## Nominations are invited for

## The IIF Annual Awards 2018

## Awards will be presented by

## The Institute of Indian Foundrymen at the

## 67th Indian Foundry Congress

January 18-20, 2019 ● Greater Noida, NCR of New Delhi

to IIF members based on nominations received under various categories. Unless otherwise stated, the period considered for the Awards is 1st April, 2017 to 31st March, 2018

(Last date for receipt of Nominations is October 31, 2018)

## LAKSHMAN RAO KIRLOSKAR AWARD – for Foundry of the Year

Sponsor: <b>Kirloskar Oil Engines, Pune</b> (open only to IIF Industry members)		
Criteria for Selection		
i) Qualitative and quantitative improvement in the last 3 years and various steps taken to increase production by adopting advanced technology.	15 points	
ii) Qualitative and quantitative improvement in the last 3 years and various steps taken to increase productivity by reduction of man-hours.	15 points	
iii) Energy savings effected with energy audit (enclose energy audit report)	10 points	
iv) Waste reduction by effecting waste management – criteria value of savings	10 points	
v) Innovative technology and New Process Controls introduced	10 points	
vi) Statutory Compliance	10 points	
vii) Use of management tools for overall quality improvement	10 points	
viii) Safety management – No. of accidents during the year	10 points	
ix) HRD promotion efforts	10 points	
Total	100 points	

Nominations for this award should be accompanied by a) Facts and figures with adequate explanatory notes covering each of the above criteria; b) At least 6 colour photographs showing excellence in various aspects of the foundry i.e. sand conditioning, moulding/core making, melting, pouring, fettling, heat treatment relating to plant & equipment and foundry products.

## **GARGI HUTTENES-ALBERTUS – Green Foundry of the Year Award**

Sponsor: Gargi Huttenes-Albertus Pvt Ltd, Mumbai (open only to IIF Industry members)

## **Minimum Qualifying Criteria**

The foundry should have consent to operate from the State Pollution Control Board.

Please enclose, copies of current consent for Air and Water and copy of yearly or half-yearly statement for the previous year as submitted to the concerned authorities

to tri	e concerned dutinonties	
i)	The foundry should have installed pollution control equipment to improve the quality of air and water.	
Plea	ase submit the following:	
a)	List of equipment installed with technical details and photographs	5 points
b)	Methods adopted for record keeping & reporting.	10 points
Tot	al	15 points
ii)	The foundry should submit the following details for waste management:	
a)	Steps taken to reuse/recycle spent foundry materials/wastes and/or other by-products and benefits accrued	5 points
b)	Method of waste treatment and disposal	5 points
c)	Energy conservation activities	5 points
Tot	al	15 points
iii)	The policy and practice of the foundry in obtaining Safety Data Sheets from the supplier for each chemical used in the foundry.	5 points
iv)	Actions taken in eco-friendly packaging of both incoming and outgoing products.	10 points
v)	Details with photographs of the area inside and outside the foundry building clearly indicating the actions taken for developing greenery. Ratio of greenery to foundry operational area should be specified.	10 points
vi)	Evidence of commitment of top management to environmental protection in terms of an environmental policy and environmental management system.	5 points
vii)	Measures introduced to reduce/ prevent noise pollution.	10 points
viii)	Foundry should submit healthcare and welfare measures adopted for personnel.	10 points
ix)	Foundry should submit safety measures that have been put in place and training of personnel to handle emergency measures in case of fire.	10 points
x)	Use of alternate energy resource - building, construction, transportation etc.	10 points
Tot	al	100 points

## **MEMBERSHIP GROWTH AWARD FOR IIF CHAPTERS – Awarded by IIF**

The period for this Award is 1st April 2017 to 31st March, 2018

Membership Growth over the year will be calculated in numbers giving due weightage to type of member. For company members, weightage will be as per Annual Sales Turnover i.e. 2, 4, 7, 10. Weightage for others, except student members = 1 Award to be given in two categories: Large and Small Chapters. (For the purpose of awards calculation, a Chapter would be taken as large if after multiplying Industry Members by respective weight and adding other categories of members, except students, total number of members of a Chapter is more than 100. Otherwise, the Chapter is considered as Small Chapter).

## **KR SANTHANAM MEMORIAL AWARD** - for Foundryman of the Year

The nominee for Foundryman of the Year Award should be a member, life member, fellow member or employee of an Industry member and should be at least a Diploma-holder with a minimum of 15 years of experience related to the foundry industry.

Criteria for the award will be contribution to:

vi)	Energy Savings  Quality Improvement. including ISO	10 points
vi)	Energy Savings	10 points
vi)	Increase in Productivity	15 points
v)	Increase in Production	15 points
iv)	Cost Reduction	10 points
iii)	Use of New Technology	10 points
ii)	Material Substitution	10 points
i)	Process Improvement	10 points

Nominations for the award should be forwarded to IIF- HO by the Foundry where the person is currently employed. Nominations for Foundryman of the Year award should be accompanied by facts and figures and adequate explanatory notes covering each of the above criteria and highlighting the individual contribution made by the nominee under each of the criteria. Photographs should be submitted to substantiate the nomination for the award

## **BEST TECHNICAL PAPER AWARD** Awarded by IIF

The best technical paper will be adjudged from the papers published in the Indian Foundry Journal during the period April 2017 - March 2018.

Award will be given in three categories FERROUS, NON-FERROUS and GENERAL.

The Awards are intended to be recognition for outstanding contribution. In the event of the Committee being satisfied that there is no paper which comes up to a standard to deserve the award, it will not recommend any award for the year. Reprints from IFC/WFC/SEMINARS/CONFERENCES will not be considered.

## FORACE POLYMERS YOUNG FOUNDRYMAN OF THE YEAR AWARD

Sponsor: Forace Polymers (P) Ltd., Haridwar

### Eligibility

- a) Nominee for Young Foundryman of the Year Award shall be from Industries that are members of IIF. He or she nominated for the Award should be a member, life member, fellow member or employee of an industry member and should be at least a Diploma holder with a minimum of 10 years of experience related to the Foundry industry
- b) The maximum age limit for eligible candidate will be 35 years. The criteria for the award will be for excellence in combination of the following:

i)	Process/Quality Improvement	10 points
ii)	Material Substitution	10 points
iii)	Use of New Technology	10 points
iv)	Cost Reduction	10 points
v)	Increase in Production	10 points
vi)	Energy Savings	10 points
vii)	Books/papers published (details of journals)	10 points
viii)	Exposure to Foreign Organisations	10 points
ix	Participation/Paper presentation in National and International Seminars	10 points
x)	Awards received, if any	10 points
Tota	ıl	100 points

## **SOLI COMMISSARIAT BEST PAPER AWARD** (Silver Medal)

For the best Technical Paper presented at the Congress.

If the paper has more than one author, the author making the presentation will be given the Award. Both content and presentation will be taken into account in deciding the award. Reprints from IFC/WFC/SEMINARS/CONFERENCES will not be considered.

## IIF REGION OF THE YEAR AWARD - AWARDED BY IIF

The period for this award is 1st June, 2017 to 31st May, 2018. Nominations should be sent by the Chairman or the Hon Secretary of the Region to IIF-HO

Crit	eria for the award	
i) a)	For conducting Regional Council Meetings (1 point per meeting) minimum 1 meeting per quarter	5 points max
b)	For conducting Regional Council Meeting at other than Regional HO city, at Chapter Offices of the Region (1 bonus point per meeting) (Signed copy of attendance sheet to be enclosed)	5 points max
Suk	p-total	10 points max
ii) <i>F</i>	nnual Report and Annual Audited Accounts	
a)	Timely inputs to Central Auditor by the Region (31.05.18)	5 points
b)	Timely inputs to Central Auditor by the Chapters under its jurisdiction (15.05.18)	10 points max
Suk	p-total	15 points max
This	s is based on audit observations	
iii)	Statutory Compliance	
Stat	cutory Compliance by Regions & Chapters	6 points
iv)	Chapter Activities	
a)	Chapters have conducted technical meetings	5 points
b)	Chapters had held regular Chapter council meetings (Signed copy of attendance sheet to be enclosed)	5 points
c)	Chapters have submitted Monthly Activity Reports in the regularly prescribed form for the month within 7th of next month  (Printout of email sent to HO to be enclosed)	5 points
Suk	p-total	15 points
v)	National Foundry Day Celebration	l
a)	On 17th August or within a week before or after 17th August	6 points
b)	Quality of National Foundry Day	4 points
Suk	o-total	10 points max
vi)	Membership Growth	<u> </u>
Ind	mbership growth over the year in percentage will be calculated giving due weightage to type of member. For ustry members, weightage will be as per Annual Sales Turnover i.e. 2, 4, 7, 10. Weightage for others, except dent Members = 1	5 points max
vii)	Technical Activities	
a)	One Seminar/Workshop relating to the Presidential theme	5 points
b)	Chapters under its jurisdiction have conducted technical activities	5 points
c)	In-plant technical training under Yogyata Vikas Programme organised by Region or its Chapters	10 points
Suk	p-total	20 points max

viii) Attendance at NC meetings by nominated members of the Region (Chairman, Hon Secretary, other nominated members) — proportion of attendance	5 points	
<b>ix) Technical services</b> rendered for quality improvement, energy savings, increased productivity, decreased rejection etc. Please submit documentary evidence	5 points	
x) Service to foundry industry		
Each Region should promote public relations with the Government Departments and also hold regular press conferences bringing to light the problems faced by the foundry industry, particularly relating to availability of input materials, central levies like excise, customs duty on capital goods, import of scrap, reduction of power tariff etc.	4 points	
xi) Indian Foundry Congress		
Participation in terms of delegates in the Congress wherever it is held	5 points	
Total	100 points	

The proposal for nomination must be accompanied by supportings.

## CASTING OF THE YEAR AWARD (SHOWCASE YOUR COMPANY'S CASTING CAPABILITY) – Awarded by IIF

## **Eligibility**

- a) Award is open only to IIF Industry Members
- b) Casting may be of any metal, any end-application, size/weight produced using any casting process.

The awards will be given in two categories:

- 1) Ferrous: Cast iron, SG iron or steel casting
- 2) Non-Ferrous: Aluminium or Copper-based

#### Criteria

Entries will be evaluated on the following criteria:

- Benefits to the casting end-user
- Use of unique capabilities of casting process
- Contribution to growth of the casting market

#### **Terms**

- a) Application should be accompanied with details of the casting and photographs from three angles. Members of the Awards Committee or their representative may visit the foundry to inspect the casting, if necessary.
- b) If required, the casting will have to be sent to the Foundry Congress Venue at the cost of the applicant.
- c) Photographs received along with the application may be used by IIF for tradeshows, displays and for publication in the Indian Foundry Journal.

# EXPORT EXCELLENCE AWARD - Awarded by IIF (Open to IIF Industry members only)

The award is categorized into large/medium/small-scale industries.

## 1. Eligibility criteria

Nomination for any category

be above Rs. 50 crore per annum.

- a) Large-scale Foundry
   The minimum export turnover for large-scale foundry should
- b) Medium-scale Foundry
   For medium-scale foundry, the export turnover should be between
   Rs. 10 crore to Rs. 50 crore per annum.
- c) Small-scale Foundry
   For small-scale foundry, the export turnover should be between
   Rs. 1 crore to Rs. 10 crore per annum.
- 2. Products manufactured by the Foundry should cover automobiles/tractors/defense and other engineering industries.
- 3. Of the three categories, all foundries should provide type and value of casting exported for a period of 3 years, clearly indicating the growth rate of exports on a year to year basis.
- 4. Nominations should be sent along with either the published annual report/accounts or auditor's certificates as evidence of annual production/export performance.

## **VISWAMITRA KAPUR MEMORIAL AWARD – for IIF Chapter of the Year**

Sponsor: Gargi Industries, Mumbai. The period for this Award is 1st June, 2017 to 31st May, 2018

The Chairman or the Hon Secretary of the Chapter concerned should send the nomination to IIF-HO with details of criteria as stated below:

i) a	Timely inputs of Annual Audited Accounts to Central Auditor	10 points
b)	Timely submission of Annual Report to HO	5 points
Suk	p-total	15 points max
ii)	<b>Timely receipt of Monthly Activity Reports</b> (in prescribed form supplied by the HO) by 7th of the following month Each such report will earn 1/2 point ( <i>Printout of email sent to HO to be enclosed</i> )	6 points max
	a)Chapter Council Meeting (1/2 point for each meeting with a ceiling of one each month) ned copy of attendance sheet to be enclosed)	4 points max
b)	Attending <b>Regional Council meetings</b> by Chapter Chairman and Hon Secretary (1/2 point for each meeting) (Signed copy of attendance sheet to be enclosed)	5 points max
Sul	p-total	15 points max
iv)	Statutory Compliance	
Sta	cutory compliance by the Chapter	6 points
v)	Celebration of National Foundry Day	
a)	Celebration of NF Day on August 17th or within a week before or after August 17th	6 points
b)	Quality of NFD programme (Chapters must present mementos to members completing 25 years)	4 points
Suk	p-total	10 points max
vi)	Works Visit (Only one visit in each quarter will be considered)	
a)	Each visit within the Chapter's territory	2 points (max 6)
b)	Each visit outside the Chapter's territory	2 points (max 4)
Suk	p-total	10 points max
vii)	Technical Activities	
a)	Lectures arranged: ½ point per lecture	4 points max
b)	Lectures by outstation speakers within the Chapter or arranged outside the Chapter's jurisdiction: 1 point per lecture	2 points max
c)	In-plant technical training organised by Chapter under Yogyata Vikas Programme: 2 points per training	8 points max
d)	Full day/two or more days seminar/workshop/clinic	6 points max
e)	Promoting CET's Modular Educational Programme: ½ point per student registered in CET education courses	3 points max
f)	Co-hosting of Regional Conference like Wescon, Sourecon etc. with Region	6 points max
Suk	o-total	29 points max
Tec	hnical Service rendered to Foundries	
	vities in this area are expected to encourage improved working methods/processes leading to savings through eased yields, lower rejection, cost reduction etc. Service should be provided to at least two foundries	5 points

ix) Membership Growth	
Membership growth over the year in percentage will be calculated giving due weightage to type of member. For company members, weightage will be as per Annual Sales Turnover i.e. 2,4,7,10. Weightage for others, except student members =1	5 points
x) Organising Student Programmes in educational institutions	5 points
Total	100 points

Nominations from Chapters must be accompanied by supportings.

## **CHANDRAN MENON MEMORIAL AWARD** - for applied research & innovative technology

Sponsor: Menon & Menon Ltd, Kolhapur

To encourage foundrymen to actively pursue applied research and innovation technologies in the field of metal casting.

#### Criteria for selection

The nominee for the award shall be a scientist/technologist/ practising foundryman and member of IIF.

- 1. Should have at least 5 years experience in foundry field/related research institution/engineering college/ polytechnic with foundry technology as part of mechanical/ metallurgical engineering.
- 2. Should have made outstanding contribution towards the advancement of metal casting or technology based on original work in the field of development in new materials, processes, quality standards, energy savings including equipment, automation reflecting technological excellence.
- 3. The new developments should have been proven in the field, meeting the immediate user requirements leading to cost savings, improved performance, and commercial exploitability.
- 4. Should have published papers in foundry journals/ presented in foundry congresses/workshops/seminars-National/International.

## Nomination should be supported by:

- a) Report of the work carried out by the nominee during the 5 years preceding the nomination with focus on foundry materials, processes and equipment.
- b) Summary of achievements for the eligibility of the award.
- c) At least 3 references of the people who know the nominee and his work.
- d) A list of papers along with prints published by the nominee.
- e) Any other information relating to pending patents, commercial use of technology developed in support of nomination.

## **5S EXCELLENCE AWARD (Open to IIF Industry members only)**

To motivate and recognise the member foundries successfully adopting 5S practices, IIF has initiated the 5S Excellence Award.

### Objective

The fully implemented 5S practices result in increased morale, increased efficiency, less waste, better quality and faster lead time that will make an organisation more profitable and competitive in the market place.

## **Categories of Award**

The 5S Excellence Award, in the form of a trophy, will be awarded to the winner company members in three categories: i) Small-scale Foundries, ii) Medium-scale Foundries, iii) Large-scale Foundries

### **Evaluation Criteria**

Nominations will be evaluated on the basis of:

Tota	al	100 points
ix)	Sustenance plan	10 points
viii)	Tangible and intangible benefits out of 5S initiatives	20 points
vii)	Implementation steps adopted	20 points
vi)	Waste disposal procedures and efforts to follow sound environmental practices	20 points
v)	5S vision statement and objectives	5 points
iv)	Organisation structure for 5S	5 points
iii)	5S manual, if any	5 points
ii)	Photographs of before and after "5S" (min.5 areas)	10 points
i)	Stages completed	5 points

## **Rules**

- 1. SME category companies must submit their registration certificate.
- 2. Please send the enclosed Self-Assessment sheet duly filled in along with the nomination for the award. (The sheet can be downloaded from www.indianfoundry.org)
- 3. An IIF team may visit the foundry to evaluate the nomination.

## **JAYASWAL NECO QUALITY AWARD (Open to IIF Industry members only)**

Sponsor: Jayaswal Neco Industries Ltd, Nagpur (for excellence in quality) The award will be given to a foundry which achieves outstanding quality performance during the previous financial year ie 1st April 2017 to 31st March 2018.

The award will be given to a foundry which achieves outstanding quality performance during the previous financial year ie. 1st April 2017 to 31st March 2018.

#### Criteria for the Award

### 1. Quality Performance

25 points

15 points

#### A) Customer Satisfaction

- i) Formal system for capturing customer complaints
- ii) Customer complaint analysis
- iii) Data on rejection values and trends
- iv) System in place for resolving customer complaints
- v) Proactive steps taken to:
- a) Reduce customer complaints
- b) Prevent recurrence of complaints
- c) Horizontal deployment of corrective & preventive actions, provide case histories—if any to support the above

## B) In-house Rejection

- Detailed data & break-up of in-house rejection viz melting, moulding, coremaking, fettling & finishing-related. Show the trends over the last 3 years.
- ii) Efforts to reduce in-house rejection

## C) Cost of Quality

Measuring and monitoring of overall cost of quality over the last 3 years

## 2. Evaluation by Customers

- A) Awards, citations received from customers during the last 3 years
- B) Quality and Delivery ratings received from your customers. Please attach copies of the reports
- C) Summary of audit findings conducted by your customers in your plant.

Please provide copies of improvement actions initiated by you and customers' observations on these.

## 3. Process Management / Improvements 20 points

#### A) Vendor Management

- i) Criteria for vendor selection
- ii) Internal standards/acceptance criteria for raw materials & other supplies coming from unorganised sector viz sand, bentonite and other such items. Please provide copies of a few specimens and list of all the items for which these

- systems are in use.
- iii) Recognition of performance of good vendors by way of awards, vendor meets, support to vendors by way of training, technical inputs. Attach details.

#### **B) Process Improvements**

- Suggestion given to customers for improvement in casting design which have resulted in benefits for both the customer and the foundry.
- ii) Improvements in Manufacturing Processes which have resulted in reduction of rejection both in-house and at customers' end.

## **C) Environment Management Processes**

- Strategy for Resource conservation. List some steps and achievements by the company
- ii) Waste sand reclamation process and disposal methods.
- iii) List of pollution control equipments and also the equipments used for recycling consumables

#### **Energy Management**

15 points

- A) Long-term energy management / conservation plan covering various energy inputs used (coke/furnace oil/electrical energy from grid, self-generation/renewable sources etc)
- B) Operation-wise Energy consumption norms (melting, sand preparation, heat treatment, compressed air etc)
- C) Details of overall energy consumption in units per tonne of casting despatched and energy cost as a percentage of sales
- D) Details of Energy Audit conducted and action taken for improvement on the basis of audit findings

#### **Shop-Floor Practices**

15 points

- A) Methods adopted to evaluate 5S practices. Illustrate with photographs the effectiveness of implementation.
- B) List of Kaizen implemented in the last 3 years and the qualitative and quantitative savings yielded.
- C) Usage of any other management tools for improving the shop-floor practices

## **Employee Involvement**

10 points

- A) Number of suggestions received per employee per year through suggestions scheme.
- B) Details of small group activities for improvement of Quality

C) Involvement of workers in the Safety committee. Regular monitoring of the trend of accidents and near - miss accidents.

Total 100 points

#### Note:

1. Report should be supported by data in the form of graphs, bar charts substantiating claims made

- In case your organisation has received Awards for good performance, enclose letters of appreciation from customers. Please enclose copies and photographs commemorating these events,
- 3. Company profile should be enclosed
- 4. All data should be furnished for the last 3 years for comparison.

## **FOUNDRY KAIZEN AWARD (Open to IIF Industry members only)**

Foundry Kaizen Award is awarded by IIF to the foundry which has implemented the best Kaizen.

### **Area for Kaizen**

Nominations can be submitted for Kaizen implementation in the areas of:

Foundry operations, energy savings, yield improvement, logistics cost reduction, management practices, minimisation of rework downtime and changeover time, efficiency and design improvement, use of new materials to enhance performance of cast products, product development initiatives in terms of weight reduction and increased strength.

### **Guidelines**

Nominations have to be submitted in a power point format as follows:

Slide 1 Company Profile

A brief about your organisation, Kaizen culture of the organisation. No. of Kaizen received and implemented.

Slide 2 Kaizen Team

Names of the key persons involved

Slide 3-4 Kaizen theme/problem description/problem

definition

Briefly describe the problem/present status

Slide 5-7 Data collection and root cause analysis

Why-Why analysis to find out the real root cause of

the problem.

Mention the real root cause of the problem

Slide 8-9 Kaizen idea and countermeasure/solution

The idea mooted by the employee to be

mentioned

The action plan attempted to eliminate the root cause.

Slide 10-11 Countermeasure implementation and sustenance Provide appropriate photographs to show the

'before' and 'after' status. Since when have the countermeasures been implemented?

Slide 12 Horizontal deployment

Indicate the potential areas of replicating the Kaizen and if so replicated, the number of places it was done and total benefit

Slide 13-14 Results and Benefit

Indicate the qualitative and quantitative savings that the Kaizen has yielded

Slide 15 Kaizen sheet

#### Note

No. of slides should not be more than 15 in any case.

#### **Evaluation Criteria**

Nominations will be evaluated on the basis of:

Tot	al	100 points
viii)	Team/Individual contribution	10 points
vii)	Horizontal deployment	10 points
vi)	Implementation success and sustenance	20 points
v)	Savings – monetary/time/process/qualitative	20 points
iv)	Time taken to implement	10 points
iii)	Solution	10 points
ii)	Root cause analysis	10 points
i)	Clarity of the problem and its severity	10 points

## Rules

- 1. Each foundry can send only one nomination
- 2. The problem identified should not be more than 3 years old.
- Nominations should include the enclosed Foundry Kaizen Award nomination sheet duly filled in. The sheet can be downloaded from www.indianfoundry.org
- 4. IIF may depute a team to visit the foundry to evaluate the nomination.

## **SME FOUNDRY OF THE YEAR AWARD**

## Sponsored by **Bhagwati Group**

(Open only to IIF Industry members with an investment of Rs 25 lakh to Rs 10 crore in plant and machinery excluding land & buildings)

#### **Criteria for Selection**

<ul> <li>implementation of 5S</li> <li>vii) Quality management for overall quality improvement</li> <li>viii) Safety management: Training programmes related to the last 3 years</li> <li>ix) HRD promotion efforts</li> </ul>		10 points
vii) Quality management for overall quality improvement viii) Safety management: Training programmes related to	, in the second	
· ·	safety, reduction in the number of accidents during	10 points
implementation of 5S		10 points
vi) Environment Management: Compliance with rules & i	egulations of Pollution Control Board,	10 points
v) Adoption of Innovative technologies		10 points
iv) Waste reduction by using process control tools like Histo Diagrams, Defect Concentration Diagrams, Scatter Diagrams		10 points
iii) Implementation of Energy conservation measures (er	close energy audit report)	10 points
ii) Qualitative and quantitative improvement in the last productivity by reduction of man-hours.	3 years and various steps taken to increase	15 points
i) Qualitative and quantitative improvement in the last production by adopting advanced technology.	3 years and various steps taken to increase	15 points

Nominations for this award should be accompanied by

- a) Scanned copy of original SME certificate
- b) Facts and figures with adequate explanatory notes covering each of the above criteria

All nominations should be submitted in four sets, two hard copies and two soft copies in CD/DVD, addressed to:

## Executive Director THE INSTITUTE OF INDIAN FOUNDRYMEN

IIF HO, IIF Center: 335, Rajdanga Main Road, East Kolkata Township PO, Kolkata 700107
Tel: 033 2442 4489/7385 • Fax: 033 2442 4491
E-mail: ed@indianfoundry.org / admin@indianfoundry.org

Note: All Award nominations whether in hard or soft copy must be superscribed with name of the Award applied for, name of the organisation with full contact details including name, designation, mobile number and e-mail of contact person.