



National Cleaner Production Awards 2025

Guidelines for Applicants

Eligibility

The award program, which is being organized by the National Cleaner production Centre (NCPC)- Sri Lanka, in collaboration with the Ministry of Industry and Entrepreneurship Development, is **open to all public and private sector enterprises registered in Sri Lanka** that follow sustainable consumption and production practices.

Applications are invited under following categories

- Large scale manufacturing organizations
- Medium scale manufacturing organizations
- Small scale manufacturing organizations
- Large scale service organizations
- Medium scale service organizations
- Small scale service organizations
- Public & other institutes

The criteria for Categorization of scales of Enterprises and the application Processing & Evaluation fees are indicated in the table below.

Manufacturing Organizations				
Scale	*Annual turnover	*No. of Employees	Application Processing & Evaluation Fee (Rupees)	
			Charges	With Taxes
Small	15 - 250 Mn	10 - 50	12,500.00	15,130.00
Medium	251 Mn to 750 Mn	51 - 300	22,500.00	27,230.00
Large	751 Mn or above	300 or above	35,000.00	42,360.00
Service Organizations				
Small	15 - 250 Mn	10 - 50	12,500.00	15,130.00
Medium	251 Mn to 750 Mn	51 - 300	22,500.00	27,230.00
Large	751 Mn or above	200 or above	35,000.00	42,360.00
Public (SOEs) and Other Organizations				
Industries	All Scales (No Categorization)		10,000.00	12,100.00
Institutions	All Scales (No Categorization)		5,000.00	6,050.00

**** Whatever is higher**



Manufacturing / Service Sector & Sub Sector Representation

Manufacturing	Apparel Industry
	Textile Industry
	Garment Processing
	Tea Industry
	Food and Beverage Industry
	Chemical Industry
	Metal industry
	Rubber Industry
	Pharmaceutical & Health Care Products Industry
	Plastic Industry
	Printing & Packaging Industry
	Other (Please Specify)
Service	Hotel
	Banking and Finance
	Print Media
	Electronic Media
	Hospital
	Super markets
	Shopping malls
	Building sector
	Warehousing sector
	Other (Please Specify)

Applications

1. Applications can be downloaded at <https://www.ncpcsrilanka.org/cp-awards-2025/>.
2. Filled application should be sealed in an envelope with supporting documents and submitted with the words "Application for National Cleaner Production Awards 2025" written at the top left-hand corner of the envelope for easy identification purposes.
3. ***Applications will close at 3.00 pm on Thursday, 31st July 2025.***
4. The original copy of the duly completed application form, with supporting documents (given in annexure 'A') to substantiate the information given, should be submitted to the National Cleaner Production Centre at 14A, Nalandarama Road, Nugegoda on or before 3.00 pm on 31st July 2025 and the soft copy of the application should be submitted to info@ncpcsrilanka.org. Alternatively the duly filled application form with supporting documents can be sent via registered post to reach NCPC on or before 31st July 2025 (deadline). **Late Applications will not be entertained.**
5. A receipt of acknowledgement should be obtained on submission.



Payment & General Instructions

6. Before submission of application, the total application processing and evaluation fee (as applicable according to the sector and scale of the company) should be paid. A copy of the receipt/slip should be attached to the application along with the supporting documents. Payment can be made by cash, by depositing to A/C Number 104010076688 - Hatton National Bank Narahenpita (SWIFT Code: HBLILKLX), online transfer or by cheque drawn in favour of "National Cleaner Production Centre".
7. Any organization having several sister organizations / industrial units, situated at different locations and registered as separate legal entities should take part in the awards programme as separate organizations. Each participating organization should submit a separate application to enter the competition programme.
8. All questions in the application form should be answered. Incomplete applications will not be considered for evaluation. Extra sheets may be used to provide additional information where necessary.

Methodology of Evaluation

The Evaluation of applications for the awards will be as follows.

Step 1: Desktop Evaluation

The application will be scrutinized to determine the eligibility of the organization concerned to enter the competition and to mark its state of performance, based on the information provided therein.

Step 2: On-Site Evaluation

Organizations shortlisted by the desktop evaluation will be visited by a team of panel of members to verify the information provided.

The organization should co-operate with the panel members to visit the plant & operations during the period from 15th August to 15th September, 2025. The organizations concerned will be kept informed well in advance, at least one week prior to the evaluation visit.

Step 3: Final Selection

The selection of winner organizations for the awards will be decided by the final Judging Board comprising of professionals having national level recognition under the chairmanship of Professor Ananda Jayawardena. The panel of judges or a re-evaluating team may visit the organization if required during the period from 22nd September 2025 to 3rd October 2025 with prior notice.



The judges' decision will be final and no queries about their decision will be entertained. The selected organizations for the award will be notified on beforehand to receive their awards at the Awards Ceremony to be held.

Instructions for applicants

- The organization should provide a responsible senior officer to coordinate with the evaluation team & guide them during the site visit.
- Chief Executive Officer or any other person, with whom the responsibility is entrusted, should be available at the site to be interviewed by evaluators on Future Plans of the company to improve environment performance.
- Company should provide transport for evaluators based on the instructions provided by NCPC.

List of Supportive Documents

1. Copy of registration certificates of organization.
2. Copy of Environmental Policy
3. List of applicable environmental regulations
4. Copy of Environmental Protection License (EPL) (if applicable)
5. Copy of scheduled waste license
6. Copies of National and International Certificates belonging to the company (Eg: ISO 14001 EMS, OHSAS 18001, etc.)
7. Copies of certificates of other Awards won by the facility during the last five years (Section B9).
8. Staff Training records on RECP/EMS/EnMS or any other sustainability related training programmes.
9. Copies of Articles / write-ups published by your staff personnel on RECP/EMS during the past 3 1/2 years.
10. Copies of presentations or papers submitted by your staff personnel on RECP/EMS in local/ regional/ international forums during the past 3 1/2 years.
11. Copies of Annual Sustainability Report/GRI Report/National Green Reporting
12. Copy of Payment Receipt / Slip
13. Any other relevant documentary proof that you would like to submit

Note:

Please attach only copies of above documents and make available originals for inspection during onsite evaluation.