

**IPMA AWARDS
FOR THE YEAR 2017-18**

**IPMA Paper Mill of the Year Award
IPMA Energy Conservation Award
IPMA Environment Award**



INDIAN PAPER MANUFACTURERS ASSOCIATION
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GENERAL INFORMATION GUIDELINES

1. IPMA Awards have been constituted to give due recognition to forward looking paper mills in the country who can be inspirational to others.
2. IPMA Awards are classified as:
 - A. IPMA Paper Mill of the Year Award
 - B. IPMA Energy Conservation Award
 - C. IPMA Environment Award.
3. IPMA Awards for the year 2017-18 is for performance during financial year ending 31st March 2018.
4. All pulp and paper mills are eligible for contesting these IPMA Awards irrespective of size (integrated or otherwise) or raw material usage.
5. Parameters of evaluation have been developed by a team of eminent personalities associated with the paper industry.
6. A Jury of eminent experts for evaluating entries for IPMA Awards would be constituted. Jury may also at their discretion co-opt experts from different fields for a proper evaluation.
7. The Jury may call for additional information from the shortlisted organisations. The Jury may also develop separate criteria for small paper mills, agro based paper mills, integrated large pulp and paper mills and for multi-product companies, if they so desire. The Jury reserves the right of not recommending an award during a particular year if none of the entries adjudged is deemed worthy of the same.
8. The Jury may also visit the mills if desired necessary, to gather more information or to verify the information already provided.
9. Multi-product companies may be required to give additional information related to their pulp and paper manufacturing activities enabling the Jury to make proper evaluation.
10. Information provided by the applicants will remain confidential.
11. For each Award applied for, applicants are also requested to send, along with the **filled-in Application Form**, a **separate write-up and presentation** on their achievements for consideration of the Jury.

Please fill in the Application Form and send (along with relevant documents / enclosures) in **duplicate (hardcopy)** on or before **31st October 2018** to IPMA at the address given below. Entries received after the due date will not be considered.

Rohit Pandit
Secretary General
INDIAN PAPER MANUFACTURERS ASSOCIATION
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New Delhi - 110016
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Email: sg@ipma.co.in, secretariat@ipma.co.in
Website: www.ipma.co.in

IPMA Paper Mill of the Year Award 2017-18

A. IPMA Paper Mill of the Year Award 2017-18**A. General Data**

- A.1 Name of the Mill :
- A.2 Address (Factory) :
- i) Telephone :
- ii) Fax :
- iii) E-mail :
- A.3 Registered / Corporate Office :
- i) Telephone :
- ii) Fax :
- iii) E-mail :
- A.4 Name of the
- i) Chairman :
- ii) Managing Director :
- iii) Director :
- A.5 Contact Person's Name :
(for correspondence / queries related to the Awards)
- i) Telephone :
- ii) Fax :
- iii) E-mail :
- A.6 Year of Commencement of Production :

Year ends on
(please fill in)

B.	Financial Data		2015-16	2016-17	2017-18
B.1	Installed Capacity	MT			
B.2	Paper Production	MT			
B.3	Pulp Production	MT			
B.4	Sales (Paper)	MT			
B.5	Sales Turnover (Gross)				
	i) Paper	INR Lakh			
	ii) Total Company	INR Lakh			
B.6	Total Fixed Assets (Gross)				
	i) Paper	INR Lakh			
	ii) Total Company	INR Lakh			
B.7	Gross Profit – Paper (Before Depreciation and Tax)	INR Lakh			
B.8	Net Profit – Paper	INR Lakh			
B.9	Capital Employed*	INR Lakh			
B.10	Working Capital				
	i) Current Assets	INR Lakh			
	ii) Current Liabilities	INR Lakh			
B.11	Finished Goods (Paper) Stock at the end of the Year (Quantity)	MT			
B.12	Finished Goods (Paper) Stock at the end of the Year (Value)	INR Lakh			
B.13	Debt at the end of the Year	INR Lakh			
B.14	Workmen / Staff / Officers and Others (including Casual and Contract Workers on the last day of the Year)	Number			

* Capital Employed = Net Fixed Assets (excluding revaluation and capital work-in-progress) + Investments + Net Current Assets + Miscellaneous Expenditure.

C.	Technical Data		2015-16	2016-17	2017-18
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C.1 **Production of Paper** MT

C.2 **Production of Pulp** MT

Input Consumption

C.3 **Raw Materials**
(show all raw materials on AD basis)

i) Bamboo / Hardwood MT

ii) Bagasse MT

iii) Rice / Wheat Straw MT

iv) Market Pulp MT

v) Waste Paper MT

vi) Others, if any (please specify) MT

C.4 **Chemicals**
(show chemicals used for pulp /
paper making together)

i) **Caustic:**

(a) Total MT

(b) Per Tonne of Paper Kg

ii) **Chlorine:**

(a) Total MT

(b) Per Tonne of Paper Kg

iii) **Sodium** (Total) MT

iv) **Sulphate** (Per Tonne of Paper) Kg

v) **Recovery** (Large Mills) %

vi) **Energy** K.Cal

(A composite figure of Joules for all
energy inputs should be shown and a
detailed calculation should be
attached separately)

D.	Global Competitiveness		2015-16	2016-17	2017-18
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Please provide details separately on the following parameters (emphasis should be on quantifiable achievements)

D.1 Research & Development

- i) Technical Personnel Working Number
- ii) Amount Spent
 - a) Capital INR Lakh
 - b) Revenue INR Lakh
- iii) Patents Developed / Registered Number
- iv) New Products Developed / Launched Number
- v) New Innovation in Process
Technology
- vi) Any other Technical Achievements

D.2 Human Resource Development

- i) Number of Persons exposed to Training Number
- ii) Average Time Spent on per Person
- iii) Quality Circles Number
 - a) Members
 - b) Problems Solved
 - c) Implemented
- iv) Corporate HRD Plan for next 5 years
(please attach a separate write-up)

D.3 Quality

- i) TQM
- ii) Number of People exposed to
ISO / TQM Training
- iii) Other Achievements in Up gradation
of Quality

2015-16	2016-17	2017-18
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D.4 Environment

- i) ISO 9000 (Initiated / Mid-Stream / Received Certificate)
- ii) ISO 14000 (Initiated / Mid-Stream / Received Certificate)
- iii) OHSAS 18001
- iv) FSC – COC
- v) Induction of New Technologies to enhance Operational Efficiencies for Greener Energy and Pollution Abatement (please elaborate to cover each dimension)
- vi) Details of Current Effluent
- vii) Steps taken for Pollution Abatement Measures
- viii) Steps taken in Developing Eco-Friendly Products (please attach a separate write-up)
- ix) Energy Audit (if conducted, please specify years)
- x) Water Audit (if conducted, please specify years)

D.5 Exports

- i) Exports of Paper MT
- ii) Export Turnover of Paper INR Lakh
- iii) Offices Abroad, if any
- iv) New Markets Established
- v) Plans for Future

2015-16	2016-17	2017-18
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D.6 Corporate Social Responsibility

- i) Does the Company have a CSR Policy?
(if yes, please attach a copy)
- ii) Does the Company have a Policy on:
 - a) HIV / AIDS
 - b) Child Labour
 - c) Labour Practices
 - d) Equal opportunities and non-discrimination with regard to gender, political or other opinion, social origin, religion, etc.
 - e) Prevention of Sexual Harassment
 - f) Employment of Differently-Abled
 - g) Business Ethics
 - h) Accountability
- iii) What are the partnerships created and activities undertaken in the community?
If yes, briefly describe against each sector mentioned below
 - a) Healthcare
 - b) Education and Literacy Promotion
 - c) Improving Rural Infrastructure
 - d) Rural Community Development: Welfare Programme, Economic Empowerment of Women, Income Generating Programme and Child Welfare
 - e) Any Other (please specify)

Notes: 1. Wherever space is insufficient, please provide details in a separate sheet.
2. Please add any other achievement that you consider significant for evaluation.
3. Please attach a copy of your last Balance Sheet.

IPMA Energy Conservation Award 2017-18

B. IPMA Energy Conservation Award 2017-18**A. General Data**

- A.1 Name of the Mill :
- A.2 Address (Factory) :
- i) Telephone :
- ii) Fax :
- iii) E-mail :
- A.3 Registered / Corporate Office :
- i) Telephone :
- ii) Fax :
- iii) E-mail :
- A.4 Contact Person's Name :
(for correspondence / queries related to the Awards)
- i) Telephone :
- ii) Fax :
- iii) E-mail :
- A.5 Year of Commencement of Production :
- A.6 Products Manufactured :
- A.7 Total Production (Tonnes) (2017-18) :

B.	Technical Data	Unit	Base Year Data for Preceding Three Years			Reference Year
			2014-15	2015-16	2016-17	2017-18

B.1 Components of Actual Production

- | | |
|--|----|
| a) Own Pulp | MT |
| b) Purchased Fibre (pulp, waste paper, etc.) (item wise details) | MT |
| c) Others (including ash and moisture) | MT |
| d) Total (a+b+c) | MT |

B.2 Energy Inputs
(Average calorific value of all energy inputs should be specific figure for each year and not a range)

B.2.1 Coal

- | | |
|-----------------------------------|----------|
| a) Local (by e-auction / linkage) | |
| Quantity | MT |
| Average Gross Calorific Value | K.Cal/Kg |
| b) Imported | |
| Quantity | MT |
| Average Gross Calorific Value | K.Cal/Kg |

B.2.2 Lignite

- | | |
|----------------------------------|----------|
| a) Quantity | MT |
| b) Average Gross Calorific Value | K.Cal/Kg |

B.2.3 Furnace Oil

- | | |
|----------------------------------|----------|
| a) Quantity | KL |
| b) Average Gross Calorific Value | K.Cal/Kg |

Unit	Base Year Data for Preceding Three Years			Reference Year
	2014-15	2015-16	2016-17	2017-18

B.2.4 Diesel Oil

- a) Quantity KL
- b) Average Gross Calorific Value K.Cal/Kg

B.2.5 Biomass

(black liquor, non-fossil fuel)

- a) Quantity MT
- b) Average Gross Calorific Value K.Cal/Kg

B.2.6 Power (purchased only)

- a) Quantity KWH
- b) Average Gross Calorific Value K.Cal/
MWH

B.2.7 Others (please specify)

- a) Quantity MT
- b) Average Gross Calorific Value K.Cal/Kg

B.2.8 Power

- a) Purchased KWH
- b) Own KWH
- c) Total (a+b) KWH

B.2.9 Distribution of Power

- a) Pulp and Chemical Recovery KWH
- b) Paper Machines
(including Stock Preparation
and Finishing Plant) KWH
- c) Others KWH
(please specify section-wise)
- d) Total (a+b+c) KWH
[Note: Sl. No. B.2.9 (d) to
match with Sl. No. B.2.8 (c)]

Unit	Base Year Data for Preceding Three Years			Reference Year
	2014-15	2015-16	2016-17	2017-18

B.2.10 Steam

- | | |
|---|---|
| a) Generation | T |
| b) Distribution | |
| i) Pulp and Recovery | T |
| ii) Paper Machine | T |
| iii) Power Generation | T |
| iv) Others
(please specify section-wise) | T |
| v) Total (i+ii+iii+iv) | T |
- [Note: Sl. No. B.2.10 (a) to match with Sl. No. B.2.10 (b) v)]

B.3 Energy Audit

(If conducted, please specify years)

- Percentage of reduction in energy consumption achieved in comparison to financial year 2013-14.
- Target for percentage reduction in energy consumption set for financial years 2018-19 and 2019-20.
- Whether Company has appointed an Energy Auditor?
- Whether Company is a Designated Consumer (DC) under the PAT Scheme of BEE? If yes, please give Target and Achievement under PAT Cycle 1 and Target for PAT Cycle 2.

B.4 Measures taken in the Plant to enhance Energy Efficiencies (please elaborate).**Notes: 1. Wherever space is insufficient, please provide details in a separate sheet.****2. Please attach a copy of your:****(a) Annexure to Director's Report – Form-A – Disclosure of particulars with respect to Conservation of Energy.****(b) Schedule VI of the Balance Sheet showing analysis of materials consumed.**

IPMA Environment Award 2017-18

C. IPMA Environment Award 2017-18**A. General Data**

- A.1 Name of the Mill :
- A.2 Address (Factory) :
- i) Telephone :
- ii) Fax :
- iii) E-mail :
- A.3 Registered / Corporate Office :
- i) Telephone :
- ii) Fax :
- iii) E-mail :
- A.4 Contact Person's Name :
(for correspondence / queries related to the Awards)
- i) Telephone :
- ii) Fax :
- iii) E-mail :
- A.5 Year of Commencement of Production :

Preceding Year 2016-17	Year Under Review 2017-18
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- A.6 Installed Capacity MT
- A.7 Paper Production MT
- A.8 Pulp Production MT
- A.9 Sales (Paper) MT
- A.10 Sales Turnover (Gross)
- i) Paper INR Lakh
- ii) Total Company INR Lakh
- A.11 Workmen / Staff / Officers & Others Number
(including Casuals & Contract
Workers on Last Day of the Year)

B. Technical Data

Preceding Year 2016-17	Year Under Review 2017-18
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B.1 Environment Management System

1. Does the Mill have an Environmental Policy?
2. Has the Environment Policy been formally adopted and who has signed the Policy?

Name
Designation
3. Has the Production Unit been certified under ISO 14001?
4. Who chairs the EMS Management Review Committee at the Production Unit level?
5. Does the Production Unit undertake Internal Environmental Audit? If yes, define briefly with respect to the procedures adopted for environmental auditing and frequency of internal environmental auditing
6. Does the Mill go for Environmental Audit by External Agency?
7. Does the Mill go for Water Audit?
If so, benefits accrued from such audits
8. Briefly explain the various initiatives undertaken by the Company to raise environmental awareness among the employees
9. Does the Mill formulate its own internal standards? If yes, define briefly
10. Does the Mill set quantitative targets towards sustainable management of natural resources and pollution control? If yes, define briefly
11. Out of the elements mentioned below, which all have been made an integral part of the quantitative targets. Define briefly
 - i) Resource Consumption Efficiency
 - ii) Pollution Generation
 - iii) Training
 - iv) Environmental Performance Evaluation / Audit
 - v) Product Stewardship
 - vi) Any Others (please specify)

Preceding Year 2016-17	Year Under Review 2017-18
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12. Are the quantitative targets listed above updated and reviewed regularly? If yes, define briefly with respect to frequency
13. Were these targets, with respect to each element, achieved in the year under review?
14. Does the Mill have a Procurement Policy for raw materials, which addresses issues such as energy, chemicals, etc.?
15. Does the Mill have an Environment Department at the Corporate level / Head Office and the Production Unit level?
16. What is the designation of the Environment Department Head at Corporate and Production Unit level?
17. Whom does the Head of the Environment Department at Corporate and Production Unit level report to?
18. List the awards, honours and recognition, which the Company as a whole or its Production Units have won in last 4 years.
19. What are the responsibilities assigned to the Environment Department at the Corporate and Production Unit level?

B.2 Process Technology

1. Please briefly define the type of pulping process and cooking technology adopted in the Mill
2. Please briefly define the type of brown stock washing equipment installed and Kappa number of the unbleached pulp
3. Please briefly explain about the type of screening / cleaning system installed
4. Has the Production Unit adopted Oxygen Delignification? If yes, briefly explain
5. Please briefly explain about the type of washing equipment installed at pre and post ODL process
6. What is the percentage Kappa reduction after ODL?

Preceding Year 2016-17	Year Under Review 2017-18
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7. Has the production unit adopted any enzyme pre-treatment of brown stock?
8. What is the bleaching sequence adopted by the Mill?
9. Please briefly explain about the type of evaporators
10. Does the Mill have direct contact evaporators?
11. Please briefly explain about the type of recovery boiler
12. Does the Mill have lime mud re-burning system? Briefly indicate about the fuel used, make up lime used and characteristics of the lime generated
13. Please provide details on the paper machines installed with respect to production capacity, product mix, whether online coated, etc?
14. Please briefly describe initiatives / modifications / adoption of new technology in process for reducing pollution load

B.3 Resource Utilisation

B.3.1 Raw Material

(show all raw materials on AD basis)

- | | |
|--------------------------------|----|
| 1. Bamboo | MT |
| 2. Hardwood | MT |
| 3. Bagasse | MT |
| 4. Rice / Wheat Straw | MT |
| 5. Market Pulp | MT |
| 6. Waste Paper | MT |
| 7. Any Others (please specify) | MT |

Preceding Year 2016-17	Year Under Review 2017-18
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8. Specify the total quantity of raw material procured from the following sources:
- i) Farm land sourcing
 - ii) From Government sources
 - iii) Captive Plantation
 - iv) Open Market
(include all sources other than above)
9. Total quantity of raw material (OD basis) per tonne of unbleached and bleached pulp

B.3.2 Chemicals

a) **Pulping: Cooking** (pulp on BD basis)

Note: Please furnish similar information on all relevant chemicals used for waste paper / de-inked pulp

1. Caustic
 - i) Total Tonne
 - ii) Kg / Tonne of Unbleached Pulp
2. Salt Cake
 - i) Total Tonne
 - ii) Kg / Tonne of Unbleached Pulp
3. Sulphur
 - i) Total Tonne
 - ii) Kg / Tonne of Unbleached Pulp
4. Lime
 - i) Total Tonne
 - ii) Kg / Tonne of Unbleached Pulp
5. Any Others (please specify with consumption)

b) **Pulping: Bleaching** (pulp on BD basis)

Note: Please furnish similar information on all relevant chemicals used for waste paper / de-inked pulp

1. Chlorine
 - i) Total Tonne
 - ii) Kg / Tonne of Bleached Pulp
2. Caustic
 - i) Total Tonne
 - ii) Kg / Tonne of Bleached Pulp

Preceding Year 2016-17	Year Under Review 2017-18
---------------------------	------------------------------

3. Hydrogen Peroxide
 - i) Total Tonne
 - ii) Kg / Tonne of Bleached Pulp
4. Oxygen
 - i) Total Tonne
 - ii) Kg / Tonne of Bleached Pulp
5. Calcium Hypochlorite
 - i) Total Tonne
 - ii) Kg / Tonne of Bleached Pulp
6. Chlorine Dioxide
 - i) Total Tonne
 - ii) Kg / Tonne of Bleached Pulp
7. Any Others (please specify with consumption)

c) **Papermaking**

1. Fillers (please specify)
 - i) Total Tonne
 - ii) Kg / Tonne of Paper
2. Sizing Chemical (please specify)
 - i) Total Tonne
 - ii) Kg / Tonne of Paper
3. Dyes
 - i) Total Tonne
 - ii) Kg / Tonne of Paper
4. Optical Brightening Agent
 - i) Total Tonne
 - ii) Kg / Tonne of Paper
5. Retention Acid (please specify)
 - i) Kg / Tonne of Paper
6. Any Others (please specify with consumption)

B.3.3 **Energy**

(A composite figure of Joules for all energy inputs should be shown and a detailed calculation should be attached separately)

Preceding Year 2016-17	Year Under Review 2017-18
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B.3.4 Water

Total

Section-Wise

i) Pulp Mill (Per Tonne of Bleached Pulp)

ii) Paper Machine (Per Tonne of Paper)

iii) Waste Paper Treatment Plant (Per Tonne of Pulp)

iv) Recovery

v) Power Plant

B.3.5 Steam

Section-Wise

B.4 Pollution Abatement Equipment

1. Does the Mill have scrubbers for bleach plant gases control
2. Does the Mill have facilities for handling NCG's? If yes, briefly explain
3. Does the Mill have installed lime re-burning system
4. Please attach the effluent treatment plant flow-sheet and briefly explain each step
5. Briefly explain about the sludge (both primary & secondary) handling equipment and sludge disposal details
6. Briefly explain about the effluent disposal system
7. Briefly explain about the air emission control equipment in the stacks

B.5 Pollution Generation & Discharge

1. Please provide the details of waste water generated and discharged from the Mill, against the following parameters:

Parameters	Influent		Effluent	
	PPM	Kg / T of Product	PPM	Kg / T of Product
Flow (m ³ / day)				
Biological Oxygen Demand				
Chemical Oxygen Demand				
Total Suspended Solids				
Total Dissolved Solids				
Adsorbable Organic Halides				
Colour				

2. Please provide the details of air emissions discharged from the Mill, against the following sections of the Plant:

Parameters	Stack attached to Lime Kiln	Stack attached to Recovery Furnace	Stack attached to DG Set	Stack attached to Boilers	Hood attached to Bleaching Section
Flow (Nm ³ / day)					
SPM (mg / Nm ³)					
NOx (mg / Nm ³)					
SO ₂ (mg / Nm ³)					
CO (mg / Nm ³)					
H ₂ S (mg / Nm ³)					
Mercaptans (mg / Nm ³)					
Total Reduced Sulphur (mg / Nm ³)					
Chlorine (mg / Nm ³)					

3. Please provide the details of solid waste generated from the Mill, against the following parameters:

Parameters	MT / Annum
Chipper Dust / Pith	
Fly Ash	
Bottom Ash	
Primary Sludge	
Secondary Sludge	
Lime Sludge	
Ash and Inert from Lime Kiln	
Dregs and Grits from Recovery	
Sludge from Hypo Plant	
Sludge from Waste Paper / De-inking Plant	
Plastics	

4. Please briefly explain the disposal details of the solid waste with respect to each of the above elements.

B.6 Greenhouse Gas Emissions & Climate Change

1. Present emissions of GHG's at each individual step of the process with quantification.
2. Steps taken / planned to be adopted at each stage to reduce the GHG's emissions.
3. Complete plan of action with time schedule.
4. Other balancing methods proposed / under implementation to enlarge the carbon sink.
5. Any proposal to change over the present fuel to green fuels with process modification.

B.7 Environmental Monitoring

1. Please provide the details of liquid effluent parameters monitoring frequency and conducting agency against the following parameters:

Parameters	Monitoring Frequency	Conducting Agency
Flow (mg / Nm ³)		
Biological Oxygen Demand		
Chemical Oxygen Demand		
Total Suspended Solids		
Total Dissolved Solids		
Adsorbable Organic Halides		
Colour		
Any Others (please specify)		

2. Please provide the details of air emissions monitoring frequency and conducting agency against the following parameters:

Parameters	Monitoring Frequency	Conducting Agency
Flow (mg / Nm ³)		
SPM (mg / Nm ³)		
NOx (mg/Nm ³)		
SO ₂ (mg / Nm ³)		
CO (mg / Nm ³)		
H ₂ S (mg / Nm ³)		
Mercaptans (mg / Nm ³)		
Total Reduced Sulphur (mg / Nm ³)		
Chlorine (mg / Nm ³)		
Any Others (please specify)		

3. Please provide a brief write-up on OCEMS (Online Continuous Effluent & Emission Monitoring System) installed and the action taken whenever alerts are received on exceedances of values over the prescribed norms.

4. Please provide the details of solid waste generated monitoring frequency and conducting agency against the following parameters:

Parameters	Monitoring Frequency	Conducting Agency
Chipper Dust		
Fly Ash		
Bottom Ash		
Primary Sludge		
Secondary Sludge		
Lime Sludge		
Ash and Inert from Lime Kiln		
Dregs and Grits from Recovery		
Sludge from Hypo Plant		
Any Others (please specify)		

Preceding Year 2016-17	Year Under Review 2017-18
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B.8 Research & Development

1. Does the Mill have any R&D Department, both at the Corporate level / Head Office and Production Unit level? If yes, briefly explain about the facilities
2. Is the R&D Department clubbed with any other department?
3. Please mention the total expenditure on R&D annually (INR Lakhs)
4. Is the R&D Lab, both at the Corporate level / Head Office and Production Unit level recognised by the Government of India?
5. Please provide the annual O&M expense incurred for R&D (INR Lakh) and the proportion of the total turnover spent in the last 4 years on R&D (%)
6. Please describe the various R&D initiatives undertaken by the R&D Department in the last 4 years, which have bearing on the environment benefit

Preceding Year 2016-17	Year Under Review 2017-18
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B.9 Health & Safety

1. Does the Mill have a policy statement on maintenance of safety and health at work place?
2. Is the Mill certified for OHSAS 18001?
3. Has the Mill ever conducted health risk assessment studies? If yes, briefly explain
4. Does the Mill have healthcare centre / hospital for the benefit of its employees? Briefly explain
5. Does the Mill conduct Safety Audits?
6. What was the capital expenditure (INR Lakh) the Mill incurred on the healthcare facilities for its employees?
7. Has the Mill formulated an onsite disaster management plan? If yes, briefly explain
8. Does the Mill conduct emergency preparedness training?

B.10 Plantations / Recycled Fibre

1. Does the Mill have a plantation / social forestry programme?
2. Does the Mill use recycled fibre / market pulp for its furnish requirement?
 - i) Grades of waste papers used
 - ii) % furnish used from waste paper pulp, market pulp, own pulp