Federation of Indian Petroleum Industry

OIL & GAS INDUSTRY A W A R D S 2020



Entry Form

Excellence in Human Resource Management – Company of the Year

Name of the Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closing date for submission:

September 15, 2020

Website: www.fipi.org.in

**Eligibility Criterion**

This award is open to all Oil & Gas companies operating in India.

**Award Objective**

This award recognizes the contribution of company’s Human Resource Management in achieving excellence across the entire spectrum of HR management in the company.

Please carefully read the Terms and Conditions of the FIPI Awards Scheme, [**https://www.fipi.org.in/Upload/Awards\_TermsConditions.pdf**](https://www.fipi.org.in/Upload/Awards_TermsConditions.pdf)

Questionnaire

|  |  |
| --- | --- |
| Name of Company: |  |
| Mailing Address:  |  |
|  |  |
| Name of approving authority:***Note:*** *Approving authority should not be below the rank of Head of the department/Regional head/Director/CEO.* |  |
| Title:  |  |
| Phone number:  |  |
| E-mail address:  |  |
| Signature: |  |
| Please specify name and designation of the person(s) who will be accepting the award if the applicant is chosen as the winner: |  |

|  |
| --- |
| **Please provide a brief write-up on your company’s profile** Write up by applicant (maximum 300 words) |

|  |
| --- |
| **Please give justification for applying for this award highlighting significant achievements in Human Resource Management during 2019-20** Write up by applicant (maximum 300 words) |

### Quantitative Information

| **Sr. No.** | **Evaluation parameter** | **Response** |
| --- | --- | --- |
| **1** | **Learning & Development** |
| **1.1** | **Avg. no. of training/learning days per employee (total training days/no. of employees at the mentioned level)**  |
|  |

|  |  |
| --- | --- |
| Particulars | Avg. no. of training/learning days per employee |
| 2019-20 | 2018-19 |
| GM and above |  |  |
| Middle Management |  |  |
| Workmen |  |  |
| Total Number of training days per employee |  |  |

 |
| **1.2** | **HSE training days per employee**  |
|  |

|  |  |  |
| --- | --- | --- |
| Particulars | 2019-20 | 2018-19 |
| HSE Training days per employee |  |  |

 |
| **1.3.** | **No. of training days per employee (Excluding HSE) for each of the following**  |
|  |

|  |  |
| --- | --- |
| Particulars | No. of training days per employee |
| 2019-20 | 2018-19 |
| Skill Development Training |  |  |
| Functional/On-job Training |  |  |
| Management Training |  |  |

**The total of Sr. No. 1.2 and 1.3 must tally with the Total Number of training days per employee at Sr. No.1** |
| **2** | **Employee attrition rate during 2019-20 (other than retirement)** |
|  |

|  |  |  |
| --- | --- | --- |
|  | Attrition Rate in 2019-20 | Attrition Rate in 2018-19 |
| Entry level (within first two years of joining) |  |  |
| Middle Management |  |  |
| Senior Management |  |  |

 |
| **3** | **Recruitment in 2019-20 (full-time)** |
|  |

|  |  |
| --- | --- |
|  | No. |
| Total vacancies identified for 2019-20 |  |
| Total no. of positions filled during the year through hiring |  |

 |
| **4** | **Recruitment cycle completion during 2019-20** |
|  |

|  |  |
| --- | --- |
|  | No.  |
| Avg. no. of days from when the job requisition was received until the offer was accepted by the candidate |  |

 |
| **5** | **Effectiveness of HR in maintaining diverse workforce** |
| **5.1** | **Percentage of employees who are under 40 years and over 40 years** |
|  |

|  |  |
| --- | --- |
|  | No. |
| Total No. of Employees (as on March 31, 2020) |  |
| No. of Employees under 40 years (as on Mar 31, 2020) |  |
| No. of Employees over 40 years (as on Mar 31, 2020) |  |

 |
| **5.2** | **Total male, female and other gender employees by the end of March 31, 2020** |
|  |

|  |  |
| --- | --- |
|  | No. |
| No. of male employees |  |
| No. of female employees |  |
| No. of other gender employees |  |

 |
| **5.3** | **Total no. of employees with higher qualification (as on March 31, 2020)** |
|  |

|  |  |
| --- | --- |
|  | No. |
| Total no. of full-time employees |  |
| No. of Employees having qualification of post graduates & above |  |

 |
| **5.4** | **Increase in no. of differently-abled employees as on 31.3.20 over 31.3.19** |
|  |

|  |  |
| --- | --- |
|  | No. |
| No. of differently-abled employees as on 31.3.20  |  |
| No. of differently-abled employees as on 31.3.19 |  |

 |
| **6** | **Progress in retaining women workforce**

|  |  |  |
| --- | --- | --- |
|  | Number of Women employees  | Total Number of Employees  |
| March 31, 2020 |  |  |
| March 31, 2015 |  |  |

 |
| **7** | **Does the company provide a channel through which employees can report suspected grievances, and does the channel allow for confidential and/or anonymous reporting (Yes/No); If yes, provide details in bullet points** |
|  |  |
|  |
|  |
|  |
|  |
| **8** | **Details (in bullet points) of awards/recognitions programmes active in the year 2019-20** |
|  |  |
|  |
|  |
|  |
|  |

**List of Attachments (Optional), if any**

|  |  |
| --- | --- |
| **S. No.** | **Description** |
| 1 |  |
| 2 |  |
| 3 |  |

**About FIPI**

The Federation of Indian Petroleum Industry (FIPI) is an apex Society of entities in the hydrocarbon sector and acts as an industry interface with Government and regulatory authorities. It helps in resolution of issues and evolution of policies and regulations. It represents the industry on Government bodies, committees and task forces and has been submitting recommendations to the Government on behalf of the industry on various issues.

It aims to be the most effective and influential voice of the oil & gas industry to facilitate its development as a globally competitive industry in India that enjoys the respect and trust of the society. Several Government policy initiatives have their genesis in its reports and publications, some of which are quoted in documents like the Integrated Energy Policy.

All major companies operating in the oil & gas sector in India are members of FIPI. FIPI organizes seminars, conferences, workshops, roundtable meetings and brings out study reports and a quarterly journal.

For more information, please visit our website [www.fipi.org.in](http://www.fipi.org.in)

For Awards related information, please click <https://www.fipi.org.in/index.php/awards-2019-scheme>