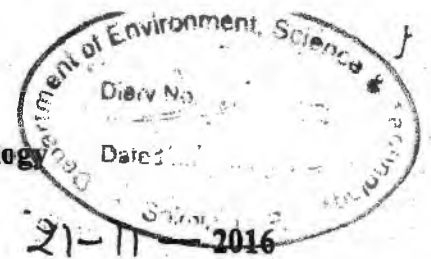


Government of Himachal Pradesh
Department of Environment, Science & Technology



No. STE-A (3)-4/2016

Dated: Shimla-2,

21-11-2016

NOTIFICATION

The Governor Himachal Pradesh is pleased to introduce "Himachal Pradesh Environmental Leadership Award" to be conferred every year to various categories of institutions/ individuals of the state who excel in promotion of environmental conservation and sustainable development by demonstrating successful initiatives. Such awards will be announced after careful scrutiny of proposals/ applications/ recommendations by expert panel(s) for each category. It will be the decision of the screening/ selection committee to recommend one or more than one award or none in identified categories. The award will be in the form of a citation along with cash prize of ₹ 50,000/- as 1st Prize and ₹ 25,000/- as 2nd Prize, and will be retained permanently by the winners, besides a Trophy.

2. This award is recognition of innovation made at the level of eligible domains/ categories w.r.t. environmentally responsible and sustainable entrepreneurship and to recognize the organizations institutions that have made remarkable efforts to prevent, prepare and respond to environmental risks in sustainable manner as to exemplify and enthuse inspiration, vision w.r.t. action for protection of environment. The introduction of this award will in a way to ensure a responsible change among various functional domains. The competitors will among themselves make efforts to protect environment and may bring radical, vibrant change in thinking process w.r.t. sustainable development, besides help in developing environmentally sustainable institutional mechanism in Himachal Pradesh.

3. The Annual H.P. Environmental Leadership Award would be open to the following categories:-

- i) Urban Local Body Excellence in Municipal Solid Waste Management.
- ii) Hospital in Bio-Medical Waste Management
- iii) Hotel/Resort

- iv) Academic Institution other than School
- v) Schools
- vi) Office Premises
- vii) Industry
- viii) Panchayat
- ix) Residence/ Resident Welfare Society
- x) Restaurant
- xi) Bus Stand
- xii) Railway Station/ Airport

4. The domain for selection, of awardees shall be based on the following considerations: -

- a) Entities, organizations dealing, involved in management of Municipal Solid Waste Management in Himachal Pradesh at Panchayat & ULB level.
- b) All government, private hospitals involved in management of Bio-Medical Waste Management having bed capacity 100 or more.
- c) Hotel/ Resorts with minimum 25 rooms involved and practicing in house management of MSW, Waste Water, greening, plantation.
- d) Academic Institution involved in energy savings, green initiatives etc.
- e) Office and Residence/ Resident Welfare Society Premises with green initiatives energy savings, MSW, 3Rs (Reduce, Reuse, Recycle) practice.

- f) Industry involved in green initiatives, management of ETP, MSW, HSW, Energy saving, waste water reuse etc.

5. The eligibility for the awards shall be based on the following broad considerations and the participating entities would have to give details covering the following points to be scrutinized by the Screening Committee: -

A. The participating entities would have to give details covering the following points with documentary proof within stipulated period:

- i) Success in defining environmental pollution needs meeting pollution prevention goals, and overall improvements to the quality of air, water and land,
 - ii) Soundness of approach, scientific design, and co-effectiveness,
 - iii) Abatement, including reduction, reuse, recycling or any beneficial use of waste generated,
 - iv) Substantial and steady reduction in the effluents and emissions in the year,
 - v) Reduction of risk to the community living in the vicinity of units handling hazardous chemicals,
 - vi) Any other identifiable specific and significant contribution towards the manufacture of environment friendly products and development and use of environmentally sound technologies,
 - vii) Substantial and continuing steps for environmental improvement and,
 - viii) Any other identifiable specific and significant contribution towards the manufacture of environment friendly products and development and use of environmentally sound technologies and aspects such as voluntary afforestation and even pioneering work in research towards environment friendly technology and maximum amount of recycling possible in that category of industries. These steps will include substantial and continuing steps for environmental improvement and any other item which would be indicative of the corporate philosophy of the company towards positive environment management.
- B. Award will be granted each year to the institutions which make a significant and measurable contribution towards development or use of

clean technologies, products or practices that contribute towards environment protection and find innovative solutions to environmental problems. The earlier Awardees shall be eligible to participate only after 2 years i.e. in 3rd year.

- C. The activities can include new technologies that save energy or other resources, product reformulation or substitution to use fewer polluting material and modification and new processes which reduce pollution and contribute towards environment protection and conservation.
- D. The significance of the contribution both in qualitative and quantitative terms, as well as measurable impact on the environment will be major criteria for selection. The quantitative factors are primarily aimed at measuring the reduction in emissions and effluents per unit of output. The qualitative factors will assess the efforts initiated by the management to make abatement of pollution an essential ingredient of the manufacturing process and thereby ensure environment improvement on a continuing basis. An industrial unit which is not meeting the standards prescribed will not be eligible for the award.
- E. An institution applying for the claim of award must introduce environmental protection system comprising a policy defined for the units as a whole, an environmental programme for the site concerned and a management system defining the organizational measures and working procedures required to implement and supervise the initiative. The management should include an environmental audit programme.

6. The following procedure will be adopted for inviting the applications for the award:

1. The Department of Environment, Science & Technology shall issue a Public Notice inviting applications for the award as per scheme approved.
2. The Applicant(s) has/have to fill the particulars on the prescribed Proforma and submit along with necessary documents, certificates,

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photographs, line diagrams, project reports, each technical detail etc. along with the soft copy of the documents within stipulated period.

3. Each application will be duly signed by the applicant/institution and submitted to the Director, Department of Environment, Science & Technology through notified channel.
4. The institutions/ organizations/ entities must be located within the administrative boundary of the State of Himachal Pradesh.
5. The awards will be given for performance during the financial year as announced in the notice.

7. The applicants will submit the completed Application (Annexure 1, 2 & 3) along with the enclosures and supporting materials in one spiral bound copy along with a soft copy in a CD or Pen Drive, typed on A-4 size paper in English to the Director, Environment, Science & Technology, Paryavaran Bhawan, Near US Club, Shimla-171001, Himachal Pradesh covering the following:

1. **Annexure 1 – Application Form***
2. **Annexure 2 – Organizational Overview – To provide a summary of the applicant's business***
3. **Annexure 3 – Self - Appraisal Report***
4. **Supporting material/ Documents:** - Support material may be derived from self - assessment of the organization's activities. This information must be closely aligned with the award assessment criteria. A copy of the latest Annual Report of the organization may also be form part of the support material.

(*for reduction of paper use/saving the papers the Annexure are available at <http://www.desthp.nic.in/>)

8. The following procedure will be adopted for screening/scrutinizing of Applications for Award;

- a) The screening of applications form will be subjected to a preliminary scrutiny by a three member committee at DEST level duly constituted/ notified by the Director, DEST and shortlisted applications will be submitted to a final screening/ selection by the committee.
- 

- b) The three members Selection Committee consisting of Director, EST, MS HPPCB, JMS, SCSTE shall review the nominations of the short listed applications on the basis of the documents submitted in favour of the claim for award and may visit the site/premises to have visual observations before final declaration. The Director, EST will be the Chairman of the Committee.
- c) The selected/shortlisted applicants screened through screening / selection committee has/have to make presentation of their initiative taken for environment protection in the office of the Director, Department of Environment, Science & Technology at Shimla in front of the selection committee and other experts
- d) The committee will evaluate the applications on set evaluation criteria and will make its recommendations to the competent authority i.e Principal Secretary (Environment, Science & Technology) to the Government of Himachal Pradesh for the awards.
- e) The final decision shall be conveyed by the Chairman of the Committee which will be communicated later on to the applicant/ awardees as per programme.
- f) The Selection Committee will have the right to select/nominate the applicant/institution even without seeking applications, but only after getting themselves satisfied.

9. The names of applicants and scoring information developed during the review of applications shall be kept confidential. Such information will be available only to individuals directly involved in the assessment and administrative process. All reasonable precautions will be taken to ensure that applications and information therein are treated in strict confidence. However, in no way Department of Environment, S&T, Himachal Pradesh can be held responsible for any loss of confidentiality to a third party, nor held liable for any damage (to goods or persons) or financial loss incurred through the breach of confidentiality or otherwise by the applicants or any third party. The Government of Himachal Pradesh reserves the right, subsequent to the Award Presentation, to publish salient details of the Innovation methods / modules/ Improvement initiatives Schemes of the Award Winners, as a step towards sharing of



knowledge for raising general standards and awareness among masses to promote environmental conservation and sustainable development in the state.

By order

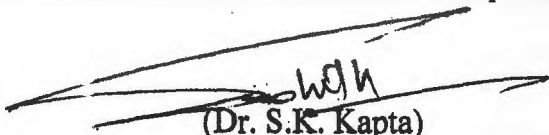
Tarun Kapoor
Pr. Chief Secretary (Env., Sc. & Tech.) to the
Government of Himachal Pradesh

Endsts. No. : STE-A(3)-4/2016

Dated: Shimla-2, 21-11-2016.

Copy forwarded for information and necessary action to:

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
2. The SPS/PS to the Chief Minister/Ministers/CPSs, H.P. Shimla-2.
3. The Private Secretary to the Chief Secretary to the Govt. of H.P.
4. All the Administrative Secretaries to the Government of Himachal Pradesh.
5. All the Divisional Commissioners in HP.
6. All the Deputy Commissioners in HP.
7. All the Superintendent of Police in HP
8. All Heads of Departments in H.P.
9. The Director, Environment, S & T, HP.
10. The Member, Secretary, HP State Pollution Control Board, Shimla-9
11. The Member, Secretary, State Council for Science & Technology, HP, Shimla-9.
12. The General Manager, Northern Railway, Baroda House, New Delhi
13. Regional Executive Director, Northern Region Airports Authority of India, Operational Offices Complex Rangpuri, New Delhi -110 037
14. All the Municipal Commissioner, MCs
15. The Director, Information and Public Relations, Himachal Pradesh for wide publicity.


(Dr. S.K. Kapta)

Spl. Secy. (Env. Science & Tech.) to the
Government of Himachal Pradesh

+91-177-2626097

Application Form

1. Name of Applicant: _____

(Name that will appear in the Certificate, Plaque and all Communication Materials)

2. Organization: _____

3. Address: _____

4. Website: _____

5. Name of Contact Person _____ Designation _____

6. Telephone (Office) _____ (Mobile) _____

E-mail _____

Contact Address (if different from above) _____

7. Name of the Highest Ranking Official of the Organization _____

Designation _____

Telephone (Office) _____ (Mobile) _____

E-mail _____

Contact Address (if different from above) _____

8. Location of Principal Sites _____

9. Total number of employees _____

10. Domain applied for (refer Page No. 4) _____

11. Type of Organization (Tick here)

Large

Manufacturing

Medium & Small

Service

12. Declaration

On behalf of my organization, I do hereby declare that we shall fully abide by the

Rules/ Regulations of the Department of Environment, Science & Technology, Govt. of Himachal Pradesh, and understand and accept that the decisions of the screening/ selection committee and competent authority are final.

I also declare that the organization has faced no Penal action for corporate and other statutory compliance failure, from any regulatory authority in the last two years.

I confirm that my organization is eligible to take part in this competition, and that all information and accompanying application documents, are correct on this behalf.

Date: _____

Place: _____

Signature: _____

Name: _____

Designation: _____

Contact No: _____

Email: _____

Organizational Overview

(All Organizational Overview questions in Annexure- 2 are to be answered sequentially and point-wise)

Organizational Overview is an outline of the applicant's profession, business, addressing what is most important to the profession, business, key influences on professional, business operations, and where the business is headed. The brief Organizational Overview is intended to help committee members understand the applicant's thrust as to what is relevant and important to the applicant's business.

Organizational Overview is of critical importance to assess the applicant, because:

- a) It is a snapshot of your organization, the key influences on how you operate, and the key challenges you face;
- b) It is the most appropriate starting point for writing and reviewing the application, helping to ensure focus on key business issues, and consistency in response, especially in reporting business results; and
- c) It is used by the committee members in all stages of application review, including the site visit, if any.

1. Organizational Description

Provide brief answers to the following:

a. Organizational Environment

- 1. Organization's size, location and ownership.
- 2. Main features of your organizational culture? Give stated Purpose, Vision, Mission and Values of the organization.
- 3. What are your organization's main products and services?
- 4. What are the delivery mechanisms for reaching your Customers?
- 5. What are your major facilities, technologies and equipments?
- 6. What are the applicable relevant industry standards: OH&S, environmental, financial and product regulations; accreditation, certification or registrations required to be complied with.

If the applicant is an independent self - accounting sub - unit of a larger company, a brief description should be given of the organizational relationship to the 'parent' and percent of employees the sub - unit represents. Briefly describe how the

applicant's products and services relate to those of the parent and/or other units of the parent company. If the parent company provides key support services, that should also be described briefly.

b) Organizational Relationship

1. What is your organizational structure and Governance system, including links with the parent organization, as applicable?
2. Details of your Key Actors, Customers and Stakeholder groups and market Segments?

2. Organizational Challenges

a) Competitive Environment

- i) What is your competitive position, relative size, and growth in the industry / markets you serve?
- ii) What are the principal factors that lead to your success, relative to your competitors?
- iii) What are the main available sources of comparative and competitive data for your business/industry?

b) Strategic Context

What are your Key Strategic Challenges: business, operational, and human resource, and advantages, associated with organizational Sustainability?

c) Performance Improvement System

What are the Key elements of your Performance improvement system, including your evaluation and Learning Processes?

- 3.** Indicate if the applicant is certified to ISO 9001 / ISO 14001 / OHSAS 18001/ SA 8000 / others. Attach a copy of the certificate(s). Describe their implementation in the applicant organization.
- 4.** Whether the entities conferred ever with any National/ International level such award.

ANNUAL H.P. ENVIRONMENTAL LEADERSHIP AWARD

Self – Appraisal Report

(All Self - Appraisal questions in Annexure- 3 are to be answered sequentially and point-wise)

Section A – Environmental Governance

1. Status of the Annual Environmental Statement: [Please indicate date of submission of the last report.] (Attach copy) including audited, certified expenditure statements.
2. How does the Company's 'Environment Policy' reflect its relevance of sustainability and climate change to the organization?
3. Are you conducting environmental audit as per ISO 14001, if yes, since when?
4. Are the environmental features of the organization reflected in the Annual Report? If yes, from which year? (Attach latest copy)
5. Is the organization concerned with and adopted the GHG Protocol Standard?
6. Responsibility towards society:
 - a) How organizational leaders demonstrate their concern for the environment?
 - b) How the environment is protected through practices that prevent products, services, facilities and operations impacting the surroundings?
 - c) How key environmental areas for community support by the organization identified?
 - d) What has been your contribution to 'Swachh Bharat' Mission?

Section B – Legal Compliance

1. Compliance and applicable Laws/Acts and validity of the required NOCs, Clearances, consents for operation (Attach Proof):
 - a) Air Act.
 - b) Water Act.
 - c) Storage / handling / disposal of hazardous chemicals / waste (including bio-medical waste).
 - d) Compliance with the prescribed approvals / standards for – Effluents/Emissions/Hazardous/Bio-medical /solid waste.
 - e) Details of rebate availed on water cess, if any. Explain reasons if compliance in any case is not updated.

2. Give magnitude and nature of penalties, if any, for non-compliance with all applicable national, regional and local regulations associated with environmental issues (e.g., air quality, water quality).
3. Give details of public complaint / litigation / legal action by the competent authorities including pollution control authorities, if any, in respect of the management of environmental issues / concerns of the industry, pending or faced by the industry.

Section C – Training

1. Details of Training of top management on environment appreciation as well as training of entire staff on environmental awareness.
2. Details of awareness and training programmes conducted for employees and their families, local community, customers and suppliers.
3. What is the number of trained manpower for operation and maintenance of the treatment / disposal facilities for:
 - a) Effluents, b) Emissions, and c) Hazardous / bio-medical / solid waste

Section D – Monitoring of Environmental Performance

1. Energy

- a) Total energy use per year.
- b) Energy consumed for production.
- c) Change from last year (Certified copies of bills).
- d) Measures undertaken to move towards renewable energy sources and energy efficiency.

2. Water (Litres / Cubic metres)

- a) Total water usage per year and percentage of fresh water used per year.
- b) Water sources significantly affected by the organization's use of water.
- c) Resource conservation measures introduced.

3. Materials (Tonnes / Kilograms)

- a) Total materials use (other than fuel and water) per tonne of produce.
- b) Use of Recycled materials.
- c) Use of Packaging materials.
- d) Hazardous chemicals / materials used.
- e) Objectives, programmes and targets for materials replacement (e.g., substituting hazardous chemicals with less hazardous alternatives).

4. Emissions, Effluents, and Waste (Tonnes / Kilograms)

- a) Greenhouse gas emissions in tonnes of CO₂ equivalent (global warming potential).
- b) Ozone depleting substance emissions in tonnes of CFC-11 equivalent (ozone depleting potential).
- c) Total waste (for disposal). Provide definition, destination, and estimation method.
- d) Employees participation in waste minimization - Quantity of waste returned to process or market (e.g., through recycling, reuse, or remanufacture) by type.

5. Waste to Land

- a) Quantity of waste lumped underground, by material type.
- b) On and off-site management type (e.g., incineration, landfilling).

6. Emissions to Air (Quantity also in Tonnes/Kilograms)

- a) Emissions to air, by type (e.g., NH₃, HCl, HF, NO₂, SO₂ and sulphuric acid mists, VOCs and NO_x, metals, and persistent organic chemicals) and nature.

7. Effluents to Water (Quantity also in Tonnes/Kilograms) In case of water polluting units.

- a) Discharges to water, by type (e.g., oils/greases, TSS, COD, BOD, metals and persistent organic chemicals) and nature.
- b) Profile of water bodies into which flow is discharged (e.g., ground water, river, lake, wetland, ocean).

8. Land-Use/ Biodiversity

- a) Amount of land owned, leased, managed, or otherwise affected by the organization. Type of ecosystem habitat affected and its status (e.g., degraded, pristine). Amount of impermeable surface as a percentage of land owned.
- b) Habitat changes due to operations. Amount of habitat protected or restored.
- c) Objectives, programmes, and targets for protecting and restoring native ecosystems and species.
- d) Impacts on protected areas (e.g., national parks, sanctuaries, biological reserves, world heritage sites).

8. State of Environmental Quality Monitoring

Please indicate the instruments used, consistency of monitoring and deployment of trained manpower for the purpose.

9. Environmental safety management system available for:

- a) On-site hazards
- b) Off-site hazards
- c) Please indicate position of on-site accidents & off-site emergency plans and crisis-management set-up.

10. Measures for treatment / disposal of:

- a) Effluents.
- b) Emissions.
- c) Solid Waste.

11. Position regarding generation, handling and disposal of hazardous waste:

Does the Entities, organizations, industry produce / generate / handle any hazardous waste? If yes, please indicate whether such waste is treated and made non-hazardous before disposal / stored at an approved site / dumped at a non- approved site / recycled or reused with or without treatment / sold to others for reuse etc.

Section E – Clean Technologies

Steps taken and results obtained in respect of the following during the past one year.

(Please indicate results in quantitative and physical terms, to the extent possible.)

- a) Use / Development of clean technologies.
- b) Reduction in the consumption of - Water, Power (electricity/coal etc.), Raw Material.
- c) Reduction in the generation of:
 - i. Effluents.
 - ii. Emissions.
 - iii. Hazardous / solid waste.
- d) Steps for reuse / recycle of waste.
- e) Plantation undertaken in and around the industry locations / sites.
- f) Improvement in house-keeping to make it environment-friendly.
- g) Use of environment-friendly inputs / products in the

- manufacturing / packing / distribution processes etc. •
- h) Development / production / consumption / distribution of eco-friendly / label products made by industry.
- i) Introduction of end-of-the pipe clean up technologies.
- j) Introduction of cleaner production / manufacturing / processing technologies.
- k) Use of organic composting techniques for bio-degradable wastes, waste minimization and waste exchange practices.

Section F – General

1. What are the special features of the organization, which make a strong case for the applicant for the Award?:-
2. Details of sharing of innovative technologies and management practices for environment protection with suppliers; clients and industry in general.
3. Carbon Risk coverage and development of CDM projects, if any.