

1	<b>ORGANISATIONAL SET UP FOR ENERGY CONSERVATION.</b>
(a)	Does your Metro Railway have an Energy Conservation Cell?
(b)	If yes, who heads the EC Cell? Whether energy conservation is his exclusive or additional responsibility?
(c)	Give salient features of EC Cell's constitution, functions, amount of finances available, achievements, future plans and strategy followed to implement energy conservation/efficiency programmes and policies etc.
(d)	Does your Metro Railway have energy accounting and monitoring procedures and system in place? Which department is responsible to maintain such records – EC cell or any other?
(e)	Has your Metro Railway declared its Energy Management Policy? If yes, please attach a copy of the same.
(f)	Has your Metro Railway appointed or designated an "Energy Manager"? If yes, please give his name, complete office address, telephone no, fax no. & E-mail address.
2	<b>Whether any energy audit has been undertaken in your Metro Railway in last three years? If yes, please give details on the following</b>
(a)	When was last energy audit carried out in the Metro Railway? What is the frequency of carrying out energy audits?
(b)	Who did the energy audit? Whether this was done by in-house team or an external agency/ consultant was engaged? Please give salient details.
(c)	Did you engage any Energy Service Company (ESCO) to implement energy efficiency/ conservation measures. If yes, please give the name of agency and other details (i.e. experience, benefits etc.)
3	<b>What are the main constraints in your Metro Railway in implementing the energy efficiency/conservation?</b>
4	<b>A brief write up (not more than 3-4 pages) about your Metro Railway as per the format given below along with a few photographs depicting specific equipment/locations where energy efficiency activities have been undertaken may please be attached (Please also submit the above matter in a CD with scanned photograph and mark the name of your unit with address). The write-up submitted in the past schemes should not be repeated and also should not be more than 4 pages. The units not adhering to this may loose certain weightage in the evaluation.</b>
(i)	Unit Profile
(ii)	Energy Consumption
	Include information on total energy consumption (i.e. electricity and money value). Information on energy consumption in terms of percentage of manufacturing cost should also be presented. Also, it should highlight the specific energy consumption for the period 2016-2017 to 2017-2018 Good Computer Graphic Presentation related to Specific Energy Consumption may also be incorporated.
(iii)	Energy Conservation Commitment, Policy and Organizational Set up (Please include a photo copy of unit's Energy Conservation Policy, if decided)
(iv)	Energy Conservation Achievements
	Include one paragraph write-up on each major energy conservation project implemented during the year 2016-2018 only.
(v)	Energy Conservation Plans and Targets
(vi)	Environment and Safety
5	<b>Whether any dispute pertaining to statutory requirements of safety and pollution control is pending with any Government Agency. If Yes, give details:</b>
6	<b>DOCUMENTS ATTACHED:</b>

(i)	Copies of Certificates (with year wise marking) pertaining to statutory requirements such as safety and pollution control for the period 2016-18 are enclosed. (as applicable)
(ii)	One copy each of the audited annual reports are enclosed. (as applicable) (Note: If audited report for the latest year is not available, the pre-audited report may please be enclosed indicating the same)
(iii)	A brief write up of the unit as mentioned along with photographs depicting equipment / locations where energy efficiency activities have been undertaken and a CD containing the entire write-up is enclosed (Please ensure that name of the unit is written on the CD and it is virus free).

I, ..... Solemnly declare that to the best of my knowledge the information given in the Award Questionnaire (National Energy Conservation Award-2018) thereto is correct and complete.

(Signature of the Chief Executive)

Date:

Place:

Name & designation of the Chief Executive .....

Mobile No. ....

Organisation Seal .....