

Queries



General Queries (1/6)

S.No.	Queries	Responses
1.	Can we upload the affidavits on our company letter head, duly signed by person who is in the rank of a General Manager?	Yes, the affidavits can be filled on company letter heads and signed by Senior leadership (General Manager or above) overseeing the corresponding function including Corporate Executive Director, Company Secretary, Corporate HR or Department head relevant to corresponding category.
2.	Who can sign the required affidavits required for different award categories?	<p>For Financial affidavits: Financial affidavits can be signed by a CA, Financial Head of organization, Director or Head of Finance within the organization.</p> <p>For other affidavits: Other affidavits for different award categories can be signed by the relevant Department Head, the appropriate Nodal Officer, Company Secretary or the Corporate Executive Director overseeing the functions within the organization.</p>
3.	Why are separate affidavits required to be uploaded signed by CA/Finance Head of the organization?	<p>The details required in the affidavits are supporting/additional information to validate the responses in the application form.</p> <p>For keeping the application concise and to make it easy to fill, affidavits are created with all supporting details required.</p> <p>SCOPE Eminence Awards are known for its varied and diverse metrics and thorough assessment of PSE's performance. These affidavits/ signed letters are essential for verification, Jury's review and to ensure consistency of data across all organizations</p>

General Queries(2/6)

S.No.	Queries	Responses
4.	Can I use multiple email IDs to submit one award category?	No. Each organization should use only One email ID per one award category application form
5.	Can I use multiple email IDs to submit different award category?	Yes. Organization's can use different email IDs to submit application forms for different award categories.
6.	Our PSE do not use Gmail IDs but only uses our official IDs. The Google Forms used for the application prompts for a Gmail ID, which we cannot use. Please suggest how to go about	The forms can be accessed by official email IDs. When the officer is being asked to select account- they may click on "Use another account" and provide the official email address there to fill the forms using official email ID
7.	What should I do with questions not applicable to my organization?	The questions which are not relevant to an organization can be left unanswered and need not be selected.

General Queries (3/6)

S.No.	Queries	Responses
8.	How should we classify leadership positions, senior management and middle management?	<p>Middle Management – Any employees managerial and above which are not directors or executive level</p> <p>Senior Management – Directors or above with executive powers</p> <p>Each organization/PSE can categorize leadership, senior management, and middle management roles according to its own HR or employee policies. For example, most of the PSEs can consider E7-E9 as senior leadership while other PSEs who do not follow such categorization may define as per their HR Practices.</p>
9.	Some of the required documents such as “Annual Business Plan”, “HR Policies” or similar organization policies can have confidential information which cannot be uploaded in the form / shared. Is uploading these documents mandatory?	<p>The supporting documents are required as a proof of activity undertaken. The cover letter of the documents along with relevant pages alone may be shared. Any sensitive or confidential data or information in the documents may be redacted or removed, and only the relevant sections can be uploaded.</p>

General Queries (4/6)

S.No.	Queries	Responses
10.	Our organization does not have separate policies for certain initiatives, such as 'Diversity & Inclusion' or 'Training Policy.' Instead, all policies are documented within a single policy document or manual. What should we do in this case?	The broader or primary policy/manual of organization where these specific areas are defined as separate chapters, sections or titles can be highlighted and uploaded in the application form.
11.	Our organization has several policies spread across different documents. How should we upload them?	To upload policies listed across different documents, you can consolidate them into one comprehensive document (merge multiple files into one) and upload the same in the application form
12.	We are a Construction and Consultancy company, which organizational category do we fall under?	A Construction and Consultancy firms would fall under "Service based Organization" category.
13.	Is there a word limit for any of the questions in the 'Organization Profile' section of the application form?	There is no word limit for the textboxes in "Organization Profile" section, except for the mobile number of the Nodal Officer, which is limited to 10 digits
14.	Is it mandatory to fill out another award category to apply for a specific award?	If you are applying for "IIA. Individual Leadership Excellence Award", the you need to mandatorily apply for "I. Institutional Excellence Award" to considered for evaluation. Besides this case, there is no dependency for applying to any other category.

General Queries (5/6)

S.No.	Queries	Responses
15.	Are banks eligible to apply in all categories of awards?	Yes, all type of organizations can apply across all award categories
16.	For questions requiring numerical input, should "0" be entered if the question is not applicable for my organization?	If any question is not applicable to your organization, please leave the field blank.
17.	Can a disclaimer be added to maintain confidentiality of the documents shared by organizations?	<p>A disclaimer has been added in the first page of each application forms. The same is mentioned below:</p> <p><i>"All information shared by PSEs in the application, both within the application and supporting documents, will be considered strictly confidential. Access to this information will be restricted solely to the SCOPE awards team and evaluation team. This includes any financial data, competitive insights, or proprietary information disclosed by applicants.</i></p> <p><i>The evaluation team is committed to maintaining the confidentiality of all submitted materials."</i></p>
18.	While filling out a descriptive-type question, a "word limit exceeded" warning message appears despite the response being within the specified word limit. What should be done in this case?	The word limit for all descriptive-type questions has been updated across the application form for all categories. Please refresh the form and then try writing or copy-pasting the answer again. If the warning message still appears, please check the word count of your response.

General Queries (6/6)

S.No.	Queries	Responses
19.	Should a supporting document be submitted when the answer to a Multiple-Choice question is YES?	<p>For evaluation purpose, for questions which require supporting documents, File upload option is given in the online form.</p> <p>In case only additional information is required, section/template for sharing the information is provided in the respective affidavits.</p>
20.	<p>While filling out the form, we entered partial information (for one award category only), while it displays two responses from my organization Why does it show two responses when only one has been submitted for a category?</p> <p>Also, how can I retrieve and edit the data while filling the application form?</p>	<p>Multiple responses will be seen since "edit your response" has been provided to applicants to give the flexibility to update the data any time before the deadline. Some of the responses may not be seen if accessing through the link as they are retrieved from cache on the browser. Kindly use the "Edit your response" link in the email received for making changes.</p> <p>As per the communication "The responses can be updated any time until the deadline for application submission. The final responses as of the deadline will be considered for evaluation." The latest response that was submitted would be considered for evaluation purpose.</p> <p>The user may review the responses submitted by selecting "see previous responses" on the email that they would have received on the email which was used to submit the response.</p>

Award-Specific Queries (1/19)

S.No.	Queries	Responses
1.	<p><i>Institutional Excellence Award</i></p> <p>Getting the affidavits signed by CEO/CMD/Chairman can be difficult, is there an alternate option to it?</p>	<p>Any other Executive Director at the corporate level overseeing all the functions of organization can sign the affidavits.</p>
2.	<p><i>Institutional Excellence Award</i></p> <p><i>Q.87 - Did your organization conduct internal audit of Occupational Health & Safety (OH&S) practices at least once in FY 2022-23 :-</i></p> <p><i>Q.88 - If "Yes" to Q87, Please provide an affidavit from Head of Occupational Health & Safety (OH&S) :-</i></p> <p>The internal audits are done at location level by Divisions (around 500 locations) therefore, who will provide the affidavit? Corporate office or each locations of IOCL</p> <p>And each location has different date of audit, so how that will fit in the format provided for O&HS in Annexure.</p>	<p>For this scenario, The organization may answer "Yes" to Q87 and for affidavit for Q88,</p> <p>The corresponding head at Corporate office may upload a signed letter stating the total number of locations and number of locations audited in FY 2022-23</p>

Award-Specific Queries (2/19)

S.No.	Queries	Responses
3.	<p><i>Institutional Excellence Award</i></p> <p><i>Q92. What is the % of customers served through customer care in FY 2022-23?</i></p> <p>We are an NBFC and have a very limited amount of customer service requirement and customer care concept doesn't exist. What should we do?</p>	<p>This question is to understand if the organizations serve customers through digital channels. If the organizations have a dedicated email ID for phone number to serve or customers, they may select YES, otherwise select NO. If selected YES, provide indicative % of customer served in FY 2022-23 through this channel.</p> <p>If it is not applicable for any specific company based on the type of services provided by them, we will reconsider this parameter at the time of evaluation on special circumstances.</p>
4.	<p><i>Institutional Excellence Award</i></p> <p>Where should the following two documents be uploaded for the online submission of the nomination for Institutional Excellence Category?</p> <ul style="list-style-type: none"> • Copy of Annual Report for FY 2022-23 • Copy of MoU ratings 2018-19, 2019-20, 2020-2021 	<p>Only the page number of separate chapter/section on CSR initiative in Annual Report is required in Q66. There is no need to upload the Annual report separately.</p> <p>Copy of MoU rating is not required (this is published on DPE website)</p>

Award-Specific Queries (3/19)

S.No.	Queries	Responses
5.	<p><i>Institutional Excellence Award</i></p> <p><i>Q19. Average "Revenue per Employee" of the organization in last 3 years (FY 2020-21, FY 2021-22, FY 2022-23)</i></p> <p><i>[Average of "Total revenue of a year / Average number of employees for the year) for FY 2020-21, FY 2021-22, FY 2022-23)]*100</i></p> <p><i>Q20. Average "Net profit per Employee" of the organization in last 3 years (FY 2020-21, FY 2021-22, FY 2022-23)</i></p> <p><i>[Average of "Net profit of a year / Average number of employees for the year) for FY 2020-21, FY 2021-22, FY 2022-23)]*100</i></p> <p>The formula for these questions implies that the answer should be in percentage, which is not the case and answer would be number in INR Cr. Additionally, the Google sheet does not allow entering numbers greater than 100. Please mention the required changes in these question.</p>	<p>Both the question and formula have been revised to ensure the correct input which can be entered throughout the application form and Annexure I of the Institutional Excellence Award.</p> <p>Below is the corrected question and formula:</p> <p><i>Q19. Average "Revenue per Employee" of the organization in last 3 years (FY 2020-21, FY 2021-22, FY 2022-23)</i></p> <p><i>(in INR Crores)</i></p> <p><i>[Average of "Total revenue of a year / Average number of employees for the year) for FY 2020-21, FY 2021-22, FY 2022-23)]</i></p> <p><i>Q20. Average "Net profit per Employee" of the organization in last 3 years (FY 2020-21, FY 2021-22, FY 2022-23) (in INR Crores)</i></p> <p><i>[Average of "Net profit of a year / Average number of employees for the year) for FY 2020-21, FY 2021-22, FY 2022-23)]</i></p>

Award-Specific Queries (4/19)

S.No.	Queries	Responses
6.	<p><i>Institutional Excellence Award</i></p> <p>Our company operates across various divisions at multiple locations, with each location having necessary certifications like QMS, EMS, and OH&S.</p> <p>Would it be acceptable to upload a select few certifications instead of certificates from all locations?</p>	<p>Yes, a few certificates from various locations can be uploaded as proof.</p> <p>However, please consider that all documents (multiple certificates) to be merged and uploaded as 1 file which should be up to 10 MB in size.</p>
7.	<p><i>Institutional Excellence Award</i></p> <p><i>Q54. Attrition rate (%) at organization level (senior management) in FY 22-23</i></p> <p><i>(no. of employees separated in FY 2022-23/ average no. of employees in FY 2022-23)</i></p> <p>Should we exclude superannuation of employees while calculating the attrition rate?</p>	<p>Yes, superannuation of employees to be excluded while calculating the attrition rate.</p>

Award-Specific Queries (5/19)

S.No.	Queries	Responses						
8.	<p><i>Institutional Excellence Award</i></p> <p><i>Annexure 2: Affidavit from CEO/MD/Executive Director, Table XI: "Occupational Health and Safety practices audits conducted by the organization in FY 2022-23"</i></p> <p>The date of the audit is requested for all four quarters of FY 2022-23. Given that our company has multiple units across India, do we need to provide the audit dates for all units, or is it sufficient to provide a sample?</p>	<p>Yes, it is sufficient to provide only a sample. In this scenario, please include no. of audits.</p> <p>Sample is provided below:</p> <table border="1" data-bbox="1276 668 2423 925"> <thead> <tr> <th>#</th> <th>Period of FY 2022-23</th> <th>Date of audit</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Quarter 1</td> <td> No. of audits: 1. <<Name>>, <<Location>>, << Date of audit>> 2. Heavy Electrical Equipment Plant (HEEP), Haridwar, 24-Aug-2022 </td> </tr> </tbody> </table>	#	Period of FY 2022-23	Date of audit	1.	Quarter 1	No. of audits: 1. <<Name>>, <<Location>>, << Date of audit>> 2. Heavy Electrical Equipment Plant (HEEP), Haridwar, 24-Aug-2022
#	Period of FY 2022-23	Date of audit						
1.	Quarter 1	No. of audits: 1. <<Name>>, <<Location>>, << Date of audit>> 2. Heavy Electrical Equipment Plant (HEEP), Haridwar, 24-Aug-2022						

Award-Specific Queries (6/19)

S.No.	Queries	Responses
9.	<p><i>Institutional Excellence Award</i></p> <p><i>Q16. Average of Inventory to Turnover (%) of the organization in last 3 years (FY 2020-21, FY 2021-22, FY 2022-23)</i></p> <p><i>[Average of (Average inventory of a year / Annual turnover in the corresponding year) for FY 2020-21, FY 2021-22, FY 2022-23)]*100</i></p> <p><i>Annexure 1: CA certificate, Table IV, D. Cost of goods sold and F. Inventory Turnover Ratio = (D)/(E)*100</i></p> <p><i>In one place, 'turnover' is used for the Inventory Turnover Ratio, while in another location, the question uses 'Cost of goods sold' for the same ratio. Should this be turnover in both places?</i></p>	<p><i>Inventory to Turnover (%) = [Average of (Average inventory of a year / Annual turnover in the corresponding year) for FY 2020-21, FY 2021-22, FY 2022-23)]*100</i></p> <p>Cost of Goods Sold has been deleted from Annexure 1, Table IV and the formula for Inventory to Turnover Ratio in the table has been updated. Kindly refer to the updated Annexure in the link provided in online application form or PPT for Nodal Officer's workshop.</p>

Award-Specific Queries (7/19)

S.No.	Queries	Responses
10.	<p><i>Institutional Excellence Award</i></p> <p><i>The following information are required to be submitted in the application form:</i></p> <ul style="list-style-type: none"> • <i>Average of "PBIT/Turnover ratio" for FY 2020-21, FY 2021-22 and FY 2022-23</i> • <i>Average of "Net Profit / Net Worth ratio" for FY 2020-21, FY 2021-22 and FY 2022-23</i> • <i>Average of "PBDIT/ Capital Employed ratio" for FY 2020-21, FY 2021-22 and FY 2022-23</i> • <i>Average of "training expense /total employee cost" for FY 2020-21, FY 2021-22 and FY 2022-23</i> <p>Should these data points be filled using the Stand-alone or Consolidated financial figures of the company?</p>	<p>To fill these data points, Consolidated Financial figures of the company to be provided in the application form</p>

Award-Specific Queries (8/19)

S.No.	Queries	Responses
11.	<p>Individual Leadership Excellence Award</p> <p>For Individual Award, is there a minimum duration for which the executive should be on the said role? The financial data required in the form is for 3 years. That means the executive needs to be on the said role for the past 3 years?</p>	<p>The individual should have been in Functional Director or above leadership level positions in the period FY 2020-21 to FY 2022-23</p>
12.	<p>Individual Leadership Excellence Award</p> <p>In "Individual leadership Excellence Award" application form, questions in "Contribution to Public Bodies" pertains to parliamentary committees?</p>	<p>The question refers to any standing or ad hoc committees formed by different government and public entities that the nominee serves/served in FY 22-23 including as a Member/director on Boards of Public entities.</p> <p>Support provided to Parliamentary committees will not be considered under "Contribution to Public Bodies"</p>
13.	<p>Individual Leadership Excellence Award</p> <p>What is the eligibility criteria for nominees of this award? Please specify what should be their tenure duration to be eligible for this award.</p>	<p>The eligibility criteria for the Individual Leadership Excellence Award state that nominees must have held Leadership and Senior Management roles as of FY 2022-23.</p> <p>Therefore, if nominees were in in Leadership and Senior Management roles during the mentioned period, they are eligible for this award category.</p>

Award-Specific Queries (9/19)

S.No.	Queries	Responses
14.	<p>Outstanding Women Leadership Award</p> <p>Is it mandatory for the individual applying for Outstanding Women Leadership Award to also fill up the form for Category I Institutional Excellence Award?</p>	<p>No. There is no weightage for category 1 score in "Outstanding Women Leadership Award". Hence Category I is not required to be filled for "Outstanding Women leadership Award"</p>
15.	<p>Outstanding Women Leadership Award</p> <p><i>Q20. Average of PBDIT to Capital Employed (%) of the organization in last 3 years (FY 2020-21, FY 2021-22, FY 2022-23)</i></p> <p><i>[Average of (PBDIT of a year / Capital employed in the corresponding year) for FY 2020-21, FY 2021-22, FY 2022-23]*100</i></p> <p><i>Capital employed = Total assets – Total Current liabilities</i></p> <p>Since Capital Employed is generally not applicable to the banking industry, can the Net Worth figure be used in its place?</p>	<p>Yes. The formula for Capital Employed (Total assets – Total current liabilities) is the same as that for Net Worth, so the Net Worth figure can be used in place of Capital Employed.</p>

Award-Specific Queries (10/19)

S.No.	Queries	Responses
16.	<p>Category II (A) Individual Leadership Excellence Award and Category II (B) Outstanding Women Leadership Award</p> <p>Can one PSE nominate more than one leader in each of these categories?</p>	<p>Yes. One PSE may nominate more than 1 leaders for each of the two sub-categories Category II (A) Individual Leadership Excellence Award and Category II (B) Outstanding Women Leadership Award</p>
17.	<p>Corporate Governance Award</p> <p>Can the Annexure 1 affidavit under this category be signed by Company Secretary?</p>	<p>Yes, the affidavit can be signed by any of the following executives in the company: CEO, CMD, Corporate Executive Director, or Company Secretary.</p>
18.	<p>CSR&R Award</p> <p>Should we fill the details of Nodal Officer who is currently holding the position or who held the position in the year 2022-23 ?</p>	<p>Question 3 to Question 6 in all application forms requires details of spokesman/ nodal officer filling the form.</p> <p>While Annexure 1-section III, requires details of Designated Nodal Officer overseeing the CSR activities of PSE as of 1st April 2022</p>
19.	<p>CSR&R Award</p> <p>In CSR Application form, what is the difference between questions "Monitoring mechanism for reviewing outcomes" and "Evaluation by Independent Monitoring Agency"?</p>	<p>"Monitoring mechanism for reviewing outcomes" – requires information about implementation of monitoring mechanism, baselines assessment, internal project review.</p> <p>"Evaluation by Independent Monitoring Agency" – requires information if PSE has engaged an independent agency for monitoring/audit for reviewing outcomes of CSR activities</p>

Award-Specific Queries (11/19)

S.No.	Queries	Responses
20.	<p>CSR&R Award</p> <p>Point (B)- Descriptive Parameter: B(10) from(a) to (e): Kindly mention pointers/approach to be incorporated in the brief of the application</p>	<p>Details of description is provided with each question. Some additional details are indicated below:</p> <ul style="list-style-type: none"> a) Achievement of Quantitative and Qualitative targets/KPIs (around social, economic & environmental impact) set for the project by PSEs – details of PSE’s focus areas/CSR objectives, long-term/short term targets defined and corresponding progress made. b) Implementation of measures around 'greening the supply chain' by PSEs – any interventions undertaken to successfully integrating ethically and environmentally responsible principles and benchmarks into supply chain management including product design, materials sourcing, manufacturing, logistics, end-of-life product management, etc. c) Execution of capacity building initiatives in CSR projects by PSEs – capacity building of employee to oversee CSR initiatives or contribute to PSE’s CSR objectives. d) Adoption of knowledge sharing initiatives, long-term commitment, and investment practices in projects by PSEs – communication to PSE’s CSR objectives, targets, corresponding investments made and achievements to internal (employees) and external stakeholders (vendors, shareholders, public, etc.) e) Disbursement and utilization of CSR funds benefitting the communities (EWS/disable persons Employment; Education; Healthcare; Water Supply; Social Infra; Environment protection) – CSR funds utilized towards different development areas such as EWS/disable persons Employment; Education; Healthcare; Water Supply; Social Infra; Environment protection.

Award-Specific Queries (12/19)

S.No.	Queries	Responses
21.	<p>CSR&R Award</p> <p>For P12-Social Audit: We are already taking up Impact Assessment of CSR projects as per Companies Act. How is this different from Social Audit? Please elaborate</p>	<p>The scope of a social audit can vary and be wide-ranging beyond CSR activities. The assessment can include social & public responsibility and employee treatment. Some of the guidelines and topics that comprise a social audit include the following:</p> <ul style="list-style-type: none"> • Environmental impact resulting from the company's operations • Transparency in reporting any issues regarding the effect on the public or environment. • Accounting and financial transparency • Community development and financial contributions • Charitable giving (CSR activities and beyond) • Volunteer activity of employees • Energy use or impact on footprint • Work environment including safety, free of harassment, and equal opportunity • Worker pay and benefits • Nondiscriminatory practices • Diversity
22.	<p>CSR&R Award</p> <p>What are the schemes covered under GOI flagship schemes?</p>	<p>A document listing the GOI flagship schemes has been linked in Q23 of CSR&R application form.</p> <p>The same can be accessed here: List of GOI Flagship Schemes.</p>

Award-Specific Queries (13/19)

S.No.	Queries	Responses
23.	<p>CSR&R Award</p> <p>The Annual CSR Report of our company does not contain the following sections: (i) feedback mechanism and (ii) monitoring mechanism. What would be have to upload in that case?</p>	<p>If the Annual CSR Report does not contain information and sections of (i) feedback mechanism and (ii) monitoring mechanism, then a summary or proof of initiatives taken to capture feedback and monitoring CSR activities including impact assessment report may be uploaded</p>
24.	<p>CSR&R Award</p> <p><i>Q10, a. Achievement of Quantitative and Qualitative targets/KPIs (around social, economic & environmental impact) set for the project by PSEs</i></p> <p>Do the target/KPIs refer to CSR initiatives as a whole or for any particular project?</p>	<p>This can include details of multiple projects and any initiatives that is tagged under the CSR expenditure and activity of the organization.</p>
25.	<p>CSR&R Award</p> <p>In Annexure -1 under CSR category, Table III mentions "state & end date of service" of designated nodal officer. Kindly clarify if it is "Start & end date of service"</p>	<p>Yes, it's "Start & End date of service". This refers to the duration of the individual's service in the position of Nodal Officer.</p> <p>The same has been updated in CSR&R Annexure 1, Table III.</p>

Award-Specific Queries (14/19)

S.No.	Queries	Responses
26.	<p>CSR&R Award</p> <p>Q35. % of total proposed budget on CSR initiatives to Profit After Tax (PAT) for FY 2022-23</p> <p>Q36. % of actual expenditure on CSR initiatives to Profit After Tax (PAT) for FY 2022-23?</p> <p>Why is the proposed budget and actual expenditure on CSR initiative is measure in reference to Profit After Tax (PAT)?</p>	<p>DPE measures the range of Budgetary allocation for CSR and Sustainability activities based on the PAT of organization, hence the same is being followed in evaluating the CSR budget and expenditure of the organization for CSR&R Awards.</p>
27.	<p>CSR&R Award</p> <p>Q23. What is the % of CSR expenditure allocated towards key flagship schemes of GoI to total CSR expenditure in FY 2022-23?</p> <p>Do we need to consider projects strictly as per the definition of govt flagship schemes?</p>	<p>Yes. The projects should be directly aligning with the definition of government flagship schemes. Supplementary projects or other projects with similar objectives should not be included.</p>

Award-Specific Queries (15/19)

S.No.	Queries	Responses
28.	<p>R&D, Technology Development & Innovation Award</p> <p><i>Q23. Please mention % of total patents awarded to total patents filed in last 3 years (FY 2020-21, FY 2021-22, FY 2022-23)</i></p> <p><i>= [Total patents awarded among those filed in FY 2020-21, FY 2021-22, FY 2022-23 / Total patents filed in FY 2020-21, FY 2021-22, FY 2022-23]*100</i></p> <p><i>Q24. Please mention the number of new /modified products / services introduced based on the patents awarded in last 3 years (FY 2020-21, FY 2021-22, FY 2022-23)</i></p> <p>The process of filing for patents can extend up to 2-3 years before they are awarded. Therefore, considering them within the same year may result in no patents being awarded. Similarly, the introduction of new or modified products/services based on patents awarded in the last 3 years may also require additional time.”</p> <p>Can this question be changed?</p>	<p>Based on feedback received from nodal officers' modifications have been made for question 23, to include total patents awarded in the last 3 FYs</p> <p>Similarly, modifications have been made for question 24, to include number of new /modified products / services introduced in the last 3 years</p> <p>The modification are reflecting in the google form links for “R&D, Technology Development & Innovation Application form” and in the corresponding affidavit.</p>

Award-Specific Queries (16/19)

S.No.	Queries	Responses
29.	<p>Human Resource Management Award</p> <p><i>Q24. Did your organization send employees for trainings to recognized institutions as notified by Department of Public Enterprises during FY 2022-23?</i></p> <p>What are the recognized training or institutes notified by DPE?</p>	<p>The trainings can include any skill development or capacity building trainings provided by the recognized institutions.</p> <p>The list of recognized institutions by DPE has been included in the online application form for Human Resource Management Award. The same can accessed here: <u>List of recognized institutes</u></p>
30.	<p>Human Resource Management Award</p> <p><i>Q42. Did your organization conduct Employee Satisfaction/ engagement survey in FY 2022-23?</i></p> <p>Should 'Yes' be selected for the question, considering that Employee Satisfaction/Engagement surveys are conducted biennially in our organization, with surveys conducted in FY 2021-22 and FY 2023-24?</p>	<p>No, given the survey is not conducted in FY 2022-23. 'No' option should be selected.</p> <p>Throughout all the forms, consistently only activities undertaken in FY 2022-23 are considered.</p>

Award-Specific Queries (17/19)

S.No.	Queries	Responses
31.	<p>Women Empowerment Award</p> <p><i>Q27. Did your organization undertake mentoring initiatives and other avenues for experience sharing and confidence building for women employees in FY 22-23?</i></p> <p>The supporting documents for proof of this question “all the initiatives for year 2022 and 2023” are compiled in separate documentaries (Video format). How to submit the proof for the same?</p>	<p>The list or summary of activities for this question can be provided in Annexure 1, Table VI or VIII in the affidavit.</p>
32.	<p>Digital Transformation Award</p> <p><i>Q12. What is the % of digital budget in the overall budget in FY 2022-23?</i></p> <p>What would be included in the digital budget?</p>	<p>All the digital initiatives taken by the company including IT/ITES infrastructure, data centers, software, other IT solutions.</p> <p>% digital budget = Expenditure towards digital budget in FY 2022-23 as of 31st Mar 2023 / Total expenditure (including capital expenditure) in FY 2022-23 as of 31st Mar 2023)</p>

Award-Specific Queries (18/19)

S.No.	Queries	Responses
33.	<p>Digital Transformation Award</p> <p>Q20. Did your organization implement digital platforms for "Paperless Office" and "Tracking Internal Processes"?</p> <p>What does "Tracking Internal Process" mean?</p>	<p>It would encompass all the organization's activities and procedures that have been transferred to an online portal or medium</p>
34.	<p>Digital Transformation Award</p> <p>Could clarification be provided on whether the submission should exclusively cover the digital transformation initiatives implemented for automating internal operations, or if it can also include details about the digital projects executed for clients?</p>	<p>Digital transformation initiatives can include details of all projects across internal operations, clients, and vendors.</p>
35.	<p>Global Outreach Award</p> <p>Q19. In FY 2022-23, in which of the global regions your organization have active/on-going Joint ventures with?</p> <p>Should joint ventures with foreign companies operating in India be included, or is the focus solely on joint ventures with foreign companies operating abroad? Additionally, are the organization's subsidiaries operating in foreign countries eligible under this category?</p>	<p>Only joint ventures with operations outside India will be considered.</p> <p>Therefore, a joint venture with a foreign company operating in India will not be considered.</p>

Award-Specific Queries (19/19)

S.No.	Queries	Responses
36.	<p><i>Lifetime Achievement Award</i></p> <p>Is superannuating from the nominating PSU a mandatory criterion for the Lifetime Achievement award?</p>	<p>No, superannuating from the nominating PSU is not a mandatory criterion for the Lifetime Achievement Award.</p> <p>According to the eligibility criteria, individuals who have superannuated or are currently active in any PSE or Government organization for more than 30 years are eligible for the Lifetime Achievement Award.</p>