

NATIONAL PRODUCTIVITY CENTRE



NATIONAL PRODUCTIVITY ORDER OF MERIT (NPOM) AWARD

Call for Nomination



NATIONAL PRODUCTIVITY CENTRE

Plot 2173, Capetown Street, Zone 4, Wuse, Abuja.
P.M.B 174, Garki GPO, Abuja. Tel. 0805-847-2352

NATIONAL PRODUCTIVITY ORDER OF MERIT (NPOM) AWARD CALL FOR NOMINATION

In furtherance of the Federal Government's commitment to Productivity improvement in the economy and the ideals of excellence in service, the Government through the National Productivity Centre instituted the National Productivity Order of Merit (NPOM) Award.

1. AWARD OBJECTIVES

- (a) Institutionalize productivity consciousness and excellence in service among workers and organizations in both the public and private sectors in Nigeria.
- (b) Recognize and highlight the contributions of individual workers as well as organizations to higher productivity.
- (c) Encourage the spirit of healthy competition in service/production amongst workers, corporate and incorporated bodies in Nigeria

2. CRITERIA FOR INDIVIDUAL/ORGANISATIONAL NATIONAL PRODUCTIVITY ORDER OF MERIT AWARD

Selection of organizations/individuals, which shall be made from all the productive sectors of the economy will be based on the information supplied on forms IPF-01 for individuals and OPF-01 for organizations, samples of which are attached herewith. The assessment covers three preceding years to the Award year. For example, if the Award is for 2012, assessment will cover years 2009, 2010 and 2011.

3. NOMINATION GUIDELINES

- (a) Productivity Order of Merit Award for Organisations:
 - i. Nominations are to be made by Government Ministries/Parastatals, Agencies, (both Federal, States and Local Governments), Apex Organizations of various companies/ firms in the organized and informal private sectors.
 - ii. Parastatals vying for the Award must be nominated by their Governing Councils or Boards.
 - iii. State Governments should not nominate privately owned organizations for the Award. They are free to nominate wholly state-owned organizations/ companies or organizations/ companies in which they have controlling shares;

4. COMPLETION AND SUBMISSION OF FORMS

- i. All nominations must be made on the proper National Productivity Order of Merit Award (NPOMA) forms OPF-01 for Organizational Award and IPF-01 for Individual Award. The forms are attached herewith but copies can be made and filled out where necessary.
- ii. Completed nomination forms for both Organizational and Individual Awards shall not be entertained unless they are duly signed by any of the following supervising authorities, as applicable, in both the public and private sectors:
 - a) **MINISTRIES**
 - ✍ Secretary to the government of the Federation (SGF); Secretary to State Government (SSG);
 - ✍ Hon. Ministers/Commissioners or Permanent Secretaries.
 - b) **NATIONAL/STATE ASSEMBLIES:**
 - ✍ Clerk of the National/State Assemblies;
 - c) **PARASTATALS**
 - ✍ Chairman of Governing Council/Boards;
 - d) **LOCAL GOVERNMENT**
 - ✍ Secretary to the Local Government (SLGC);
 - e) **JUDICIARY**
 - ✍ Chief Registrar
 - f) **MILITARY/PARA-MILITARY ESTABLISHMENTS**
 - ✍ Chief of Staff: Army, Navy and Air Force;
 - ✍ Inspector-General of Police;
 - ✍ Comptroller-General Customs;
 - ✍ Comptroller-General Immigration;
 - ✍ Comptroller-General Prisons;
 - ✍ Corps Marshall Federal Road Safety Corps (FRSC);
 - ✍ Commandant-General Nigerian Security and Civil Defence Corps (NSCDC)
 - ✍ Director Vehicle Inspection Office (VIO)
 - g) **PRIVATE SECTOR**
 - Individual Nominations*
 - ✍ Chief Executive Officers of organizations
 - Organizational Nominations*
 - ✍ Chief Executive Officers of Apex Organizations (eg. MAN, NACCIMA, Medical Association of Nigeria, etc).
 - h) **RURAL FARMERS/ALLIED WORKERS IN RURAL AREAS:** To route nominations through the Local Government Councils.

- iii. NOMINATIONS MAY BE REJECTED FOR ANY OF THE FOLLOWING:
- a) Non-compliance with the above conditions;
 - b) Improper completion of forms and;
 - c) Failure to attach stated requirements.
- iv. Nominating bodies/employers/applicants are to collect Nomination forms directly from the Committee Secretariat or any of the State Offices of the Centre. Applicants could also make photocopies from newspaper advertisement.
- v. All completed nomination forms must be forwarded to the Secretary, National Productivity Order of Merit Award Committee, (NPOMAC), National Productivity Centre, Plot 2173, Capetown Street. Zone 4, Wuse, Abuja, P.M.B. 174, Garki GPO, Abuja on or before 2nd April, 2018. Electronic copies of all relevant submissions should be sent to: ngproductivity@yahoo.com. Please, note that the year of the Award should be clearly indicated in all hard and electronic submissions.

MRS. J. A DEBIM PE AOR
*Secretary,
National Productivity Order of Merit Award Committee*

NATIONAL PRODUCTIVITY ORDER OF MERIT AWARD NOMINATION FORM (INDIVIDUAL)

NAME: _____

DESIGNATION: _____

ORGANISATION: _____

S/NO	PERFORMANCE ATTRIBUTES	YEAR 1					YEAR 2					YEAR 3				
		A	B	C	D	E	A	B	C	D	E	A	B	C	D	E
1.	Expertise (a) Training acquired (b) Available Skills (c) Application of skills on the job															
2.	Dedication (a) Loyalty (b) Attendance at work (c) Self Discipline															
3	Productivity (a) Efficiency (b) Effectiveness (c) Quality of Output (d) Quantity of Output within the set time (e) Value Added															
4.	Honesty/Moral Leadership (a) Cost effectiveness in the use of resources (b) Number of activities/projects rigorously pursued (c) Transparency/Openness															
5	Reliability (a) Consistent acceptability of work (b) Availability at work															
6.	Self-Discipline (a) Absence of queries, warnings, reprimands or other forms of sanctions (b) Timely completion of assigned tasks (c) Appearance and comportment															
7.	Responsibility (a) Needs little or no supervision (b) Timely submission of report of activity															
8.	Punctuality Always on time															
9.	Team Spirit (a) Team Player (b) Successful completion of team assignment															

S/NO	PERFORMANCE ATTRIBUTES	YEAR 1 NUMBER	YEAR 2 NUMBER	YEAR 3 NUMBER
10.	<u>Job Performance</u> (a) Number of tasks accomplished (b) Target achieved Conformity of work to job standard			
11.	<u>Initiative</u> Useful activities initiated			
12.	<u>Creativity</u> Number of original ideas/innovations			
13.	<u>Contribution to Community</u> List all such contributions			
14.	<u>Human Relations</u> Relationship with peers, superiors, subordinates and clients			
15.	<u>List of Acclaimed Breakthroughs :</u> Outstanding achievements: list and attach evidence			
16.	<u>Impact of Breakthrough on Cost/Operating Expenses</u> State and explain the impact of such breakthroughs (attach evidence)			
17.	<u>Impact of Breakthroughs in Sales/Turnover</u> State and explain (attach evidence)			

- a) Applicants are advised to submit their nominations through their APEX Organizations/ Employers.
b) The CV and independent briefs on each nominee must be attached.
Three (3) recent coloured passport photographs.

FORM OPF -01

NATIONAL PRODUCTIVITY ORDER OF MERIT AWARD NOMINATION FORM (CORPORATE)

CORPORATE NAME: _____

SECTOR OF THE ECONOMY: _____

S/NO	PERFORMANCE ATTRIBUTES	YEAR 1 PERCENTAGE	YEAR 2 PERCENTAGE	YEAR 3 PERCENTAGE
1	<p><u>Vision of the Organization on Productivity and Quality</u></p> <p>(a) Provide evidence of the existence of corporate vision on productivity and quality</p> <p>(b) Is the vision geared towards satisfying clients? Give evidence</p> <p>(c) Evidence of sustained improvement and Total Employee Involvement (TEI)</p> <p>(d) How long has the vision been in place?</p>			
2.	<p><u>Sourcing of Raw Materials Utilization</u></p> <p>(a) Percentage of local content utilization (Provide evidence)</p>			
3	<p><u>Human Resource Utilization and Development</u></p> <p>(a) Percentage of employees trained</p> <p>(b) Impact of training on organizational productivity</p> <p>(c) Evidence of compliance with Pension Reform Act and Employee Compensation Act</p>			
4	<p><u>Capacity Utilization</u></p> <p>Percentage</p>			
5	<p><u>Staff Welfare</u></p> <p>Number of staff formally recognized in the last 3 years for their exceptional contributions.</p>			

S/NO	PERFORMANCE ATTRIBUTES	YEAR 1 PERCENTAGE	YEAR 2 PERCENTAGE	YEAR 3 PERCENTAGE
6	<u>Number of People Employed</u> a) Total number of employees b) Total number of full time employees: i. No of Expatriates. ii. No of Nigerians c) Total number of non-pensionable employees			
7	<u>Export Promotion</u> (a) Type and quantity of products manufactured (b) Percentage of product(s) exported (attach evidence of export from Nigerian Export Promotion Council (NEPC)) (c) Total earnings in foreign currencies			
8	<u>Operating Cost</u> (a) Percentage of turnover spent on maintenance (b) Percentage of turnover spent on training (c) Percentage of turnover spent on staff emoluments (d) Percentage of profit spent on Corporate Social Responsibilities			
9	<u>Sales Turnover</u> Percentage increase in sales			
10	<u>Profitability</u> Percentage of profit recorded			
11	<u>Evidence of Tax Paid</u>			

S/NO	PERFORMANCE ATTRIBUTES	YEAR 1 PERCENTAGE	YEAR 2 PERCENTAGE	YEAR 3 PERCENTAGE
12	<p><u>Technical Improvement</u> Creativity and Innovations:</p> <p>(a) Provide evidences of new methods of doing business</p> <p>(b) Evidence of effectiveness of new methods (in terms of time saved, productivity improvement, quality cost etc)</p> <p>(c) Evidence of Environmental Impact Assessment (EIA).</p> <p>(d) Evidence of Environmental friendliness</p>			
13	<p><u>Corporate Social Responsibility</u> Evidence of support to the immediate operating environment</p>			
14	<p><u>Value Added Activity of the Organization</u></p> <p>(a) Packaging</p> <p>(b) Quality</p> <p>(c) Rate of reject</p> <p>(d) Rate of rework</p> <p>(e) Rate of waste</p> <p>(f) Cost of doing business</p> <p>(g) Time of doing business</p> <p>(h) Timely response to customer needs</p>			

NOTE

- ❖ Organizations are also required to write briefs on each of the above FOURTEEN criteria (where necessary), and attach 2 coloured photos of the Organization's Corporate Headquarters.