation _____
- (i) Since _____ (year)
- (ii) Positions held earlier _____
- (e) (i) Name of Company / Organisation _____
- (ii) Year of Establishment _____
- (f) Business Interest _____
- _____

Please attach **5 copies** of the company / organisation profile (including information on growth and size of the enterprise, turnover, profits, exports, major R&D initiatives, employment, etc.) and **1 copy** of the latest balance sheet

2. (a) Annual turnover of the Company / Organisation and growth in the last five years :

	(in Rs.)	(% growth over previous year)
2006-07	_____	_____
2005-06	_____	_____
2004-05	_____	_____
2003-04	_____	_____
2002-03	_____	_____

Average Annual % Growth _____

- (b) Net annual operating profit of the Company / Organisation and growth in the last five years :

	(in Rs.)	(% growth over previous year)
2006-07	_____	_____
2005-06	_____	_____
2004-05	_____	_____

2003-04	_____	_____
2002-03	_____	_____

Average Annual % Growth _____

3. Market presence of the Company / Organisation :

Regional
 National
 International

4. Please briefly mention about the Company's / Organisation's product range, market penetration / leadership and brand establishment :

5. Annual exports of the Company / Organisation, if any, in the last five years :

	(in Rs.)	(as a % of total turnover)
2006-07	_____	_____
2005-06	_____	_____
2004-05	_____	_____
2003-04	_____	_____
2002-03	_____	_____

Annual Average % _____

6. (a) Annual expenditure of the Company / Organisation on R&D / product improvement in the last five years :

	(in Rs.)	(as a % of total turnover)
2006-07	_____	_____
2005-06	_____	_____
2004-05	_____	_____
2003-04	_____	_____
2002-03	_____	_____

Annual Average % _____

(b) Please briefly mention about the innovations, new technology, product development undertaken by the Company / Organisation :

7. Total number of persons directly / indirectly employed by the Company / Organisation :

8. Annual amount spent by the Company / Organisation on social development and community service programmes in the last five years :

	(in Rs.)	(as a % of total turnover)
2006-07	_____	_____
2005-06	_____	_____
2004-05	_____	_____
2003-04	_____	_____
2002-03	_____	_____
	Annual Average %	_____

9. Please attach a **write-up of about 500 words (5 copies)** on major achievements / contributions of the Entrepreneur to the start up / growth / turnaround of the Company / Organisation and its timeframe

10. Leadership initiatives taken by the Entrepreneur at :

(a) Company / Organisation Level _____

(b) Industry Level _____

11. Awards / recognitions received :

(a) Awards / recognitions received by the Entrepreneur :

(b) Awards / accreditations received by the Company / Organisation :

12. Please attach any other relevant information / document

Name of the Contact Person _____

Designation _____

Name of the Organisation _____

Address _____

Phone _____

Fax _____

E-mail _____

Website _____

ELIGIBILITY CRITERIA & PROCEDURE

C. PHDCCI OUTSTANDING BUSINESSWOMAN AWARD 2007

Objective

To recognise a woman entrepreneur who has demonstrated outstanding entrepreneurial skills, has made a mark in her chosen field, and has been primarily responsible for the growth / turnaround of her company / organisation.

Eligibility

- The Award is open to a first generation woman entrepreneur, or to a woman principally responsible for growth or turnaround of a company / organisation or a woman CEO who has risen within a company / organisation
- The product / service of the applicant's company / organisation should not be socially undesirable or environment unfriendly

Evaluation Parameters

- Performance of the company / organisation
- Market presence of the company / organisation
- Product range, market penetration / leadership and brand establishment
- Export performance
- Employment generation
- Contribution to social development and community services
- Enterprise in establishing and developing the business

How to Apply

The application for nomination should include :

- Application letter
- Recommendation by another person / organisation
- Duly filled in **Proforma 'C' (5 copies)** with all the attachments specified

PROFORMA - 'C'

PHDCCI OUTSTANDING BUSINESSWOMAN AWARD 2007

1. (a) Name of the Entrepreneur _____
- (b) Age (in years) _____
- (c) Educational Qualifications _____
- (d) Current Designation _____
- (i) Since _____ (year)
- (ii) Positions held earlier _____
- (e) (i) Name of Company / Organisation _____
- (ii) Year of Establishment _____
- (f) Business Interest _____
- _____

Please attach **5 copies** of the company / organisation profile (including information on growth and size of the enterprise, turnover, profits, exports, major R&D initiatives, employment, etc.) and **1 copy** of the latest balance sheet

2. (a) Annual turnover of the Company / Organisation and growth in the last five years :

	(in Rs.)	(% growth over previous year)
2006-07	_____	_____
2005-06	_____	_____
2004-05	_____	_____
2003-04	_____	_____
2002-03	_____	_____

Average Annual % Growth _____

- (b) Net annual operating profit of the Company / Organisation and growth in the last five years :

	(in Rs.)	(% growth over previous year)
2006-07	_____	_____
2005-06	_____	_____
2004-05	_____	_____

2003-04	_____	_____
2002-03	_____	_____

Average Annual % Growth _____

3. Market presence of the Company / Organisation :

Regional
 National
 International

4. Please briefly mention about the Company's / Organisation's product range, market penetration / leadership and brand establishment :

5. Annual exports of the Company / Organisation, if any, in the last five years :

	(in Rs.)	(as a % of total turnover)
2006-07	_____	_____
2005-06	_____	_____
2004-05	_____	_____
2003-04	_____	_____
2002-03	_____	_____

Annual Average % _____

6. Total number of persons directly / indirectly employed by the Company / Organisation :

7. Annual amount spent by the Company / Organisation on social development and community service programmes in the last five years :

	(in Rs.)	(as a % of total turnover)
2006-07	_____	_____
2005-06	_____	_____
2004-05	_____	_____

2003-04 _____
2002-03 _____
Annual Average % _____

8. Please attach a **write-up of about 500 words (5 copies)** on major achievements / contributions of the Entrepreneur to the start up / growth / turnaround of the Company / Organisation and its timeframe

9. Awards / recognitions received :

(a) Awards / recognitions received by the Entrepreneur :

(b) Awards / accreditations received by the Company / Organisation :

10. Please attach any other relevant information / document

Name of the Contact Person _____

Designation _____

Name of the Organisation _____

Address _____

Phone _____

Fax _____

E-mail _____

Website _____

ELIGIBILITY CRITERIA & PROCEDURE

D. PHDCCI AWARD FOR OUTSTANDING CONTRIBUTION TO SOCIAL WELFARE 2007

Objective

To recognise an organisation / individual who has made outstanding and result oriented contribution in the fields of social work / community service, education, or preserving and promoting art, craft and culture.

Eligibility

- The Award is open to any organisation / individual working in any of these fields

Evaluation Parameters

- Contribution / achievement in the concerned field

The organisation / individual may / may not be in the public eye or may / may not be a well-recognised celebrity. The person should have excelled in his / her chosen field and made a difference therein. The nominee could be a person who chose the untreaded path, made a breakthrough or made a pioneering effort in his / her field.

How to Apply

The application for nomination should include :

- Application letter
- Recommendation by another person / organisation
- Duly filled in **Proforma 'D' (5 copies)** with all attachments specified

PROFORMA 'D'

PHDCCI AWARD FOR OUTSTANDING CONTRIBUTION TO SOCIAL WELFARE 2007

1. (a) Name _____

(b) Age _____

2. (a) Field of Work _____

(b) Area of Operation _____

(c) Since _____ (year)

3. (a) Name of Organisation (if any) _____

(b) Designation in the Organisation _____

4. Please attach a **write-up of about 1,000 words (5 copies)** on the major contributions and achievements of the organisation / individual. Please also indicate how the work has benefited the people, the approximate number of beneficiaries, geographical coverage of the programmes, amount invested in the programmes and any other relevant information.

5. Please mention awards / recognition received, if any :

6. Please attach any other relevant information / document

Name of the Contact Person _____

Designation _____

Name of the Organisation _____

Address _____

Phone _____

Fax _____

E-mail _____

Website _____