



## QUESTIONNAIRE

### PART - I

1. Name and Address of the Industry/  
organization with Tel. and Fax Nos.  
and E-mail. :
2. Location and addresses of manufacturing  
units/branches in A.P. where relevant :
3. Nature of activity - manufacturing/  
service/export :
4. Whether Large/Medium/Small Scale Unit :
5. Whether Public Sector Co. (Central or  
State), Public or Private Limited Co.,  
Partnership or Proprietary Co. :
6. Registration No. given by DGTD/  
Commissioner of Industries, Govt. of A.P. :
7. i) Connected power load :
- ii) Stand-by generation capacity :
- iii) Bought out power if any :
8. Particulars of production in the above units in  
QTY product-wise with corresponding  
installed capacity for the past 3 years :
9. Particulars of turnover in value (Rupees)  
of the unit(s) for the past 3 years :
10. No. of employees working in the unit(s)  
workmen, supervisory, admn. sales and  
purchase, others. :
11. Capital structure of the Company/unit(s) in A.P. :

12. Enclose Balance Sheet & Profit and Loss Account for the past 3 years. (Please fill/give information in the Annexure Form) :
13. Work out the following ratios pertaining to performance for the past 3 years
- (i) Throughput Productivity - Raw Material consumption per unit of production  
(Raw Material Consumption  $\div$  Production during the year) :
- (ii) Productivity of Labour  
(Salaries, Wages, Bonus, Staff Welfare, Contribution to PF and other Funds  $\div$  Turnover net of CED, VAT/ST and other taxes ) :
- (iii) Turnover to capital employed :
- (iv) Operating profit to capital employed :
- (v) Return on capital employed  
(for proper inter-firm comparison capital employed is to be taken as the investment on gross fixed assets plus net current assets) :
- (vi) Energy (units) per unit of production  
(Power & Fuel  $\div$  No. of units produced) :
14. Give a brief write-up about the Company since inception highlighting important milestones. :
15. Mention any Awards received earlier from any organisation/institution explaining the achievements meriting the Award(s) including from FAPCCI :
16. Please indicate your willingness or otherwise for the Jury to visit the site if so desired. :

## PART-II.

1. Indicate clearly the improvements brought and the techniques adopted, duly mentioning profitability including arresting any decline due to rising costs, as also in serving national interests. Wherever possible, presentation should be in a graphical form. :

2. Indicate impediments experienced such as :  
 shortage of power, shortage of raw materials  
 whether indigenous or imported, strikes/lockouts  
 that resulted in significant loss of mandays, etc.  
 which have affected production, but for which  
 even higher productivity standards could have  
 been attained. Please give specific impact of  
 each of the impediments. Also please indicate  
 how those impediments are proposed to be  
 tackled in the future.
  
3. Please give a brief write-up to explain :  
 why you consider yourself suitable for  
 this Award in terms of the achievement  
 upto now and prospects of continued  
 maintenance of the same

Signature & Designation  
with Office Seal

NOTE

This Award is for improvements in productivity of inputs and capital. Inputs Productivity is expressed as reduction in the consumption of inputs like power, raw materials, man-hours, etc. per unit of output for about the same levels of production. This would generally result in more economical output about the same levels of production, thus increasing Capital Productivity. Productivity also increase quality of output yielding price preference, which increases the value of turnover and thus productivity also increase quality of output yielding price preference, which increases the value of turnover and thus productivity of capital. Better productivity also increases in some cases attainable output which increases the turnover and thus productivity of capital. A number of methods are used to improve productivity, some of which are industry specific. Some of the general methods are:

- i. Process control including Statistical Process Control;
- ii. Production Planning and Control;
- iii. better maintenance;
- iv. better material handling;
- v. changes to process technology and/or product design;
- vi. rationalisation of product-mix;
- vii. energy savings;
- viii. incentive schemes etc.,

What is important is that only improvements brought about the same levels of production are to be considered and not the changes that come about as plant utilisation goes up as in the case of a newly started unit.