Date: 07/09/2013

**Subject: Circular for Slogan, Poster, Essay and Poem Contest:**

To recognize excellence in suggestion scheme, INSSAN is organizing various competitions in relation to suggestion theme. For participation of IFFCO Paradeep Unit in INSSAN AWARDS & CONTESTS 2013, it has been decided to conduct the following contests among employees for INSSAN AWARDS & CONTESTS 2013.

1. Poster contest
2. Slogan contest
3. Essay contest
4. Poem contest

The details of the contests (Poster / Slogan / Essay / Poem) as well as guide lines for above competitions are given here under:

1. **POSTER CONTEST:**

**THEME**

To highlight one or more motivating aspects of Suggestion Scheme and other Employee Involvement process and it’s benefits to the Organisation and employees.

**Criteria**

* Poster should be painted with Sketch Pen or Brush on 50cms. X 38 cms. 130 gsm (white coloured) paper or mounted board. Only three flat colours are permitted.
* A margin of 2.5 cms. from 3 sides and 5 cms. from bottom should be drawn. ( In other words – the design area should not be more than 42.5 cms. X 33 cms.)
* It can feature a caption in English or Hindi.

 Note**: An earlier, already awarded Poster in any contest will not be considered**.

1. **SLOGAN CONTEST:**

**THEME:**

The slogan should be a phrase or a combination of words that rhyme and should convey a Message on:

* Ways to increase awareness of Employee Involvement Process like Suggestion Scheme.
* Usefulness of the suggestion scheme for achieving increased productivity, cost savings.
* Benefits of the suggestion scheme to the Organisation.
* Ways of activating Employee Involvement process.

 For example:”**SUGGESTION SCHEME ACTIVITY – A WAY TO PRODUCTIVITY”**

1. **ESSAY CONTEST:**

**THEME:**

The Essay is to be based on “INSTITUTIONALISING INNOVATION”. Theme.

The essay will be based on your own personal ideas or opinions on the above theme. The subject must be clearly defined. It should have your individuality in it. The essay expresses your own views and experience. Let there be a note of sincerity in all that you write. The essay should project suitable subject matter, proper arrangement and adequate power of expression. It should clearly explain the relationships of each word in the theme given above and its collective result which terminates into the expected successes. Actual examples out of experiments made by you should be highlighted and should be part of the essay. Mere mention of somebody else’s result or opinions of other’s will not be carrying any weightage. Your own efforts will carry higher weightages. How the innovation is driven and made part & parcel of system of organisation’s working has to come out clearly from the essay.

**RULES AND CONDITIONS:**

* The essay should be limited to 3000-5000 words.
* The essay should be typed on A4 size paper with clear margins on both sides and should be typed on one side only (not back to back).
* Language: Either English or Hindi.
* It should be an original creation.
1. **POEM CONTEST:**

The poem will be with maximum 12 lines or maximum 3 stanzas of 4 lines each. The poem will describe INSSAN / Its activities / usefulness of suggestion scheme to employees or organisation.

* It should be neatly handwritten or typed on A4 size paper.
* The poem should be such that it can be easily made into jingle and can be recited with musical accompaniment.
* It should be your original creation.
* Language of the poem -Either English or Hindi.

Last date for acceptance of all contest entries is 30 September 2013. All are advised to submit their entries to the following offices:

1. Mr. K J Patel, JGM (Maintenance) Old admin building
2. Mr. R K Jain, JGM (Maintenance) PAP Maintenance Building
3. Mr. S R Maurya, DGM (Power) New Admin building

P C Verma

Chairman INSAAN Contest Committee

Jt. General Manager(Production)