



## FORUM OF WOMEN IN PUBLIC SECTOR

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Annexure-III

### CRITERIA CHECKLIST FOR

### WIPS- Excellence Award - 2017

#### (Outstanding Woman Executive / Non Executive Award)

The Distinguished Achievement Award recognizes distinct and extraordinary accomplishments excelled by an executive/non-executive as an individual or as team with identifiable impacts that will provide a significant advance in enabling, understanding, or communicating key scientific issues during the year 2017. The work should represent the very best of accomplishments that enhance by having a significant external impact. The award is for a body of work that may have been displayed through scientific publications, development of new technologies, education and outreach, or other leadership and support activities consistent with WIPS's mission. (WIPS Mission attached)

**1. Achievement(s) of Nominee:**

- Does the achievement(s) occur during the year 2017?
- Does the achievement(s) provide a significant advance in enabling, understanding, or communicating key scientific issues?
- Does the achievement(s) have identifiable impacts?

If yes to all of the above, please submit the nomination following the checklist below.

## WIPS- Excellence Award - 2017

### (Outstanding Woman Manager Award)

#### General instructions for filling the questionnaire

1. Use separate sheets for answering the questions, if suggested in the question. Remember to mention the question number in the sheet used.
2. Maximum scores are shown against each section.
3. Nominations sent / authenticated by corporate office shall only be considered. Maximum upto 2 outstanding women employees may pls be nominated from each organization i.e one for each category (Officer/Executive cadre and Staff/Non-officer cadre.)
4. Supporting documents, wherever possible to act as evidences for any answer, should be attached. **Kindly ensure that the soft copies of all the supporting documents asked for are in the CD provided.**

Name of the nominee	
Designation	
Grade	
Name of the Organization	
Address of headquarters/ corporate office	
Telephone No.	
Fax No.	
Sector in which company operates	
Highest educational qualification	
Telephone No.	
Mobile Number	
e-Mail Id	
Total number of years of experience	

## 1. Professional Experience

Maximum Score–30

### A. Employment Record

Please provide details of employment record starting from current position in the table below: (**Proof of employment records to be attached**)

Sl. No.	Period		Organization	Designation	Grade	Function/ Department	Was the nominee head of the department (Y/N)	Staff strength of the Department
	From (MM/YY)	To (MM/YY)						
1								
2								
3								
4								
5								
6								
7								
8								
9								

## 2. Initiatives Undertaken

Maximum Score - 40

### Initiative in core function/ department

Please provide details of relevant initiatives undertaken by the nominee during 16-17. Please limit to 3 initiatives under each category (2.1-2.4) in the table below:

Function or Department to which nominee belongs/ belonged :

Sl. No.	Information	Response	Impact/ Outcome*
2.1	Did the nominee undertake any initiative during 2016-17 that had <b>direct financial</b> impact like increase in sales, reduction in costs etc.?	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul> <i>(Please tick appropriate option)</i>  If yes, what was the contribution of the nominee?	
2.2	Did the nominee undertake any initiative during 2016-17 that had <b>indirect financial</b> impact like improvement in quality etc.?	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul> <i>(Please tick appropriate option)</i>  If yes, what was the contribution of the nominee?	

Sl. No.	Information	Response	Impact/ Outcome*
2.3	Did the nominee undertake any initiative during 2016-17 that had impact on <b>organizational development</b> e.g. performance improvement, decrease in attrition, decrease in absenteeism etc.	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <i>(Please tick appropriate option)</i>  If yes, what was the contribution of the nominee?	
2.4	Any other initiative	Yes	

\* Impact/ Outcome refer to results achieved from the initiative. Please provide quantitative impact e.g.10% reduction in travel costs.

#### A. Cross Functional/ Departmental Initiatives

Please provide details of relevant initiatives during FY 17 of which the nominee was a member. Please limit to 3 initiatives under each category (1-4) in the table below:

Sl. No	Details*	Key contributions of the nominee	Impact/ Outcome*	Functions/ Departments Involved
1	Did the nominee undertake any initiative during FY 2017 that had <b>direct financial</b> impact like increase in sales, reduction in costs etc.?	<ul style="list-style-type: none"> <li>• Yes : Yes</li> <li>• No</li> </ul> <i>(Please tick appropriate option)</i>  If yes, what was the contribution of the nominee?		
2	Did the nominee undertake any initiative during FY 2017 that had <b>indirect financial</b> impact like improvement in quality etc.?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <i>(Please tick appropriate option)</i>  If yes, what was the contribution of the nominee?		

Sl. No	Details*	Key contributions of the nominee	Impact/ Outcome*	Functions/ Departments Involved
3	Did the nominee undertake any initiative during FY 2017 that had impact on <b>organizational development</b> e.g. performance improvement, decrease in attrition, decrease in absenteeism etc.	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> (Please tick appropriate option)  If yes, what was the contribution of the nominee?		
4	Any other initiative			

\*Impact/ Outcome refer to results achieved from the initiative Please provide quantitative impact e.g. 10% reduction in travel costs.

## Publications and Awards

**Maximum Score – 15**

### B. Publications

Please provide the details of articles, papers and reports published during FY 16-17 that the nominee has authored/ contributed. Please list down the details starting from the latest publication.

Sl. No.	Date of publication	Name of article/ paper/ report	Published by	National/ International Publication
1				
2				
3.				

### C. Awards and Recognitions

Please provide the details of awards/ recognitions received by the nominee during/ for FY17. Please list the most recent award received first.

Sl. No.	Year	Award/ Recognition	Details of awarding body (Central/ State/ International/ National bodies & Media)	Details of award/ recognition
1.				
2.				
3.				
4.				

### 3. Contribution to Public Bodies, society etc. Maximum Score –15

#### A. Membership in committees ( Details / Photos are attached)

Please provide the details of participation of the nominee in various committees/ forums formed by Government, national autonomous body, international development organizations or professional organizations. Please list the most relevant ones for the year 2017.

Sl. No.	Forum/ Committee	Committee formed by Government (Central/ State/ Foreign), National/ International Bodies & Professional organizations	From (MM/YY)	To (MM/YY)	Designation/ Role (Chairperson or Member)	Contributions by nominee
1.						
2.						
3.						

#### B. Contribution to society (Photos and write ups attached)

Please provide details of social initiatives of which the nominee was involved during 2017

Sl. No.	Name of Initiative	Undertaken by (Name of the institution/ NGO etc.)	Initiatives Details	Contribution of nominee (Leader/ Team Member)	Proposed outcomes/ impact
1.					
2.					
3.					
4.					
5.					
6.					

#### Check list of documents to be attached with the Application

Entries in hard copy(3sets) and a soft copy (CD/floppy) may kindly be sent to the following address latest by 20<sup>th</sup> Jan 2018, in a sealed envelope, for presenting it to the Jury.

Ms. Kirti Tiwari, President - WIPS, APEX & Chief Manager (Civil)  
Mahanadi Coalfields Ltd , PO: Jagruti Vihar ,Burla, Sambalpur- 768020(Odisha)  
Mobile No: 09438493564, 09425219952, Email: kirtibsp@gmail.com

**NOTE: Nominations sent / authenticated by the corporate office shall only be considered . However the earlier recipients of this award are not eligible for nomination again**