

**KERALA STATE
PRODUCTIVITY
COUNCIL**



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No. KSPC/Z-23/2009-10

25th November 2009

Dear Sir,

FACT MKK NAYAR MEMORIAL PRODUCTIVITY AWARDS 2008-'09

Kerala State Productivity Council has instituted FACT MKK NAYAR Memorial Productivity Awards sponsored by the Fertilizers and Chemicals Travancore Ltd., from the year 1987-88 onwards. These Awards were instituted with the objective of enthusing Large, Medium, Small Industries and Service Organizations to continue to involve themselves in the increase of productivity and to create a healthy competition among organizations for achieving higher productivity.

A. ELIGIBILITY

All Industries and service organizations in the State of Kerala are eligible to compete for the Productivity Awards. Individual units of a Company functioning in Kerala can submit separate application forms. In such cases, the data given in the application form should be pertaining to that unit only. Such units should send the Profit and Loss Account and Balance Sheet of the Unit along with the Corporate Annual Report for the year 2007-'08 and 2008-'09.

B. CLASSIFICATION

The following norms are adopted for classifying the industries under three heads:

1. **LARGE** : Industries with sales turnover above Rs. 250 crores.
2. **MEDIUM** : Industries with sales turnover between Rs. 10 crores and Rs. 250 crores.
3. **SMALL** : Industries with sales turnover upto Rs. 10 crores.
4. **SERVICE** : Organizations predominantly in the service sector.

C. BASIS FOR AWARD

The factors considered for the Awards include improvements in -

- Profitability
- Return on equity capital
- Value addition per employee
- Productivity of men, machine, material and money
- Record of Industrial Relations
- Safety Record
- HRD Activities
- Extent of involvement in social responsibilities
- Energy Conservation
- Quality
- Environment Protection
- Technological Advancements (R&D, IT etc.)
- Corporate Plan
- Welfare Measures

D. EVALUATION

The Award Committee comprising of a team of Experts will evaluate the data in the Application Form for selecting the Award Winners. The decision of the Award Committee will be final.

E. AWARDS

There will be one Award each in the four categories cited above. Runner up Trophies will also be given to those organizations who are coming Second in each category.

F. HOW AND WHEN TO APPLY

Those organizations desirous of competing for the Productivity Award may fill up the details in the enclosed Application Form. The Application Form can be downloaded from our website www.kspsconline.com. The application form duly filled up, along with the Annual Report for the last 2 years should reach the Council **on or before 4.00 PM on 15th January, 2010**. Photocopies of the application form can also be used. Any clarifications required, regarding the filling up of the Application Form will be provided from the Council through telephone, letter or in person on all working days.

Thanking you,

Yours faithfully,



SIVAKUMAR G.
Director