

**OFFICE OF THE COMMISSIONER OF INDUSTRIES  
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
C. P. O. BUILDINGS : KASHMERE GATE : DELHI.**

**DELHI STATE EXPORT AWARD**

**APPLICATION FOR DELHI STATE EXPORT AWARD**

**( To be submitted in Triplicate )**

**NOTE:** The Department has adopted a method for evaluating these application on various parameters for which the following information is being asked. Please fill-up each and every column with due care. Supportive documents should be filed with application where required.

Please affix one  
Passport size Photo  
And two extra in a  
Plastic paper

1. Name & Address of Unit :
2. a) Address for Communication :  
Telephone & Fax No.  
  
b) Address of the Production Unit(s) :
1. Status of the Unit :  
(Prop./Partnership/Pvt. Ltd./  
Ltd. Co.)  
(Name may be given)
2. Category applied for  
  
a) Major Category :  
(Mfg. Exporter/Mktg. Exporter/  
Export House)  
  
b) Sub-Category :  
(Engineering, Electronics,  
Readymade Garments, Leather  
Goods or Products, Gems and  
Jewellery, Handloom & Handi-  
Crafts & Miscellaneous)

5. Permanent SSI Registration No. & :  
Date of Registration of the Unit,  
If any, attach copy of certificate

6. a) Name of the Export Promotion :  
Council with whom registered &  
Registration No.  
(Attach copy of Certificate)

b) Category under which registered :  
(Mfg. Exporter/Merchant Exporter/  
Export House)

7. Experience :  
(Technical, Commercial,  
Managerial Training)  
(Details may be given)

8. Details of products manufactured :  
by the unit with specifications

9. No. of employees working :

a) At the time of Establishment of  
Industry

b) For the last 5 years

1994-95	1995-96	1996-97	1997-98	1998-99
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10. Annual Production for the last 5 years :

1994-95	1995-96	1996-97	1997-98	1998-99
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Quantity  
In Units

Value

11. Annual Turnover for the last 5 year

1994-95	1995-96	1996-97	1997-98	1998-99
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Quantity  
In Units

Value

12. Total investment during the last 5 years

	1994-95	1995-96	1996-97	1997-98	1998-99
Plant and Machinery					
Working Capital					
Total Investment (Own Inve. Borrowing From other Sources including Banks)					

13. Profits earned during the last 5 years

	1994-95	1995-96	1996-97	1997-98	1998-99
a) Gross					
b) Net					

14. Import Substitution and Exports :

a) Import substitution:

	1994-95	1995-96	1996-97	1997-98	1998-99
Details of Items					
Extent of Foreign Exchange Savings					

b) Export Details:

	1994-95	1995-96	1996-97	1997-98	1998-99
Volume of Exports for The last 05 Years in Hard currency (in Rs.)					
% of Export growth over previous years					
Countries to Which Exported for The last 5 Years					
Tapping New Mkts.					
Items Exported					

15. Use & Choice of Technology :  
(Specify details viz. Self developed indigenous, imported, conventional)

16. Give brief details of the following

- a) Product development including R & D efforts
- b) Quality control measures including ISI, ISO-9000, BIS or equivalent Or any other standards adopted, Institution where product is sent For testing periodically.
- c) Diversification and introduction of New products in the market
- d) Management of enterprise including Inventory control, accounting Procedure and marketing techniques

- e) Up-keep and maintenance of the Plant and Machinery including modernisation efforts and safety measures under-taken.

17. Pollution control measures, Energy Conservation measures and safety measures under-taken.

18. Details of Employees Welfare measures Undertaken for Workers

19. Whether any other Award has been received  
By the Unit from Pvt./Govt./NGO agencies of  
Delhi/outside Delhi or Central Govt. for any  
Achievements  
(If yes, Details may be given)

20. Any other information/achievement not  
Covered in the Performa  
(Details may be given)

Certified that the information furnished above is true and correct to the best of my knowledge. I undertake to refund the cash prize and return the Momento Certificate if awarded to me, in case any of the information furnished by me is found to be incorrect at any stage.

SIGNATURE OF THE ENTREPRENEUR  
WITH THE SEAL OF THE UNIT

NOTE :

Please enclose the following Documents along-with the application:

1. Audited Balance Sheets indicating the Gross Sale and Export Sale (FOB Value)

OR

Certified statement by the Chartered Accountant indicating the Gross Sale and Export Sale (FOB Value)

2. Copy of certificate of recognition from respective Export Promotion Councils/Certificate issued by the Export Commissioner in respect of Export Houses/Trade House/Star Trading House
3. Copies of Awards received, if any during the previous years.