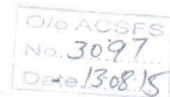


Reminder-2

No. 1/73/2008-3AR ✓



From

Chief Secretary to Government, Haryana.

To

128-15
ACSF

✓ All Administrative Secretaries to Govt. Haryana.

(Except Finance and Science & Technology Departments)

Dated Chandigarh, the 12th August, 2015 ✓

DSF

Subject: Financial Assistance for professional documentation of best practices fresh proposals.

✓ Sir/Madam,

14/8/15

102/14

13/8/15

DS(FW)

I am directed to refer to this department 's U.O. No. 1/73/2008-3AR dated 12/13th May, 2015 and the subsequent reminder of even dated 26th June, 2015 on the subject noted above and to request you again to send the requisite comments / proposals if any, direct to Government of India, Ministry of Personnel, Public Grievances and Pensions Department of Administrative Reforms, New Delhi under intimation to this department immediately.

This may be treated as most urgent.

3/DGFS

Receipt No. 4069

Date 14/8/15

Yours faithfully,

Bensudley
12/8/2015

Dy. Superintendent (Administrative Reforms)
for Chief Secretary to Government, Haryana.

SR

OFFICE OF DIRECTOR GENERAL FOOD & SUPPLIES, HARYANA, CHANDIGARH.

Endst. No. 6E(I)-2015/ 26951

Dated, Chandigarh the 26.08.2015

A copy of the above is forwarded to all Branch Officers/In-charges, H.Q. with the request to make the strict compliance & send the requisite information to Estt. 1 Branch till dated 28.08.2015(11.00) A.M.

NK-2618

**Deputy Director (Admn.)
for Director General Food & Supplies, Haryana**

911-

No. 1/73/2008-3AR
Government of Haryana
Chief Secretary's Office
Administrative Reforms Department

Dated Chandigarh
12th May, 2015
13

To

All Administrative Secretaries,
to Government Haryana.

**Subject:- Financial Assistance for professional documentation of best practices
fresh proposals.**

Sir/Madam

I am directed to refer to you on the subject noted above and to enclose herewith copy of letter No. 37/1/2009-DD-I(Vol. II) dated 30.03.2015 along with its enclosures, receive from Government of India, Ministry of personnel Public Grievance & Pension, Department of Administrative Reforms & Public Grievances New Delhi.

You are requested to send the comments/ proposals, if any, direct to Government of India in the prescribed performa under intimation to this department.

Yours faithfully

Basudev
Dy. Superintendent (AR)
Administrative Reforms Department.





No. 37/1/2009-DD-I (Vol. II)

Government of India

Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

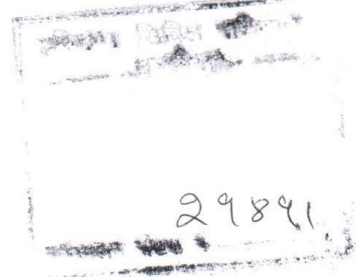
5th Floor, Sardar Patel Bhavan,
Sansad Marg, New Delhi-110001,
Dated: - 30.03.2015



To,

CS
15-4-15

The Chief Secretary,
Government of Haryana,
Chandigarh - 160017



SAR

Sub: Financial Assistance for professional documentation of best practices -
Fresh proposals.

16/4/15

Sir,

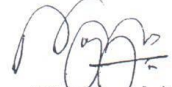
15 SAR 16/4/2015

Please refer to this department's letter of even number dated 24.06.2014 and subsequent reminder dated 12.12.2014 on the subject cited above (copy enclosed). In this connection, you are again requested to send proposals for professional documentation of such good governance initiatives taken up by your government in the recent past. It may be noted that all such proposals duly filled in prescribed proforma should be routed through the Department dealing with Administrative Reforms in the State/UT Governments. The guidelines and the proforma for sending the proposals are enclosed herewith. The guidelines is available on the Department's website i.e. darp.gov.in.

3 AR
17/4/15
3 AR

29891-USAR
17-4-15

Yours faithfully,


(K. Nagaraja)

Director

Tel : 011-23060202
E-mail : nagaraja.k@nic.in



सं. 37/1/2009-डीडी-1 (खंड II)

भारत सरकार

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
प्रशासनिक सुधार और लोक शिकायत विभाग

पांचवां तल, सरदार पटेल भवन,
संसद मार्ग, नई दिल्ली-110001
दिनांक 30.03.2015.

सेवा में

सभी सचिव (एआर)/निदेशक (एटीआई)

विषय : श्रेष्ठ प्रथाओं के पेशेवर प्रलेखन के लिए वित्तीय सहायता - नए प्रस्तावों के बारे में।

महोदय,

कृपया उपर्युक्त विषय पर इस विभाग के दिनांक 24.6.2014 के समसंख्यक पत्र और तत्पश्चात् दिनांक 12.12.2014 के अनुस्मारक का संदर्भ लें (प्रति संलग्न)। इस संबंध में आपसे पुनः अनुरोध है कि हाल ही में आपकी सरकार द्वारा किए गए ऐसे सुशासन पहलों के पेशेवर प्रलेखन के लिए प्रस्ताव भेजे। यह उल्लेखनीय है कि ऐसे सभी प्रस्ताव राज्य/संघ राज्य सरकार के प्रशासनिक सुधार का कार्य करने वाले संबंधित विभाग के जरिए विधिवत् रूप से भरे गए विहित प्रपत्र में भेजे जाने चाहिए। प्रस्ताव भेजने संबंधी दिशा-निर्देश और प्रपत्र इसके साथ संलग्न हैं। इस विभाग की वेबसाइट अर्थात् darpg.gov.in पर दिशा-निर्देश उपलब्ध हैं।

भवदीय,

के. नागराज

(के. नागराज)

निदेशक

टेलीफोन : 011-23060202

Email: nagaraja.k@nic.in



No. 37/1/2009-DD-I(Vol.II)

Government of India

Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances
Sardar Patel Bhavan, Sansad Marg,
New Delhi-110001
Dated: 12.12.2014

To

All Secretaries(AR)/Directors (ATI)

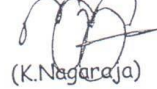
Subject: Financial Assistance for Professional documentation of Best Practices -
fresh proposals reg.

Sir,

Please refer to this department's letter of even number dated 24.6.2014 on the subject cited above (copy enclosed). In this regard, you are requested to send proposals for professional documentation of such good governance initiatives taken up by your government in the recent past. The guidelines and the proforma for sending the proposals are enclosed herewith.

2. It may be noted that all such proposals are to be routed through the Department dealing with Administrative Reforms in the State/Union Territory Government.

Yours faithfully,


(K.Nagaraja)

Director

Tele: 011-23060202
nagaraja.k@nic.in

6/c

17/12/2014

Encl: As above.



No. 37/1/2009-DD-I(Vol.II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances
Sardar Patel Bhavan, Sansad Marg,
New Delhi-110001
Dated: 24.06.2014

To

To All Secretary (AR) &
Administrative Training Institute (ATIs)

Subject: Financial Assistance for Professional documentation of Best Practices.

Sir,

Reforms of administrative systems & procedures and emphasis on service delivery have emerged as critical areas in public administration today. Many states have achieved excellence in various aspects of administration and service delivery through new and innovative practices. There is a need to document the dynamics of such initiatives so that the experiences gained in the process of conception and implementation of the initiative can be understood and replicated elsewhere.

2. As part of its mandate to document and disseminate these good governance practices in public administration, this Department is implementing a scheme for professional documentation of best practices. Under the scheme, financial assistance is provided to State/Union Territory Governments for professional documentation of practices that have succeeded in better service delivery.

3. You are requested to send proposals for professional documentation of such good governance initiatives taken up by your government in the recent past. The guidelines and the proforma for sending the proposals are enclosed herewith.

4. It may be noted that all such proposals are to be routed through the Department dealing with Administrative Reforms in the State/Union Territory Government.

5. Some copies of the document prepared by various State Governments with the financial support of this Department are enclosed for reference.

Encl: As above.

Yours faithfully,

(Rajesh Kumar Sharma)
Director
Tel: 011-2336 2369
rksharma.darpg@nic.in

Ch 24/6/14
9
25/06/14

21

Grant of financial assistance to States/UTs for Professional Documentation and Dissemination of good governance initiatives/ practices under the Plan Scheme on Administrative Reforms - guidelines regarding

INTRODUCTION

A best practice is a programme, initiative or action which results in improvement in the efficiency of management systems for the delivery of basic services.

2. State Governments and Union Territory administrations have taken several initiatives in Good Governance from time to time. However, the documentation of the process of conceptualising and implementing these initiatives/practices is often confined to newspaper reports and official briefs. This is largely due to the fact that the people involved in the process have little time or patience to document it and in the absence of professional documentation, it is not possible to make an evaluation of these initiatives with a view to take steps for their replication in other States/UTs or elsewhere. The Department of Administrative of Reforms and Public Grievances (AR&PG) has formulated a Plan Scheme on 'Administrative Reforms' and has been supporting documentation of best practices in the area of administrative reforms. This Department has recently requested all the State Governments and UT administrations to send proposals for grant of financial assistance by the Department of AR&PG for documentation and dissemination of good governance initiatives.

OBJECTIVE OF THE SCHEME

3. The objective of the Scheme is to provide financial assistance to support professional documentation and dissemination of good governance initiatives by the State/UT governments with a view to sharing experience with each other and replicate elsewhere.

DETERMINANTS / KEY PRINCIPLES

4. While selecting a practice the beneficiary State/UTs may take into the consideration of the following elements:-

- i) A best practice should have a demonstrable and tangible impact on improving people's quality of life.
- ii) It should be a result of effective partnership between the public/private and civic sector of society.
- iii) It should be socially, culturally, economically and environmentally sustainable.
- iv) The policy interventions should be:
cost effective;
time saving; and include
simplified procedures.
- v) It should bring in government functioning :

Transparency, sensitivity, responsibility and accountability.

- 3-
- vi) It should have potential of replicability by other agencies of state and centre.

EFFORTS AND PROCEDURES TO ACHIEVE THE OBJECTIVE

5. Department of Administrative Reforms and Public Grievances will make sustained efforts to motivate the states to participate in the Scheme in a project mode wherein 3 to 4 states will be taken up in a year.
6. Principal Secretary/Secretary(Admn. Reforms) of the beneficiary State/UTs will be the nodal officer. He will arrange to collect practices in a proforma (to be prepared by ARPG) and send the collected practices to the Director, State Administrative Training Institutes, of the State/UTs which will be the collection centre for the purpose. The Institutes will lend institutional support to Secretary (AR) for documentation and dissemination of best practice.
7. The beneficiary State/UTs is required to form a Committee of Secretaries of State concerned comprising Secy. GAD or Secy. AR as Chairman, Director ATI and one expert from outside to identify and validate the practices.
8. Department of AR&PG, Govt. of India will constitute an Evaluation Committee under the Chairmanship of Additional Secretary, Department of AR&PG to evaluate the proposals received under the scheme. The other members of the Committee will be all Divisional Heads of the department and one representative from the Integrated Finance Division. DS/Director (D&D) will be the convener of the Committee. A synopsis of each proposal will be made available to the Members of the Committee in advance before the scheduled date of its meeting. The final selection as well as the amount of financial assistance will be decided based on the observations/recommendations of the Evaluation Committee.
9. After obtaining the approval of the Committee to the proposal, concerned State/UT Government will be advised to initiate the process of documentation.
10. The beneficiary State/UT Government will be required to send each proposal for the scrutiny by this department. They would be required to furnish the following information while sending their proposals for documentation of various practices/initiatives in good governance:
 - (i) details of each practice/initiative in good governance;
 - (ii) whether the documentation for these initiatives will be undertaken by State Government itself or with the assistance of any professional agency after following due process of outsourcing the projects; and if so details of the said professional agency (s) selected;
 - (iii) Curriculum Vitae of the consultants
 - (iv) Total estimated expenditure likely to be incurred on documentation and dissemination.
 - (v) Time frame for completion of the documentation process;
 - (vi) Whether any financial assistance has been received in respect of the project for documentation purposes and if so, details thereof.

Processes for Documentation of Best Practices

11. Documentation of exemplary work is a permanent record that can be consulted for policy framing and execution so that the lessons out of them may be learnt and experience shared. Therefore, the beneficiary state/UT is required to bring out a compilation of a few practices in published form.

12. The documentation of a best practice should have broadly the following elements:

- Situation before the practice
- Encounters and challenges faced by the innovators
- Strategy adopted
- Results achieved/anticipated.
- Sustainability
- Lessons learnt
- Replicability.

Dissemination

13. The objective of promotion of good governance may not be achieved unless and until detailed information about the particular practice and what is happening elsewhere in the country is available. The document may be disseminated to the political leadership, policy and decision makers, implementing agencies, beneficiaries and public at large, to provide guidance, create awareness, learning of lessons; motivation and sharing of experiences. Hence, the beneficiary state/UTs is required to develop a regular system for the dissemination of practices amongst the decision/policy making authorities and implementing agencies across the country. They may take the assistance of the media units of Ministry of Information and Broadcasting such as PIB, DAVP, Field Publicity Units, Publications Divisions and Directorate of Information and Publicity of States.

14. For the dissemination of practices, besides their own requirement, the beneficiary State/UT Government will make arrangements to disseminate the document as under :-

(i) Chief Secretaries of all States/UTs	= 35
(ii) Secretary(AR) of all States/UTs	= 35
(iii) Secretary of the concerned Department of all States/UTs	= 35
(iv) Parliament House Library	= 100
(v) Administrative Training Institutes (as per list enclosed)	= 28
(vi) Department of Administrative Reforms & Public Grievances	= 117

Total : = 350

Financial Assistance

15. The Financial assistance may vary from case to case and will be restricted to Rs.3 lakh including the expenditure incurred on data collection, surveys, preparation of reports and the cost of printing and mailing.
16. Financial assistance will be released to the concerned State/UT Administrative Training Institutes in two instalments. The first instalment will be released i.e. 50% of the cost as soon as the proposal is approved by the Evaluation Committee of DAPPG. The second instalment will be released after satisfactory completion of the job.
17. On completion of the job, the State/UTs ATIs will furnish utilization certificate detailing item-wise expenditure to this department immediately.

Evaluation

18. The effectiveness of the effort to provide financial assistance to States/UTs for professional documentation and dissemination of good governance initiatives may be evaluated after three years.

6.

Proforma for Assessment of Good Governance Practice seeking Financial Assistance

S.No.	Title of the Practice	
1.	Name of the Innovator (Individual/organisation)	
2.	Synopsis of the Practice (provided to the Committee Members in a separate Sheet)	
3.	Uniqueness of Practice (including cost-effective and citizen-friendliness)	
4.	Tangible Gains	
5.	Sustainability	
6.	Replicability	
7.	Remarks	

2

Proforma for Reporting of Good Governance Practice seeking Financial Assistance

1. Title of the Practice
2. Name of the Innovator
(Individual/organisation)
3. Synopsis of the Practice
(Not more than 150 words in
separate sheet)
4. Uniqueness of Practice
5. Tangible Gains
6. Cost Effective and Citizen
friendliness
7. Feed Back
8. Sustainability
9. Lessons Learnt
10. Replicability
11. Any other information innovator
may like to furnish which is not
covered in the above

Name and Designation of
Recommending Authority

8.

Estimate for Professional Documentation of Best Practice

- | | |
|---|-------------|
| 1. Hiring of Consultant | Rs. _____/- |
| 2. Expenditure on Field study and survey | Rs. _____/- |
| 3. Cost on Data Tabulation and IT support | Rs. _____/- |
| 4. Cost on preparation of draft report | Rs. _____/- |
| 5. Printing Cost of the document (350 copies) | Rs. _____/- |
| TOTAL: | Rs. _____/- |