

COIR BOARD
(Ministry of Micro, Small and Medium Enterprises, Govt. of India)
P.B.No.1752, M.G.Road, Kochi-682 016.

I-12016(11)/3/2017-EM-II

03.07.2017

C I R C U L A R - N o . 2

Applications are invited from eligible Exporters, Manufacturers, Dealers, Organizations, Individuals, Societies, Clusters, Entrepreneurs, credit providers etc. of coir sector for consideration of the Coir Industry Awards for outstanding performance for the year 2016-17. Applications should be submitted online through the link www.coirboard.gov.in and the printout of the application shall be forwarded to Secretary, Coir Board, Coir House, M. G. Road, Kochi-682 016 alongwith related documents. After logging on to the link the applicants who have not done the beneficiary registration so far should create a user id and password and then do the beneficiary registration. After beneficiary registration the applicant can open the application by clicking on the plus (+) sign against Coir Industry Award. Each applicant may go through the user manual for guidance and clarifications.

Awards (Trophies)

The awards will be granted in the form of Trophies and Certificates in the following categories:-

Sl. No.	Category of Award	No. of Award	Appln. Form No.	Criteria on which award is decided
A	EXPORT AWARDS			
1	Largest Exporter of Coir & Coir Products	One	A1	FOB value
2	Largest Exporter of Coir Floor Covering Products	One	A2	FOB value
3	Largest Exporter of Coir pith and related products	One	A3	FOB value
4	Largest Exporter among Medium Scale Enterprises	One	A4	FOB value
5	Largest Exporter among Small Scale Enterprises	One	A5	FOB value
6	Largest Exporter among Micro Scale Enterprises	One	A6	FOB value
B	DOMESTIC AWARDS			
7	Largest seller of Coir & Coir Products excluding rubberised coir products.	One	B1	Annual sales turnover
8	Largest seller of Rubberized Coir Products	One	B2	Annual sales turnover
C	INNOVATION AWARDS			
9	Innovation in Product, Process & machinery	One	C1	Annual sales turnover
D	COOPERATIVES & CLUSTER AWARDS			
10	Best Performing Coir Co-operative Society	One	D1	Annual sales turnover
11	Best performing Coir Cluster	One	D2	Annual sales turnover

E	ENTREPRENEURSHIP AWARDS			
12	Best Women Coir Entrepreneur	One	E1	Annual sales turnover
13	Best SC/ST Coir Entrepreneur	One	E2	Annual sales turnover
14	Best Coir Entrepreneur From North Eastern Region	One	E3	Annual sales turnover
15	Largest credit provider for coir sector	One	E4	Amount lent

Eligibility Criteria: The eligibility criteria for applying for different categories of awards are given in Annexure I. The application formats and user manual are also attached as Annexure II and Annexure III respectively.

Applications shall be submitted in the formats along with documents as prescribed in the guidelines. Awards shall be decided based on the applications received against this notification.

All export/sales figures should be supported by certificate from a Chartered Accountant. In the case of Co-operative Societies/Govt. bodies, statement of accounts as approved by the general body or Board of Directors or audited statement of accounts will also be accepted.

Online applications shall be accepted till **07.08.2017** and hard copies of the applications should reach the Secretary, Coir Board, Coir House, M G Road, Cochin-682016 along with necessary supporting documents on or before 5.00 p.m. on **14.08.2017**. Incomplete applications, applications not supported by documentary evidences as required and applications received late will be summarily rejected.

Coir Board reserves the right not to declare awards to any one or more categories mentioned above. The decision of the Chairman, Coir Board, with regard to the winners and number of awards to be declared/given shall be final.

Sd/-
SECRETARY

1. All Coir Exporters
2. All Coir Manufacturers
3. All Credit Provider
4. All Coir Exporters Associations
5. All Coir Manufacturers Associations
6. FICEA
7. All Concerned

ANNEXURE – I**The details of eligibility criteria for deciding awards**

I	EXPORT AWARDS								
	<p>(i) The winners of award for Export Performance in all categories will be decided on the basis of F.O.B value of export of the specified items.</p> <p>(ii) The applicants for the categories under Export Performance should have a minimum export of Rs.2.00 Crore to their credit in the respective product category during the year for which applications are invited.</p> <p>(iii) For considering export award in the category of Largest Exporter of Coir and Coir Products, the export of all items of coir and coir products collectively would be accounted.</p> <p>(iv) For considering in the category of Best Exporter of Coir Floor Covering Products, the export of coir items like mats & matting (including rubber backed/moulded coir mats, PVC tufted coir mats & matting and latex backed coir mats and matting), rugs, carpets, mourzouks etc. would be accounted.</p> <p>(v) Award for best export performance in the categories of medium, small & micro scale enterprises, shall be considered on the basis of best export performance during the year in all items of coir and coir products put together, from amongst those enterprises who belong to the respective categories in accordance with the provisions of MSMED Act of the Govt. of India. The present criteria for deciding the micro, small and medium status is as below:</p> <table border="1" data-bbox="336 1081 1439 1223"> <thead> <tr> <th data-bbox="336 1081 676 1122">Enterprise</th> <th data-bbox="676 1081 1439 1122">Investment in plant and machinery</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 1122 676 1155">Micro Enterprises</td> <td data-bbox="676 1122 1439 1155">Does not exceed Rs.25 lakhs</td> </tr> <tr> <td data-bbox="336 1155 676 1189">Small Enterprises</td> <td data-bbox="676 1155 1439 1189">More than Rs.25 lakhs and not exceeding Rs.5 Cr.</td> </tr> <tr> <td data-bbox="336 1189 676 1223">Medium Enterprises</td> <td data-bbox="676 1189 1439 1223">More than Rs.5 Cr. and not exceeding Rs.10 Cr.</td> </tr> </tbody> </table> <p>(vi) Applicant should have a valid registration under the Coir Industry (Registration) Rules as exporter for consideration of award in the categories of Export Performance.</p>	Enterprise	Investment in plant and machinery	Micro Enterprises	Does not exceed Rs.25 lakhs	Small Enterprises	More than Rs.25 lakhs and not exceeding Rs.5 Cr.	Medium Enterprises	More than Rs.5 Cr. and not exceeding Rs.10 Cr.
Enterprise	Investment in plant and machinery								
Micro Enterprises	Does not exceed Rs.25 lakhs								
Small Enterprises	More than Rs.25 lakhs and not exceeding Rs.5 Cr.								
Medium Enterprises	More than Rs.5 Cr. and not exceeding Rs.10 Cr.								
II	DOMESTIC AWARDS								
	<p>(i) Award for Domestic Market Development will be considered on the basis of the total domestic sale of the coir and coir products in the respective category other than the supply for export purposes.</p> <p>(ii) Award for largest seller of coir and coir products excluding rubberized coir products shall be considered on the basis of the total domestic sale of products like mats, matting, carpet, rugs, mourzouks etc including backed/moulded / tufted with other materials like rubber, latex, PVC etc., coir geotextiles, coir pith and related products other than the supply for export purposes. The products like mattresses, pillows, cushions, rubberized coir sheets etc. shall not be considered for this award.</p> <p>(iii) Award for largest seller of Rubberized coir products shall be considered on the basis of the total domestic sale of rubberized coir products like rubberized coir mattresses, pillows, cushions, rubberized coir sheets etc., other than the supply for export purposes. The sale of rubber/ latex backed/moulded coir mats, matting, rugs and carpets etc. shall not be considered for consideration of award in this category.</p>								

	<p>(iv) The domestic sales figures produced along with the applications shall be certified by a Chartered Accountant.</p> <p>(v) The organizations in the cooperative fold as well as Central and State Public Sector Undertakings shall not be eligible to apply for awards in the category of Domestic Awards,.</p> <p>(vi) The applicants for the categories under Domestic Awards should have a minimum domestic sale of Rs.1.00 Crore to their credit in the respective product category, during the year for which award is being considered.</p>
III	INNOVATION AWARDS
	<p>(i) The applications for award for R & D Efforts in Product Development, Process Improvement & Diversification shall be considered against new products/ machinery /processes differing from the existing ones. In the case of product development, the product developed shall be manufactured either 100% with coir or a blend with other fibres. In the case of machinery developed / Process Improvement, it shall be new production/finishing processes differing from the existing ones, which would bring sufficient advantages in terms of make, costing, saving time and energy, reducing pollution, increasing productivity or remarkable and convincing advantage over the existing one.</p> <p>(ii) The machinery developed / process improved shall be innovative and cost effective/ deploying new ideas and methods/ processes and capable of reducing drudgery and it shall bring significant improvement in quality, productivity, cost of production, leading to reduction of pollution etc.</p> <p>(iii) Demonstration and presentation of the product / process / machinery including samples of product shall be arranged by the applicant at his cost, when called for by the Board.</p>
IV	CO-OPERATIVES & CLUSTER AWARDS
Cooperatives	
	<p>(i) Award shall be presented to the Best performing Coir Cooperative Society.</p> <p>(ii) All societies engaged in the manufacture of coir fibre / yarn, mats & matting and any type of coir and coir products shall be eligible to apply in this category, irrespective of the fact that the manufacturing process is undertaken through its members or workers / labourers.</p> <p>(iii) The application should be submitted through the Project Officer/General Manager, District Industries Centre of the concerned district.</p> <p>(iv) The application should be supported by statement of accounts audited by the Registrar of Co-operative Societies/Statement of Accounts approved by the general body/Board of Directors.</p> <p>(v) The awards shall be decided on the basis of turnover including export with trading profit.</p>
Clusters	
	<p>(i) Applicable only to those Coir Clusters which have become functional.</p> <p>(ii) The applicant shall be a registered SPV authorized for implementation of the cluster for which award is claimed.</p> <p>(iii) Should be engaged in extending common facilities like production, processing, value addition, finishing operations of coir products, effluent treatment solutions.</p> <p>(iv) Efforts in improving production technology aiming at elimination of</p>

	<p>drudgery and pollution.</p> <p>(v) Extending cooperative efforts in cost management like bulk sourcing of raw material / marketing.</p> <p>(vi) No. of entrepreneurs/ artisans/ labourers benefited</p> <p>(vii) Level of wage increase achieved.</p> <p>(viii) Overall growth in the turnover of the cluster, employment, institutional linkages, new products developed/ interventions.</p> <p>(ix) Effectiveness in adopting new technologies/ processes developed by the R&D institutes.</p> <p>(x) Time taken for commissioning of the Cluster since allotment.</p> <p>(xi) Significant achievements made in the export / domestic markets.</p>
VI	ENTREPRENEURSHIP AWARDS
	<p>(i) Applicable only to those enterprises in coir sector which have not completed 5 years after its commencement of production.</p> <p>(ii) Should be engaged in the production/processing of coir products</p> <p>(iii) Applicant should produce self certified documentary evidence to prove their claim of belonging to the special categories.</p> <p>(iv) Entrepreneurs outside the NE Region by origin can also apply for the NE Region Award if the coir enterprise is set up in NE Region</p> <p>(v) Should be a Coir Industrial Unit registered under Coir Board (Registration) Rules</p> <p>(vi) The award in respect of Entrepreneurship shall be decided on the basis of turnover of coir and coir products during the year for which the award is being considered</p> <p>(vii) In the case of partnership firms and limited companies the status of such applicants shall be decided on the basis of the status of its Managing Partner and CMD respectively.</p> <p>(viii) The award for largest credit provided for coir sector shall be decided on tge basis of the financial credit provided by the Bank or financial institutions for setting up /modernization of coir units.</p>

GENERAL CONDITIONS

- (i) Applications/entries shall be submitted in the formats along with documents as prescribed in the Guidelines either online or in hard copy. Awards shall be decided based on the applications received against the notification.
- (ii) While submitting the applications online, scanned copies of the required documents shall be uploaded along with the applications. However, online applications have to be followed by submission of the application in hard copy. Application in any one of the mode need be received within the prescribed time.
- (iii) All export/sales figures should be supported by audited statement of accounts or certificate from a Chartered Accountant. In the case of Co-operative Societies/Govt. bodies, statement of accounts as approved by the General Body or Board of Directors will also be accepted.

- (iv) Official Technical Committee: An Official Technical Committee consisting of the following will scrutinise the applications with reference to the eligibility for each category of awards and make their recommendations to the Jury of Awards
- | | |
|----------------------------------------|------------|
| 1. Director (Marketing) | - Chairman |
| 2. Director (RDTE), CCRI | - Member |
| 3. Joint Director (Planning) | - Member |
| 4. Senior Accounts Officer | - Member |
| 5. Deputy Director (TC) | - Member |
| 6. Any Official/person deemed suitable | - Member |
| 7. Development Officer (Marketing) | - Convener |
- (v) Jury of Award: The recommendations of the Official Technical Committee shall be placed before the Jury of Award consisting of the following:
- | | |
|------------------------------------------------|------------|
| 1. Chairman, Coir Board | - Chairman |
| 2. Nominees from any 2 Commodity Boards | - Members |
| 3. Nominee of Cochin Port Trust | - Member |
| 4. Nominee of Customs Commissioner of Kochi | - Member |
| 5. Nominee of Lead Bank, Kochi | - Member |
| 6. Director, Coir Development, Govt. of Kerala | - Member |
| 7. Secretary General, FICEA | - Member |
| 8. Secretary, Coir Board | - Convener |
- (vi) Wherever necessary, the Technical Committee constituted to recommend award shall undertake field visits and the applicant shall extend all facilities for the inspection of units to assess performance. The committee may also outsource experts from the relevant fields to assist as and when required.
- (vii) If found necessary, the Technical Committee shall constitute sub-committees with or without outside experts for deciding awards, particularly in the R&D categories.
- (viii) If required by the Technical Committee/ Jury of Award, the applicants should demonstrate the functioning of the machinery/ production process for which the award is claimed, at the premises of the Board at their own cost or if approved by the Committee at the premises preferred by the applicant.
- (ix) There shall be no bar on the winner to receive more than one award during the same year or in succession.
- (x) Applications shall be submitted online through a one page application with separate links for different categories of awards. One applicant can submit his/ her application for different categories with the same application.
- (xi) Completed applications/ online applications (printouts of the online applications shall be forwarded subsequently) should reach the Secretary, Coir Board, Coir House, M G Road, Kochi-16 along with necessary supporting documents on or before the stipulated date and time.

- (xii) Incomplete applications, applications not accompanied with documentary evidence as required under the scheme and applications received late will be summarily rejected.
- (xiii) In case, any of the award winners denies the award after announcement/ absents himself/herself from the award function without intimation or furnishing convincing reasons, the applicant (a company or individual) shall not be considered for any of the Awards in future.
- (xiv) The awards will be granted in the form of trophies and certificates.
- (xv) The award winner shall be provided with to and fro conveyance charges including airfare in economy class / train fare in 3 Tier A/C, Bus fare in public transportation system as per actual along with accommodation charges for the limited period as decided by the Board to facilitate their stay at the venue where the Award function is held.
- (xvi) Coir Mitra Award or similar kinds of special awards for recognizing the commendable contributions made to the industry by industrialists, manufacturers, workers, reformers, technocrats etc. shall be presented on special occasions like Jubilee celebrations or similar taking into account the life time contribution made by the individual concerned to the industry. Similarly, the contribution made by the employees and workers of various coir units shall also be recognized in suitable modes on such occasions. The eligibility criteria for Coir Mitra Awards and recognition of employees and workers of coir industrial establishments shall be decided by Chairman, Coir Board from time to time.
- (xvii) The decision of the Jury of Award with regard to the eligibility for the award, number of awards etc. shall be final.

Online Application Form**Annexure -II****COIR BOARD**

(Ministry of Micro, Small & Medium Enterprises, Government of India)
Coir House, M. G. Road, Kochi-682 016

APPLICATION FOR COIR INDUSTRY AWARDS FOR THE YEAR 2016-17

1. Background data

1.1	Name of the firm	
1.2	Address with telephone, email etc.	
	Aadhar /Udyog Aadhar no.	
	PAN	
1.3	Number and year of registration with coir board as an exporter	

2. Category of award applied for

A	EXPORT AWARDS		
	A1	Largest Exporter of Coir & Coir Products	Apply
	A2	Largest Exporter of Coir Floor Covering Products	Apply
	A3	Largest Exporter of Coir pith and related products	Apply
	A4	Largest Exporter among Medium Scale Enterprises	Apply
	A5	Largest Exporter among Small Scale Enterprises	Apply
	A6	Largest Exporter among Micro Scale Enterprises	Apply
B	DOMESTIC AWARDS		
	B1	Largest seller of Coir & Coir Products excluding RC products.	Apply
	B2	Largest seller of Rubberized Coir (RC) Products	Apply
C	INNOVATION AWARDS		
	C1	Innovation in Product, Process & machinery	Apply
D	COOPERATIVES & CLUSTER AWARDS		
	D1	Best Performing Coir Co-operative Society	Apply
	D2	Best performing Coir Cluster	Apply
E	ENTREPRENEURSHIP AWARDS		
	E1	Best Women Coir Entrepreneur	Apply
	E2	Best SC/ST Coir Entrepreneur	Apply
	E3	Best Coir Entrepreneur From North Eastern Region	Apply
	E4	Largest credit provider for coir sector	Apply

DECLARATION

Certified that I have gone through the Coir Industry Award notification and the scheme guidelines and understood the eligibility criteria for various categories of awards. I do hereby declare that what has been stated above is true to the best of my knowledge and belief and in the event of any of the information furnished above proved to be wrong, I am liable to accept any action taken by Coir Board for breach of trust.

I AGREE

Place:

Date:

Name & Designation of the applicant

SUBMIT

DROPDOWN MENUS

A1 - Largest Exporter of Coir & Coir Products

Exports of Coir and Coir Products		
Year	Qty. (MT)	FOB Value (Rs. lakh)
2014-15		
2015-16		
2016-17		
Whether CA Certificate attached		Yes / No

A2 - Largest Exporter of Coir Floor Covering Products

Exports of Coir Floor Covering Products like mat, matting, rug, carpet etc.		
Year	Qty. (MT)	FOB Value (Rs. lakh)
2014-15		
2015-16		
2016-17		
Whether CA Certificate attached		Yes / No

A3 - Largest Exporter of Coir pith and related products

Exports of Coir Pith and Allied products, including garden articles		
Year	Qty. (MT)	FOB Value (Rs. lakh)
2014-15		
2015-16		
2016-17		
Whether CA Certificate attached		Yes / No

A4 - Largest Exporter among Medium Scale Enterprises

Exports of Coir and Coir Products		
Year	Qty. (MT)	FOB Value (Rs. lakh)
2014-15		
2015-16		
2016-17		
Total investment in Plant & Machinery as on 31.03.17		Rs.
Whether CA Certificate attached		Yes / No

A5 - Largest Exporter among Small Scale Enterprises

Exports of Coir and Coir Products		
Year	Qty. (MT)	FOB Value (Rs. lakh)
2014-15		
2015-16		
2016-17		
Total investment in Plant & Machinery as on 31.03.17		Rs.
Whether CA Certificate attached		Yes / No

A6 - Largest Exporter among Micro Scale Enterprises

Exports of Coir and Coir Products		
Year	Qty. (MT)	FOB Value (Rs. lakh)
2014-15		
2015-16		
2016-17		
Total investment in Plant & Machinery as on 31.03.17		Rs.....
Whether CA Certificate attached		Yes / No

B1 - Largest seller of Coir & Coir Products excluding rubberized coir products

Sales of Coir & Coir Products excluding rubberized coir products		
Year	Qty. (MT)	Value (Rs. lakh)
2014-15		
2015-16		
2016-17		
Whether CA Certificate attached		Yes / No

B2 - Largest seller of Rubberized Coir Products

Total Domestic Sale of Rubberised Coir Products other than for export purposes (Sales of products like Rubber backed/rubber moulded coir products shall not be accounted)		
Year	Qty. (MT)	Value (Rs. lakh)
2014-15		
2015-16		
2016-17		
Whether CA Certificate attached		Yes / No

C1 - Innovation in Product, Process & machinery

Innovation in Product, Process & machinery		
1	New product/machinery/process improvement developed	
2	Specialties and advantages of the new product / machinery / process from the existing models.	
3	Whether the product/machinery/process improvement developed has been accepted by the market/ trade and industry and ultimate customers? If so, details.	
4	Energy saving achieved by the new process/machinery developed when compared to the existing ones with specific mention on pollution control efforts.	
5	Whether any export or domestic sale of the product/machinery has been made so far?	
6	Efforts taken to popularize the product/ machinery/ process improvement	
7	Whether patent has been obtained / applied for, if so details.	
8	Whether sample/video of the product/ machinery/ process improvement has been produced to Coir Board?	

D1 - Best Performing Coir Co-operative Society

Production and sales of coir & coir products				
Year	Item manufactured	Production	Sales	Trading

		Qty. (MT)	Value (Rs.)	Qty. (MT)	Value (Rs.)	profit (Rs.)
2014-15						
2015-16						
2016-17						
NUMBER OF MEMBERS	MALE		FEMALE		SC	ST
NUMBER OF WORKERS	MALE		FEMALE		SC	ST
Whether CA Certificate/audited statement attached				Yes / No		

D2 - Best performing Coir Cluster

Scales of performance							
1	Common Facility Centres set up with area of application.						
2	Details of efforts for pollution control, improving production technology, raw-material supply and marketing.						
3	Level of wage increase achieved & employment generated						
4	Achievement made in social security schemes and marketing efforts						
Turnover of the cluster during the year 2016-17							
Number of beneficiaries	Employment generated	Production		Sales		Trading profit (Rs.)	
		Qty. (MT)	Value (Rs.)	Qty. (MT)	Value (Rs.)		
NUMBER OF MEMBERS	MALE		FEMALE		SC		ST
NUMBER OF WORKERS	MALE		FEMALE		SC		ST
Whether CA Certificate attached				Yes / No			

E1 - Best Woman Coir Entrepreneur

Turnover of the enterprise						
Production and sales of coir & coir products including export						
Year	Item manufactured	Production		Sales		Trading profit (Rs.)
		Qty. (MT)	Value (Rs.)	Qty. (MT)	Value (Rs.)	
2014-15						
2015-16						
2016-17						
Whether CA Certificate attached				Yes / No		

2.1.2 Status of the applicant

Whether documentary evidence like copy of passport, voters ID, Aadhar card, driving license, etc. which carries photograph of the applicant has been attached to prove that the applicant is a woman ? Y/N

E2 - Best SC/ST Coir Entrepreneur

Turnover of the enterprise - Production and sales of coir & coir products including export						
Year	Item manufactured	Production		Sales		Trading profit (Rs.)
		Qty. (MT)	Value (Rs.)	Qty. (MT)	Value (Rs.)	

2014-15						
2015-16						
2016-17						
Whether CA Certificate attached				Yes / No		

Status of the applicant

Whether self attested copy of the valid community certificate has been attached to prove that the applicant belongs to SC/ST Category Y/N

E3 - Best Coir Entrepreneur from North-Eastern Region

Turnover of the enterprise - Production and sales of coir & coir products including export						
Year	Item manufactured	Production		Sales		Trading profit (Rs.)
		Qty. (MT)	Value (Rs.)	Qty. (MT)	Value (Rs.)	
2014-15						
2015-16						
2016-17						
Whether CA Certificate attached				Yes / No		

Status of the applicant

Whether valid documentary evidence like self attested copy of certificate of possession, SSI, telephone bill etc. in the name of the enterprise has been attached to prove that he/she belongs to NER Y/N

E4 - Largest Credit Provider for Coir Sector

Financial credit sanctioned and released to coir units				
Year	Purpose	Amount released (Rs.)	No. of units assisted	Remarks
2014-15				
2015-16				
2016-17				
Whether Self Declaration attached			Yes / No	