



**INDIAN NATIONAL
SUGGESTION SCHEMES'
ASSOCIATION**



*“Thinking makes a better man,
Suggestion makes
A Better Organisation”*

PROSPECTUS

**Registered Under Societies Act, 1860,
Registration Number BOM-536/87 GBBSD
Dated November 17, 1987**

INSSAN - A Brief History

Indian National Suggestion Schemes' Association (INSSAN) is a non – profit making registered Association of Industrial & Business Organisations, dedicated to the promotion of Suggestion Schemes as any process or system that elicits the contributions of employees within an Organisation through suggestions/ideas for effective Employee Involvement (EI) towards increasing Organisational competitiveness & productivity. Founded under the auspices of the Bombay Chamber of Commerce & Industry on April 4, 1987, the INSSAN today has a membership of over 500 Organisations, representing a cross – section of Indian Industry. The Association has its own Memorandum of Association (MOA) & Rules & Regulations under it. It is registered under the Societies Act, 1860.

INSSAN achieves its mission by assisting its member Organisations to enhance their employees' potentials by:

- ❑ Gathering & disseminating information, statistics & relevant materials about suggestion schemes;**
- ❑ Developing professional standards & designing training programmes for enhanced efficiency & effectiveness of suggestion schemes;**
- ❑ Conducting training programmes & consultancy programmes for the benefit of Organisations striving towards excellence through employee involvement;**
- ❑ Providing an opportunity for members to meet & exchange information, ideas & to share experience through workshops, seminars, Annual National Conventions etc.,**
- ❑ Recognising Excellence in suggestion schemes & encouraging formation of local INSSAN chapters.**

INTRODUCTION

Suggestion Schemes as a process or system for employee contribution through suggestions/ideas, has a firmly established place in many successful & well-known Organisations in India & abroad. An effective suggestion scheme can serve as a powerful tool in productivity movement & also medium to foster a participative culture in the Organisation. In line with the changing trends in Employee Involvement processes & systems, suggestion schemes have undergone a transformation from the traditional ones in terms of its purpose, philosophy, structure, participation & recognition. They are now focused on specific operational improvements & recognize tangible & intangible contributions from both individuals & teams. They co exist in harmony with other Employee Involvement programmes. Today's suggestion schemes are viewed as platforms for channelising employee initiatives towards Organisational objectives rather than a mere 'scheme', a set of rules & rewards.

MANAGING COUNCIL

The Managing Council is the highest policy making body of INSSAN. It conducts the administration & day-to-day affairs of the association. It consists of members elected by the general body from the corporate, affiliate & founder members of INSSAN. The council has absolute power vested in it in regard to all financial, administration, Organisational & technical matters connected with INSSAN.

OBJECTIVES OF THE ASSOCIATION

- To encourage, promote & formulate models for suggestion schemes & / or similar concepts.
- To establish professional standards for administration of suggestion schemes or similar concepts.
- To propagate benefits of suggestion schemes or similar concepts among industries & other Organisations.
- To assist members in overcoming problems faced by them by offering counseling services.
- To improve productivity & quality of products & services through promotion of suggestion schemes and/or similar concepts.
- To pool resources & employ them gainfully for overall benefits of its members.
- To constantly explore new Employee Involvement Initiatives.

MEMBERSHIP CATEGORIES

The Memorandum of Association provides for the following classes of members of INSSAN. The entrance & annual subscription are given below:

No.	Type	FEES	
		Entrance	Annual
1.	Corporate Member	₹.1000/-	₹ 5000/-
2.	Associate Member	₹.1000/-	₹. 2500/-
3.	Affiliate Member	₹.1000/-	₹. 2500/-
4.	Individual	₹.100/-	₹. 200/-
5.	Small Scale Industry as Corporate Member	₹ 1000/-	₹ 1000/-
		ADD SERVICE TAX @ 12.36 % ON TOTAL AMOUNT	

Note: Professional Fees up to Rs. 30,000/- is exempt from TDS under IT –Section 194 J.

MEMBERSHIP ELIGIBILITY

▪ CORPORATE MEMBERS –

Any business enterprise-partnership, private / public limited companies, public sector undertaking, etc. Any business enterprise coming under the category of Small Scale Industry.

• AFFILIATE MEMBERS –

Association & Societies interested in furthering the cause of Suggestion Schemes.

• ASSOCIATE MEMBERS

Subsidiary department/divisions/agencies of a Corporate member, Central/State Government agencies/departments, non-profit making Organisations, persons engaged in promotional activities of Suggestion Schemes, etc.

• INDIVIDUAL MEMBER –

Persons with distinguished abilities, in employment of any of the Association's Member companies, interested in the activities of INSSAN.

Note: Associate & Individual members have no voting rights.

How To Become A Member

If you are an industrial unit or an Organisation (Govt. or semi-Govt. or Local body), Registered Society or an Association, already having Suggestion Scheme in your Organisation, this is an excellent opportunity to improve the working of your existing scheme or to start one with the help of INSSAN.

If you wish to join INSSAN, just fill in the enclosed Application Form and mail it to us at our Address along with the necessary Admission & Annual Subscription Fees. Add 12.36% Service Tax

Note: - TDS is applicable only if you pay INSSAN-MUMBAI more than Rs.30, 000/- in a calendar year.

ENTITLEMENT TO MEMBERS

Members will be entitled to-

- 1) A copy of the Bulletin,
- 2) A free copy of the Memorandum of Association,
- 3) Participation in Workshops/Seminars/Conferences etc. organized by INSSAN at a concessional rate,
- 4) Contribute towards INSSAN activities and share their experience / ideas with other. Members of INSSAN.
- 5) Participate in the Annual National Contests and National Convention.
- 6) Participate in the Regional Conventions, Workshops and seminars.



INDIAN NATIONAL SUGGESTION SCHEMES' ASSOCIATION

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Mumbai – 400603
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E-mail: inssan87@gmail.com

Website: <http://www.inssanindia.com>



Indian National Suggestion Schemes' Association

MEMBERSHIP APPLICATION FORM

ORGANISATION NAME & ADDRESS		Date
		INDUSTRY <input type="checkbox"/> Automobile <input type="checkbox"/> Engineering <input type="checkbox"/> Fertilizer <input type="checkbox"/> Steel <input type="checkbox"/> Others
Tel	E-Mail	ORGANISATION TYPE <input type="checkbox"/> Pvt. Sector <input type="checkbox"/> Public <input type="checkbox"/> Joint Sector <input type="checkbox"/> Others
PRODUCTS / SERVICES:		EMPLOYEES STRENGTH IN NOS
		SALES TURNOVER IN Rs.MILLION

EMPLOYEE INVOLVEMENT ACTIVITY

STATUS OF SUGGESTION SCHEME IN YOUR ORGANISATION <input type="checkbox"/> Scheme in Operation <input type="checkbox"/> Desirous of Introducing new scheme <input type="checkbox"/> Scheme exists, but needs improvement <input type="checkbox"/> No scheme exists, but interested in information	OTHER PROGRAMMES IN OPERATION. <input type="checkbox"/> Quality Circles <input type="checkbox"/> Small group Activity <input type="checkbox"/> TQM / KAIZEN <input type="checkbox"/> Others
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MEMBERSHIP INFORMATION

Type of Membership	Type	Corporate	•Associate	Affiliate	••Individual	Small Scale Industry as Corp.Mem. (Less than 50 Employees)	• / •• Indicate INSSAN Membership No of Parent Organisation
	Entrance	₹.1000/- + S.TAX	₹.1000/- + S.TAX	₹.1000/- + S.TAX	₹.100/- + S.TAX	₹.1000/- + S.TAX	EFFECTIVE 1/4/2014. PLEASE ADD 12.36 % AS SERVICE TAX ON TOTAL AMOUNT
	Annual Subscription	₹.5000/- + S.TAX	₹.2500/- + S.TAX	₹.2500/- + S.TAX	₹.200/- + S.TAX	₹.1000/- + S.TAX	
DETAILS	PRINCIPLE NOMINEE				ALTERNATE NOMINEE		
NAME							
DESIGNATION							
ADDRESS (OFFICE)							
CONTACT DETAILS	E-mail: TEL:				E-mail: TEL:		

SERVICES EXPECTED FROM INSSAN

PLEASE SPECIFY SERVICE REQUIREMENTS: <input type="checkbox"/> Training in Scheme Management <input type="checkbox"/> Participation in Workshops, Seminars <input type="checkbox"/> Consultancy <input type="checkbox"/> Participation in Contests, Convention <input type="checkbox"/> Periodicals <input type="checkbox"/> Promotional Material e.g., Calendars etc.	Any other requirements (Pl. specify)
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PAYMENT DETAILS

Cheque & DD No.:	Date :
Drawn on	Branch:
<ul style="list-style-type: none">• EFFECTIVE APRIL 1, 2014 SERVICE TAX IS PAYABLE ON ADMISSION & SUBSCRIPTION FEES @ 12.36 % .KINDLY ADD THIS AMOUNT TO THE TOTAL.• NOTE: PROFESSIONAL FEES UP TO RS. 30,000/- IS EXEMPT FROM TDS UNDER IT –SECTION 194 J.	
Note: Please add ₹ 100/- for Banking Charges / Commission for outstation cheque, if not payable at par.	

DECLARATION

Our Organisation agrees to abide by the Memorandum of Association as well as the rules and regulations of the Association. We hereby declare that our nominees whose names are featured above, will represent our Organisation at the Annual General Meeting and shall be empowered to vote and to contest elections and shall be responsible for all correspondence with the Association. Any commitment by the nominees will be binding on us.	
Name of the Nominating Authority:	
Designation:	Signature

FOR OFFICE USE

Application Recd on:	Approved on :
Membership No. :	Effective from _____
Affiliated to Chapter:	APPROVAL

Membership accepted in the Mg. Council Meeting No. _____ Date _____

Proposed by :

Seconded by : Membership Acceptance informed on _____

ADDRESS FOR CORRESPONDENCE

Kindly send this form duly filled in along with DD/ Cheque on this address

Indian National Suggestion Schemes' Association

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Thane East-400603. Mumbai, Maharashtra

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<https://www.inssanindia.com>