

Application form

Spirituality @ Work: Sach Bharat Samman

Application Processing Fee

- Corporate:- Rs 10,000/- per entry
- NGOs:- Rs 5000/- per entry
- Individuals:- Rs 2000/- per entry

Payment should be made through Cheque/DD in favour of ASSOCHAM payable at New Delhi

Eligibility criteria

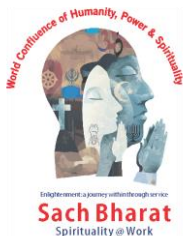
- Participant organization must be Indian registered companies or foreign companies having presence in India or a resident Indian for individual entries
- Participant organization must have completed at least 2 years of operations in India as on March 31, 2016
- Universities, Colleges, Associations, Proprietary firms, Public entities, Private firms, Partnerships, NGOs or Government bodies are eligible for participation to the Awards
- An Organization cannot participate on behalf of its sister units; parent organization or other organizations under the parent organization
- The initiative(s) taken for Sach Bharat Samman could be a product / service / project / process / procedure / methodology etc. implemented in the organization between April 1, 2013 to March 31, 2016
- The initiative(s) implemented for the Awards should be promoting ethics, righteousness, austerity, simplicity and self-governance in the day-to-day working of the organization
- Employees of SREI, ASSOCHAM, Times Foundation & any other sponsors and partners of the Awards are not allowed to participate in the Awards
- The final eligibility of the Participant will be subject to the discretion and approval of Jury
- Participation in the Awards is subject to defined rules and regulations available on website www.sachbharat.in

Instructions for completing this form

- Please complete the form in **permanent ink**
- Forms to be filled in English
- Only one entry per organization/individual will be allowed to participate. In case multiple entries are received, then it is up to the Jury to decide which entry should be considered
- All questions are mandatory and must be answered. Incomplete forms may not be considered
- Please provide up to 5 supporting documents wherever possible, to support your entry details
- Once complete, the Participant must agree to the Rules & regulations in the 'Declaration' section in this form.
- The hard copy of the application form must be stamped with organization stamp and signed by authorized signatory from the participant organization
- Please maintain one copy of the filled form with you for your records
- In case of any queries relating to the Application form or participation in the awards please write to us on sandeep.kochhar@assochem.com and confluence.2016@sachbharat.in or you can reach us on +91-11-46550631
- For detailed rules and regulations, please visit www.sachbharat.in

Options for submission

- Hard copy forms along with the Cheque & supporting(s) must reach the following address latest by November 30, 2016
To,
Sandeep Kochhar
Sach Bharat, ASSOCHAM India
5, Sardar Patel Marg,
Chanakyapuri, New Delhi-110021
Mobile: 011-46550631
Email: sandeep.kochhar@assochem.com, payal.swami@assochem.com
- In addition, you can also email the scan copy of the completed, signed and stamped form in .pdf format to: sandeep.kochhar@assochem.com, payal.swami@assochem.com and confluence.2016@sachbharat.in by latest November 30, 2016 with subject line: **Sach Bharat ASSOCHAM**



Spirituality @ Work: Sach Bharat Samman

What is Spirituality @ Work: Sach Bharat Samman

For the purpose of the Award, we have defined Spirituality @ Work: Sach Bharat Samman. Refer the definition provided.

Spirituality @ Work	<p><i>Spirituality @ Work Organizations which demonstrate spirituality at workplace should demonstrate how they imbibe the qualities of work with Devotion & Righteousness. The employees perceive to work hard without any expectation of rewards</i></p> <p><i>The organization absorbs the concept of Trusteeship for the promoters, employees, society, nation and all other stakeholders</i></p> <p><i>It acquires the spirit of Simplicity & Austerity without any show of unwanted energies. Organizations start to adapt the practice of cosmic cooperative existence & interdependence</i></p>
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Section I

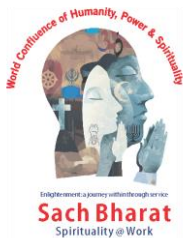
Tick (☑) the relevant Participant segment

Please tick the relevant segment for the organisation based on Revenue of FY15-16 (In Rs.) <i>(Leave Blank for NGOs/Individuals)</i>	<input type="checkbox"/> >500 crores	<input type="checkbox"/> between 250 – 500 crores	<input type="checkbox"/> <250 crores
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Section IA

Please fill the Participant information

Name of participant (Entity / Company name / Individual Name)			
Address of registered Head Office in India (or home/office address of individual applicants)	City:		State:
	Pin code:		Website:
	Contact person		
Contact details	Contact no.		
	Email id:		
Years of operation in India as on March 31, 2016	<input type="checkbox"/> 2 - 5 years	<input type="checkbox"/> 6 – 10 years	<input type="checkbox"/> 11 – 15 years
	<input type="checkbox"/> 16 - 20 years	<input type="checkbox"/> >20 years	
Number of employees on payroll as on October 31, 2016 <i>(Leave Blank for Individuals)</i>	<input type="checkbox"/> <100	<input type="checkbox"/> 100 – 499	<input type="checkbox"/> 500 – 999
	<input type="checkbox"/> 1,000 - 4,999	<input type="checkbox"/> 5,000 - 9,999	<input type="checkbox"/> >10,000



Spirituality @ Work: Sach BharatSamman

Section IB

Please tick (☐) the Yes / No for the following questions (only for Corporate/NGOs)

	Yes	No
<ul style="list-style-type: none"> Does your organisation have initiatives which empowers and enhances employees understanding of Spirituality at the workplace? Initiatives should assist employees to connect with their spiritual self. This should be part of the organisations culture and should not be a one off activity. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Are there any communications elements present in the organisation inculcating ethical practices within employees? <i>(E.g. – Posters at the organization, workshops for employees, vision embarkation, webcast, online videos etc.)</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Does the organization recognize / reward employees who report good work done by their colleagues 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Is there a process / provision for Self disclosure within the organisation, which helps employees be true to the organisation and themselves fearlessly 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Does the organization have mechanisms in place to monitor the implementation of code of the ethics 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Does the decision making process in the organization ensure inclusiveness, transparency, equity, accountability and social responsibility 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Are there instances of teamwork within the organisation which bring about unity, synergy and harmony amongst the employees 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Does your organisation have spiritual seminars/workshops/ conferences/ discussions 	<input type="checkbox"/>	<input type="checkbox"/>

Section II

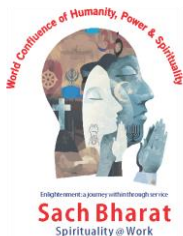
Instructions to fill this section Case Study

Showcase the initiative(s) as part of the case study which you are submitting for the Awards. The case study should be able to demonstrate the objective and positive impact on the organization to the jury members. Impact should be supported with evidence and reports. ***(For individuals, you may mention your initiatives to propagate Spirituality@Work and how you positively impacted the work culture of an organization/s)***

Within the questions below, there are illustrations of initiatives and probable impact they may had. Companies can participate with initiatives and impacts beyond the ones mentioned below. These are strictly to be used for reference purpose only.

Case Study

- Please elaborate the Business Values & Ethics of your organization and how are they imbibed as a part of the culture of your company. What are the steps taken by your organization to create awareness about the same so that the stakeholder of your organization identifies, learns, relates and implements these Values? ***(For individuals, please elaborate on your individual initiatives to propagate Spirituality@Work and how you positively impacted the work culture of an organization/s in inculcating Spirituality?)***



Spirituality @ Work: Sach Bharat Samman

2. Describe various initiatives undertaken by the organization to exhibit 'Devotion & Righteousness' and how your organization is imbibing the spiritual practice in the organizations' culture. (modify the answer in case of individuals appropriately)

Illustrations (for reference purpose only)

- Employees believe in hard work and perseverance
- No discrimination amongst employees (caste, creed, disability etc.) within the organization
- Building strong personal ethics within people of the organization
- Remain true to the work and workplace in every sense. Avoid any conflict of interest with others
- Do not deceive the any party while performing the job
- While making a deal ensure all information is disclosed on the table, no hidden measures
- Keep confidential information confidential. Build trust of the peers
- Always add value to the job task performed
- Being responsible by doing the task required with the best of ability
- Being able to control one's emotions (anger, greed etc.)
- Any others

3. Detail initiatives that you / your organization has taken to aid the society and community through its initiatives of Spirituality @ Work

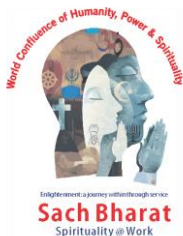
Illustrations (for reference purpose only)

- Contribution towards building an sustainable environment
- Work for deprived and disadvantaged like employing people with disability
- Contribution for health development and research
- Literally excellence to the illiterate
- Eco-friendliness for better living and Rural development
- Bringing equity in wealth distribution
- Overall long term benefit to the nation
- Any Others

4. Describe how the organization fosters the internal & external stakeholders to understand 'self-governance' in the true spirit. Elaborate on the systems & procedures drafted towards enhanced control and clean transactions & operations falling out of the order of regulators / government (Please leave blank for individual category)

Illustrations (for reference purpose only)

- Transparency in business activities, directors remuneration
- Employees surface things that go wrong instead of hiding it
- Grievance Cell - Having a grievance cell in place for stakeholders
- Employee nurturing in terms of counseling, mentoring, work-life balance
- Whistle Blower for people who have done good deeds within the organization
- Any Others



5. How your organization has worked towards imbuing simplicity and austerity within the organization culture within all stakeholders (Please leave blank for individual category)

Illustrations(for reference purpose only)

- *How organization ensures leaders and employees take pride in the culture*

Spirituality @ Work: Sach Bharat Samman

- *How people within the organization respond to an unprecedented service request*
- *Attitude of all internal stakeholders of the organization*
- *Any others*

Attachments

Please send the hard copies of the completed application form with sign & stamp to address mentioned below. You can attach supporting(s) to your application – pictures, write ups, articles, brochures, videos, presentations etc. Audio visuals need to be sent in a CD/DVD or Pen drive

To,

Sandeep Kochhar
ASSOCHAM India
5, Sardar Patel Marg,
Chanakyapuri, New Delhi – 110021
Mobile: +91 9013338103
Email: sandeep.kochhar@assocham.com

Section III

Declaration

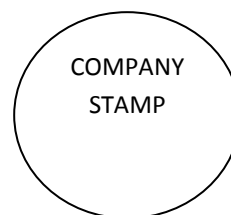
I/We agree, on behalf of my Organization, to abide by the rules of the 'Sach Bharat Samman' and accept that the decisions of the Jury are final. I confirm that my organization is eligible to take part in this competition and that all information in this application and accompanying documents are correct to the best of my knowledge.

Participant's name: _____

Signature*: _____

Designation: _____

Date: _____



** The Application Form needs to be signed by the authorized signatory from the participant organization (CEO, MD, COO or any member of the Senior Management of the Organisation)*

In case of any queries relating to the Application form or participation in the Sach Bharat Samman please write to us on sandeep.kochhar@assocham.com and confluence.2016@sachbharat.in or you can reach us on +91-11-46550631 or +91 9013338103