

APPLICATION FOR INSSAN AWARDS FOR EXCELLENCE IN SUGGESTION SCHEME: 2014

Name of Organisation and address:

1. Membership No. :
2. Total Number of Employees :
3. Turnover for 2013 -2014 (in Rs. Lacs) :

Sr. No.	Performance Information	Suggestion Scheme	
		2012-2013 April-March	2013-2014 April-March
1.	Average number of employees eligible to participate in the Suggestion Scheme		
2.	Number of Suggestions received		
3.	Number of Suggestors relating to item no. 2 above		
4.	Number of Suggestions accepted relating to item no.2 above		
5.	Savings related to the Suggestions implemented during the year in Rs. Lacs		
6.	Number of Suggestions implemented during the year		
7.	Average time taken to evaluated and reward a suggestion from the date of submission for 80% of cases in days		
8.	Number of Award winners: (In Cash / In Kind)		
9.	Total Value of Awards: (In Cash / In Kind)		
10.	Award per eligible employee in Rs.		
11.	Award per accepted suggestion in Rs.		
12.	Maximum Award amount paid per Suggestion (Rs.)		
	Minimum Award amount paid per Suggestion (Rs.)		
13.	Number of Suggestions per 100 employees		
14.	Number of Suggestors per 100 employees		
15.	Suggestions accepted as % of Suggestion received		
16.	Savings per eligible employee in Rs.		
17.	Savings per accepted suggestion in Rs.		
18.	Number of Suggestions awarded for intangible benefits		
19.	Number of Suggestion Committee meetings held during the year		
20.	(a) Number of people in the top management associated with the Suggestion Scheme		
	(b) Number of meetings held with the suggestors		
21.	No. of circulars / inserts in the house journals or any other media during the year		
22.	No. of training programmes held internally or externally on Suggestion Scheme during the year		
23.	No. of promotional activities during the year		

Do you have any other Employee Involvement Scheme like Kaizen, Quality Circle, 5S, SGA etc.. If yes, provide the following information

Sr. No.	Scheme	Number of Suggestions Received	Number of Suggestors

DECLARATION

We certify that the information furnished above is true. We shall abide by the rules and regulations of the Contest and the decision of INSSAN Committee will be final and binding on us.

Name of the Principal Nominee:

Signature of the Principal Nominee:

Date:

Stamp/ Seal:

Name of Organisation & Address:

NOTES

- ❖ Organisations which have Suggestion Schemes in operation at various locations have an option either to furnish cumulative data for all units put together or for any of the units.
- ❖ Net savings pertaining to the suggestions which were accepted during April 2013 to March 2014 and to be calculated only for the period of ONE YEAR. In other words. Savings should exclude recurring benefit of the previous/ following years. Savings are to be computed as far as possible based on actual accounts.
- ❖ Figures for 2012-2013 need not be furnished if the Scheme was not in operation for the complete period.
- ❖ Non reporting of information in the application form, the applicant will not get any evaluation points for those parameters.
- ❖ A COPY OF THE SUGGESTION SCHEME MANUAL IS A MUST FOR THIS CATEGORY AND SHOULD BE ATTACHED WITH THIS FORM.