

16<sup>TH</sup> NATIONAL AWARDS FOR EXCELLENCE IN COST MANAGEMENT-2018

(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 manufacturing 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) are eligible to participate in 16th National Awards for Excellence in Cost Management-2018 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 2017-18, 2016-17 & 2015-16. 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 and others

**Category Criteria:**

**Total revenue from operations\* cut-off**

Mega	> = Rs. 5,000 cr
Large	>= Rs. 2,500 cr but < Rs. 5,000 cr
Medium	>= Rs. 500 cr but < Rs. 2,500 cr
Small	>= Rs. 100 cr but < Rs. 500 cr
Micro	< Rs. 100 cr

\* Total revenue from operations for the financial year 2017-18 (12 months)

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(2) GUIDELINES FOR FILLING-UP THE QUESTIONNAIRE:

2.1 The participants should download the Questionnaire from Institute's website - [www.icmai.in](http://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 2017-18, 2016-17 and 2015-16 should be enclosed with the Questionnaire. Any other material/document that supports your participation for the award may also be enclosed.

2.5 Participants have the option of submitting the Questionnaire either in soft copy or hard copy. **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](mailto:ecma@icmai.in))

**OR**

**Hard copy** of the questionnaire duly filled-in and signed by the Authorised Officer of the Company, alongwith all the enclosures in sealed envelope superscribed with "**1. Confidential 2. Entry for 16<sup>th</sup> National Awards for Excellence in Cost Management-2018**" should be sent to The Institute of Cost Accountants of India, Delhi Office: 3rd Floor, CMA Bhavan, 3, Institutional Area, Lodi Road, New Delhi-110003

2.6 Cut-off date for receiving filled in application forms is **May 15, 2019**. Please note that hard copies of filled in questionnaire along with enclosures should reach the Institute by the said cut-off date.

2.7 Any queries relating to the Questionnaire/Cost Management Award 2018 may kindly be addressed to CMA. S.C.Gupta, Sr. Director. (Contact details: (O) +91-11-24666108, 24666100; Telefax:+91-11-24654703; Mobile: 09313375254 e-mail: [pd.director@icmai.in](mailto:pd.director@icmai.in))

**Section-I**

**16<sup>TH</sup> NATIONAL AWARDS FOR EXCELLENCE IN COST MANAGEMENT-2018**

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

<b>Details of the Company/Organization</b>	<b>Pls Fill here</b>	
1.1 <b>Company Name:</b>		
Corporate Identification Number (CIN) if any:		
Address for <b>correspondence</b> (Line 1) :		
Line 2 :		
City, State and Pin Code:		
1.2 <b>Chief Executive Officer</b>		
Name:		
Designation:		
E-mail Id		
1.3 <b>Head of the Finance Department</b>		
Name:		
Designation:		
Mobile/Telephone No :		
E-mail Id		
1.4 <b>Head of the Costing Department</b>		
Name:		
Designation		
Mobile/Telephone No :		
E-mail Id		
1.5 <b>Contact Person</b>		
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 2017-18 (Rs. Crore) (net of duties)		
1.8 Major Products of the Company, along with CETA code		
Product 1		
Product 2		
Product 3		

**Section-II**

**16<sup>TH</sup> NATIONAL AWARDS FOR EXCELLENCE IN COST MANAGEMENT-2018**

**Application of Cost Management System in your Organisation**

- |     |   |                              |
|-----|---|------------------------------|
| 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)<br>*as on March 31, 2018                                |                              |
|     | d) Is the CEO/CFO/ Head of costing department a qualified cost accountant, then provide the membership number (s) | <b>Membership Number (S)</b> |
- 
- 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 products/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)  | Does the company identify slow and non-moving inventory items?   |  |
| viii) | Is competitive bidding process for major purchases or works contracts being used?  |  |
| ix)   | 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? |  |
| x)    | Do all departments participate in the cost budgeting process?  |  |
- 
- 2.3 List of initiatives which the company has undertaken for reduction of waste / rejections / spoilage / inefficiencies etc.?
- i) .....
- ii) .....
- iii) .....

**Section-III**

**16<sup>TH</sup> NATIONAL AWARDS FOR EXCELLENCE IN COST MANAGEMENT-2018**

**Productivity / Efficiency / Competitiveness Parameters**

**3.1 Capacity Utilisation**

*(in case of more than one product, provide details for three principal products of the company, in order of revenues)*

**A Product-1 (Specify the name)**

- i) Installed Capacity
- ii) Capacity enhanced during the year, if any
- iii) Normal Capacity# (in-house)
- iv) Total Production
- v) Capacity Utilisation
- vi) Revenue from operations (Net of duties and taxes) for the Product

Unit	2015-16	2016-17	2017-18
Pl. specify			
Pl. specify			
Pl. specify			
Pl. specify			
%			
Rs./Lakh			

**B Product-2 (Specify the name)**

- i) Installed Capacity
- ii) Capacity enhanced during the year, if any
- iii) Normal Capacity# (in-house)
- iv) Total Production
- v) Capacity Utilisation
- vi) Revenue from operations (Net of duties and taxes) for the Product

Pl. specify			
Pl. specify			
Pl. specify			
Pl. specify			
%			
Rs./Lakh			

**C Product-3 (Specify the name)**

- i) Installed Capacity
- ii) Capacity enhanced during the year, if any
- iii) Normal Capacity# (in-house)
- iv) Total Production
- v) Capacity Utilisation
- vi) Revenue from operations (Net of duties and taxes) for the Product

Pl. specify			
Pl. specify			
Pl. specify			
Pl. specify			
%			
Rs./Lakh			

**D** Give details of capacity addition over the last three years, for each of the products mentioned above (including the month and the year in which the additional capacity was operationalised)


**E** Give reasons for under-utilisation of capacity, separately for all the products if any, e.g. Unforeseen break-down, Shortage of raw materials, Shortage of labour, Power failure, Strikes and lockouts, Power shortage, or any other reason.


# Definition of 'Normal Capacity' as per Cost Accounting Standard 2 issued by "The Institute of Cost Accountants of India" : Normal Capacity is the production achieved or achievable on an average over a period or season under normal circumstances taking into account the loss of capacity resulting from planned maintenance. Normal capacity is practical capacity minus the loss of productive capacity due to external factors.

**Section-III**

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**Productivity / Efficiency / Competitiveness Parameters**

		Unit	2015-16	2016-17	2017-18
<b>3.2</b>	<b>Manpower Productivity</b>				
A	Total Manpower employed	Nos.			
B i)	Mention the Manpower productivity indicator used in your industry. For example, tonnes produced per employee, no. of cars produced per employee, etc. In case of multiple products, provide manpower productivity indicators for those products for which information has been furnished in para 3.1				
	<b>Product-1 (Specify the name)</b>				
	Manpower productivity indicator	Pl. specify unit			
ii)	Manpower productivity indicator	Nos.			
	<b>Product-2 (Specify the name)</b>				
	Manpower productivity indicator	Pl. specify unit			
iii)	Manpower productivity indicator	Nos.			
	<b>Product-3 (Specify the name)</b>				
	Manpower productivity indicator	Pl. specify unit			
	Manpower productivity indicator	Nos.			
C	Give major reasons for increase / decrease in Manpower productivity, if any				
<b>3.3</b>	<b>Energy Efficiency and Conservation</b>	Unit	2015-16	2016-17	2017-18
A i)	Mention the Energy Efficiency indicators used in your industry. For example, Power consumed/tonnes produced, Power consumed/no. of cars produced, kcal of energy used/tonnes produced, etc. <i>In case of multiple products, give power consumption per unit of production for those three products for</i>				
	<b>Product-1 (Specify the name)</b>				
	Energy efficiency indicator	Pl. specify unit			
ii)	Energy efficiency indicator	Nos.			
	<b>Product-2 (Specify the name)</b>				
	Energy efficiency indicator	Pl. specify unit			
iii)	Energy efficiency indicator	Nos.			
	<b>Product-3 (Specify the name)</b>				
	Energy efficiency indicator	Pl. specify unit			
	Energy efficiency indicator	Nos.			
B	Give major reasons for increase / decrease in Energy Efficiency.				
<b>3.4</b>	<b>Research and Development Expenses</b>	Rs./Lakh	2015-16	2016-17	2017-18
	i. Existing product/service	Rs./Lakh			
	ii. New product/service	Rs./Lakh			

**Section-IV**

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**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


**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 his Cost Audit Report**

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

**Name:**

**Designation:**

**Telephone/Mobile No:**

**Date:**


**Enclosures:**

- 1 Annual Reports (2017-18, 2016-17 & 2015-16 )
- 2 Write-up for Para 4.1
- 3 Declaration (for online submission )
- 4 Others (If any)\_\_\_\_\_