

17TH NATIONAL AWARDS FOR EXCELLENCE IN COST MANAGEMENT-2019

(Please read guidelines before filling up the questionnaire)

(1) GENERAL INFORMATION:

1.1 The Questionnaire is designed to obtain information on Cost Management Practices and to assess performance of participant companies engaged in service operations.

1.2 All information and data submitted by the participant(s) shall be kept strictly confidential and shall only be used for the purpose of evaluation of the award and not for any other purpose.

1.3 CARE Ratings Limited, is the knowledge partner of the Institute of Cost Accountants of India for this award

1.4 Decision of the Jury of the Awards shall be final and binding. No correspondence, whatsoever, shall be entertained in this regard.

1.5 All Companies (Listed or Unlisted) including LLP are eligible to participate in 17th National Awards for Excellence in Cost Management-2019 irrespective of applicability of Companies (Cost Records and Audit) Rules, 2014 as prescribed in the Companies Act, 2013. Further, Unit(s) of a Company can also participate but the Unit is required to submit its Audited Financial Statements for the years 2018-19, 2017-18 & 2016-17. In case, the Audited Financial Statements of the Unit are not available, the same could be prepared and certified by a Cost Accountant.

1.6 Award Categories are as follows:

(A) Manufacturing Sector

- A1) Private Sector - Mega
- A2) Private Sector - Large
- A3) Private Sector - Medium
- A4) Private Sector - Small
- A4) Private Sector - Micro
- A5) Public Sector - Mega
- A6) Public Sector - Large
- A7) Public Sector - Medium
- A8) Public Sector - Small

(B) Service Sector

- B1) Banking, Financial Services and Insurance (BFSI)
- B2) Transportation and Logistics
- B3) Power Distribution and Transmission
- B4) Retail & E-commerce
- B5) Hospitality & Tourism
- B6) Healthcare
- B7) Infrastructure and Construction
- B8) Information Technology & Telecommunication
- B9) Consulting
- B10) Start-Ups
- B11) Others

Category Criteria:

Total revenue from operations* cut-off

- Mega > = Rs. 10,000 cr
- Large >= Rs. 4,000 cr but < Rs.10,000 cr
- Medium >= Rs. 500 cr but < Rs.4,000 cr
- Small >= Rs. 100 cr but < Rs.500 cr
- Micro < Rs. 100 cr

* Total revenue from operations for the financial year 2018-19 (12 months)

Note: Criteria of total revenue from operations is not applicable to Service Sector

17TH NATIONAL AWARDS FOR EXCELLENCE IN COST MANAGEMENT-2019

(Please read guidelines before filling up the questionnaire)

(2) GUIDELINES FOR FILLING-UP THE QUESTIONNAIRE:

2.1 The participants should download the Questionnaire from Institute's website - www.icmai.in, either in MS Excel or PDF Format

2.2 All sections of the Questionnaire should be filled-in with complete details. Answering all questions is mandatory. In case any question is not applicable to your company, please indicate the reasons for its non-applicability. Please use extra sheets for write-up as required and for answering detailed questions. Please mention the question number in extra sheets.

2.3 i) Participants can **apply in ONE category only**.
ii) If an entity has presence in more than one segment such as in manufacturing as well as service operations, it will be considered for the category that accounts for a larger proportion of its revenue.

2.4 The copies of Annual Reports (including Financial Statements and all Schedules) of the Company, for the financial years 2018-19, 2017-18 & 2016-17 should be enclosed with the Questionnaire. Any other material/document that supports your participation for the award may also be enclosed.

2.5 Participants shall submit the Questionnaire in **SOFT COPY ONLY**. **Soft copy** of the questionnaire duly filled-in (in the excel format) along with a scanned copy of the declaration signed by authorised signatory on company's letterhead (as per format available on Institute's website) and all other enclosures should be e-mailed on the Institute's official e-mail id (ecma@icmai.in).

2.6 Cut-off date for receiving filled in application forms is , **21st July, 2020**. Please note that soft copies of filled in questionnaire along with enclosures should sent by mail by the said cut-off date.

2.7 Any queries relating to the 17th National Awards for Excellence in Cost Management- 2019 may kindly be addressed to:-

| | | |
|-----------------|---------------------|------------|
| CMA Nisha Dewan | Additional Director | 9891480860 |
| CMA Indu Sharma | Joint Director | 9891989307 |
| CMA Vijay Lohan | Assistant Director | 9582461255 |

Section-I

17TH NATIONAL AWARDS FOR EXCELLENCE IN COST MANAGEMENT-2019

Note: Please fill cells shaded in blue. Please add rows, wherever required

| Details of the Company/Organization | Pls Fill here |
|---|----------------------|
| 1.1 Company Name: | |
| Corporate Identification Number (CIN) if any: | |
| Address for correspondence (Line 1) : | |
| Line 2 : | |
| City, State and Pin Code: | |
| 1.2 Chief Executive Officer | |
| Name: | |
| Designation: | |
| E-mail Id | |
| 1.3 Head of the Finance Department | |
| Name: | |
| Designation: | |
| Mobile/Telephone No : | |
| E-mail Id | |
| 1.4 Head of the Costing Department | |
| Name: | |
| Designation | |
| Mobile/Telephone No : | |
| E-mail Id | |
| 1.5 Contact Person | |
| Name: | |
| Designation | |
| Mobile/Telephone No : | |
| E-mail Id | |
| 1.6 Category to which the company belongs (Public Sector Undertaking / Private Sector) | |
| 1.7 Total revenue from operations during 2018-19 (Rs. Crore) (net of Duty & Taxes) | |
| 1.8 Major Products of the Company, along with CETA code | Service Name |
| Service 1 | |
| Service 2 | |
| Service 3 | |

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

Section-II

17TH NATIONAL AWARDS FOR EXCELLENCE IN COST MANAGEMENT-2019

Application of Cost Management System in your Organisation

| As on 31st March 2019 | |
|--|-------------------------------------|
| 2.1 a) Total number of employees (including contractual employees) | |
| b) Total number of qualified Cost/Finance professionals (CMA,CA, MBA-Finance) engaged | |
| c) Number of qualified Cost Accountants(out of b above) | |
| e) Total no. of Cost Trainees engaged | |
| d) Is the CEO/CFO a qualified cost accountant,then provide the membership number (s) | <u>Membership Number (S)</u> |
| | |
| 2.2 Please answer the following questions in Yes/ No | |
| i) Does the company have a structured cost accounting manual? | |
| ii) Does the company's costing system enable proper collection, allocation, absorption and determination of costs? | |
| iii) Is the cost/profitability of various services /activities regularly measured and also form part of regular MIS of the company? | |
| iv) Does the company have a system of budgeting & variance analysis on periodical basis? | |
| v) Does scope of internal audit cover review of performance and actions taken? | |
| vi) Does the company follow the laid down Risk Management and/or hedging policy? | |
| vii) Is e-bidding process for major purchases or works contracts being used? | |
| viii) Are the relevant Cost Accounting Standards (CAS) and Generally Accepted Cost Accounting Principles (GACAP) issued by The Institute of Cost Accountants of India (ICAI) being followed? | |
| ix) Do all departments participate in setting up of cost management targets for cost budgeting process? | |

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

Section-III

17TH NATIONAL AWARDS FOR EXCELLENCE IN COST MANAGEMENT-2019

Productivity / Efficiency/Competitive Parameters

| Unit | 2016-17 | 2017-18 | 2018-19 |
|------|---------|---------|---------|
|------|---------|---------|---------|

3.1 Manpower Productivity

A Total Manpower employed

| | | | |
|------|--|--|--|
| Nos. | | | |
| Nos. | | | |
| Nos. | | | |

i) Regular

ii) Contractual

B Mention the Manpower productivity indicator used in your industry. For example, no. of passengers travelled per employee, no. of cellular call minutes per employee, etc.
(In case of multiple activities/ services, provide manpower productivity for three principal activities / services of the company, in order of turnover)

i) **Activity/ Service -1 (Specify the name)**
Manpower Productivity indicator

| | | | |
|--------------|--|--|--|
| Specify name | | | |
| Unit | | | |
| Nos. | | | |

ii) **Activity/ Service -2 (Specify the name)**
Manpower Productivity indicator

| | | | |
|--------------|--|--|--|
| Specify name | | | |
| Unit | | | |
| Nos. | | | |

iii) **Activity/ Service -3 (Specify the name)**
Manpower Productivity indicator

| | | | |
|--------------|--|--|--|
| Specify name | | | |
| Unit | | | |
| Nos. | | | |

C Give major reasons for increase / decrease in Manpower productivity, if any

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

3.2 Energy Efficiency and Conservation

A Total Power consumed

| KWH | 2016-17 | 2017-18 | 2018-19 |
|-----|---------|---------|---------|
| | | | |

B Mention the Energy Efficiency indicators used in your industry.

(In case of multiple activities/ services, provide energy efficiency indicators for three principal activities / services of the company, in order of turnover)

i) **Activity/ Service -1 (Specify the name)**
Energy efficiency indicator

| | | | |
|--------------|--|--|--|
| Specify name | | | |
| Unit | | | |
| Nos. | | | |

ii) **Activity/ Service -2 (Specify the name)**
Energy efficiency indicator

| | | | |
|--------------|--|--|--|
| Specify name | | | |
| Unit | | | |
| Nos. | | | |

iii) **Activity/ Service -3 (Specify the name)**
Energy efficiency indicator

| | | | |
|--------------|--|--|--|
| Specify name | | | |
| Unit | | | |
| Nos. | | | |

C Give major reasons for increase / decrease in Energy Efficiency.

| | | | |
|--|--|--|--|
| | | | |
| | | | |

3.3 Research and Development Expenses

i. Existing product/service

| Rs./Lakh | 2016-17 | 2017-18 | 2018-19 |
|----------|---------|---------|---------|
| Rs./Lakh | | | |
| Rs./Lakh | | | |
| Rs./Lakh | | | |

ii. New product/service

iii. Salary & Wages

Section-IV

17TH NATIONAL AWARDS FOR EXCELLENCE IN COST MANAGEMENT-2019

Other Parameters

4.1 Please attach a brief write-up (Preferably one page) on the Cost Management practices of the company to sustain and succeed in the competitive environment especially improving productivity and lowering operating cost.

4.2 Any other information relating to cost management which the company deems fit to be considered, and is not covered in this questionnaire

| |
|--|
| |
| |
| |
| |
| |
| |

4.3 Percentage of Digitised payment vis-à-vis to Total value of payments

| | 2016-17 | 2017-18 | 2018-19 |
|-------------------------|----------|---------|---------|
| Total Value | Rs./Lakh | | |
| % of Digitised Payments | % | | |

Certified that the information furnished above is correct to the best of my knowledge & belief. Certified that the organisation has been abiding by all statutory requirements in vogue, maintaining the proper documentation and is not involved in any economic / other offence for which legal action has been taken or pending.

Certified that Cost Auditor has not made any qualification in the Cost Audit Report

**Company seal and signature of the CEO/CFO/
Head of Costing department**

Name:

Designation:

Telephone/Mobile No:

Date:

| |
|--|
| |
| |
| |
| |
| |

Enclosures:

- 1 Annual Reports (2018-19, 2017-18 & 2016-17)
- 2 Write-up for Para 4.1
- 3 Declaration (for online submission)
- 4 Others (If any)_____