ABHIVYAKTI - *The Suggestion Scheme*

Suggestion Form

Date...................................

Improvement Aspect/Problem identified ....
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Existing System/Methodology/Practice...
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....

My Suggestion ....
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Method to implement the suggestion...
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....

Benefits from this suggestion

1..
2..
3..

Name.. **Emp Code**.......................................
Designation.. **Dept**.....................................

How to win Awards by giving suggestion(s) :

1- Suggestion should be creative / innovative / productive / constructive
2- Scope of improvement in terms of working, efficiency, quality, HSE and Upkeep arrangements etc
3- There should be scope of reduction in cost/waste (waiting, inventory, rework, over production, over processing, defect, unnecessary motion, transportation etc.) /power/fuel

Note –
Please take help of your Section Incharge / facilitator in case difficulties to write /elaborate the details or facts of your suggestion.