



# Haryana Government Gazette

## EXTRAORDINARY

Published by Authority

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No. 90-2016/Ext.] CHANDIGARH, TUESDAY, JUNE 14, 2016 (JYAISTHA 24, 1938 SAKA)

हरियाणा सरकार

मुख्य सचिव कार्यालय

प्रशासकीय सुधार विभाग

अधिसूचना

दिनांक 14 जून, 2016

**संख्या 7/31/2014-3ए0आर0.**— हरियाणा सेवा का अधिकार अधिनियम, 2014 (2014 का 4) की धारा 3 की उप-धारा (1) तथा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुये, हरियाणा के राज्यपाल, आयोग द्वारा की गई सिफारिशों पर, इसके द्वारा, हरियाणा सरकार, प्रशासकीय सुधार विभाग, अधिसूचना संख्या 7/31/2014-3ए0आर0, दिनांक 15 फरवरी, 2016 में, निम्नलिखित संशोधन करते हैं, अर्थात् :-

**संशोधन**

हरियाणा सरकार, प्रशासकीय सुधार विभाग, अधिसूचना संख्या 7/31/2014-3ए0आर0, दिनांक 15 फरवरी, 2016 की अनुसूची में, क्रम संख्या 46 के सामने, खाना 2, 3, 4, 5, 6 तथा 7 के नीचे, निम्नलिखित प्रविष्टियां रखी जायेंगी, अर्थात् :-

2	3	4	5	6	7
“आबकारी तथा कराधान विभाग	हरियाणा सुख-साधन कर अधिनियम 2007 (2007 का 23) के अधीन पंजीकरण प्रमाण पत्र प्रदान करना	15 दिन	संबंधित आबकारी तथा कराधान अधिकारी-एवं-निर्धारण प्राधिकारी	संबंधित जिले का उप आबकारी तथा कराधान आयुक्त	संबंधित रेंज का संयुक्त आबकारी तथा कराधान आयुक्त”।

डी0 एस0 डेसी,  
मुख्य सचिव, हरियाणा सरकार।

**HARYANA GOVERNMENT****ADMINISTRATIVE REFORMS DEPARTMENT****Notification**

The 14th June, 2016

**No. 7/31/2014-3AR.**— In exercise of powers conferred by Sub-sections (1) and (2) of Section 3 of the Haryana Right to Service Act, 2014 (4 of 2014), the Governor of Haryana, on the recommendation of the Commission hereby makes the following amendment in the Haryana Government, Administrative Reforms Department, Notification No. 7/31/2014-3AR, dated the 15th February, 2016, namely:-

**Amendment**

In the Haryana Government, Administrative Reforms Department, Notification No. 7/31/2014-3AR, dated the 15th February, 2016, in the Schedule, against serial number 46, under columns 2, 3, 4, 5, 6 and 7, the following entries shall be inserted, namely:-

	2	3	4	5	6	7
	“Excise and Taxation Department	Grant of registration certificate under the Haryana Tax on Luxuries Act. 2007 (23 of 2007)	15 days	Concerned Excise and Taxation Officer-cum-Assessing Authority	Deputy Excise and Taxation Commissioner of the concerned district	Joint Excise and Taxation Commissioner of the concerned range”.

D.S. DHESI,  
Chief Secretary to Government, Haryana.

**HARYANA GOVERNMENT****INDUSTRIES AND COMMERCE DEPARTMENT****Notification**

The 14th June, 2016

**No. 49/43/2015-4IBI.**— in pursuance to the provision under Chapter 12 of Enterprises Promotion Policy-2015 Notified No. 49/43/2015-4IB1 dated 14th August, 2015, the Governor of Haryana is pleased to notify the “Interest Subsidy Scheme for artisans” with an objective to provide affordable credit to the weavers and artisans of the State for promotion of Handicraft/weaver’s activities with the provisions given hereunder:

**1. Quantum of Assistance**

@6% interest subsidy on bank loan to the artisans/weavers for handicraft activities with capping limit of Rs. 25,000/- per year for the period of three years will be provided to the artisans/weavers.

**2. Commencement and Applicability :**

The Scheme shall commence with effect from 15th August, 2015 for providing interest subsidy on loan and shall remain in operation for a period of 5 years or till the time Government decides otherwise. The artisan/weaver to whom bank loan has been sanctioned after 14th August, 2015 and before 14th August, 2020 shall be admissible for interest subsidy.

**3. Eligibility:**

All artisans/weavers of the State, which have obtained artisan/ weaver Registration/ID card from Development Commissioner (Handicrafts)/ Development Commissioner (Handlooms), Government of India and availed bank loan from Financial Institutions/ Banks shall be eligible under the scheme.

**4. Procedure :**

- 4.1 Application on prescribed Form (**Annexure-I**) for the grant of interest subsidy on the bank loan, along with listed documents would be submitted on the web portal of the department within three months of closing of financial year for which incentive is being claimed.
- 4.2 The application would be processed and examined. The deficiencies, if any, would be communicated to the applicant in writing within a period of 20 working days and the applicant would be given a time period of eight weeks to rectify the deficiencies so pointed out.
- 4.3 In case the deficiencies are not removed within prescribed period, the claim shall be filed by the Competent Authority i.e. Additional Director Industries, under intimation to the applicant through e-mail. The artisan/ weaver shall not be required to submit any additional document other than specified under **Annexure-I** unless required for establishing genuineness of the claim.
- 4.4 The claim application so filed may be reopened with the orders of Director of Industries & Commerce provided request for the same is received within a period of 30 days from the date of rejection of the claim by the designated Competent Authority.

**5 Time Limit to apply**

The applicant shall forfeit its entitlement for the interest subsidy on Bank loan, if it does not submit its claim, complete in all respects within three months of the closing of the financial year of which incentive is being claimed.

**6 Competent Authority for sanction**

The Additional Director Industries shall be Competent Authority for sanction of Interest Subsidy within 30 days from the date of completion of the claim.

**7 Interpretation of Rules**

Administrative Secretary Industries & Commerce, Haryana shall be competent to make interpretation of provisions of this scheme.

**8 Appeals**

Appeal against the order passed by the Competent Authority shall lie with the Director Industries & Commerce within a period of 30 days from the date of communication of order appealed against.

**9 Penal Action**

In case, it is found at any stage that the applicant has claimed the assistance on the basis of wrong facts, the applicant shall besides refunding assistance with compound rate of interest @ 12% per annum and facing legal action, will be debarred from grant of any incentive/assistance from the State Government.

DEVENDER SINGH,  
Principal Secretary to Government Haryana,  
Industries and Commerce Department.

**Annexure –I****Application format for claiming Interest subsidy for Artisan/ Weaver on bank loan.**

Sr. No.	Particulars	Details
1	Name of the Artisan/ Weaver	
2	Name & Address of the Artisan/ Weaver with telephone no. and e-mail	
3.	Adhaar No. of the Applicant	
4	Registration no. and date with DC(Handicrafts), DC (Handlooms)GoI	
5	Name of the bank/ financial institution	
6	Quantum of loan sanctioned for the handicraft activities: Term Loan- Working Capital- Total Loan-	
7	Date of disbursement of first instalment of loan & amount	
8	Quantum of Interest Subsidy @ 6% admissible for the financial year ..... (Attach bank certificate as per prescribed proforma	
9	Details of interest subsidy claimed earlier year-wise	

10. Self attested copies of documents to be attached with the application:

- (i) Copy of artisan/ weaver's Registration/ID card issued by DC(Handicrafts)/ DC (Handlooms), Government of India.
- (ii) Certificate for Financial Institution on Letter Head of the Bank(Annexure-II).

Signature of the Artisan/ Weaver

**Declaration:**

I, \_\_\_\_\_ r/o. \_\_\_\_\_ do, hereby, solemnly state that I am registered Artisan/Weaver with Development Commissioner(Handicrafts)/DC(Handlooms), Government of India engaged in the manufacturing of handicrafts items \_\_\_\_\_ at location \_\_\_\_\_.

2. I, do, hereby affirm that the particulars given in the application for Interest subsidy for Artisans/ Weavers are correct. In case, any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading, I, do, hereby undertake to refund the entire amount of assistance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) granted to me at the compound rate of interest @12% per annum, besides facing legal action in case facts contained in this application are proved to be wrong at the time of verification/ checking or otherwise at any stage.

Dated:

Signature of the Artisan/ Weaver

**Annexure-II**

## Certificate from financial institution

(on letterhead of the bank)

This is to certify that the artisan/weaver Sh./Smt./Ms .....r/o ..... has been sanctioned bank loan of Rs. .... for the handicraft/weaver activities located at ..... @ ..... % interest.

The applicant has been disbursed bank loan of Rs. .... upto ..... The first instalment of the bank loan of Rs. .... was disbursed on dated .....

The applicant had made repayment for the last financial year dated 01/04/20.... to dated 31/03/20.... as under:-

Against Term loan	Rs. ....
Against Working Capital	Rs. ....
As interest	Rs. ....
Total	Rs. ....

On the disbursement amount of bank loan mentioned above, the interest amount for the above period comes to Rs. .... at the applicable 6% rate of interest.

This is to certify that:

- (i) The Artisan/ Weaver is presently regular in repayment of the Bank loan instalments.
- (ii) No penal interest has been charged.
- (iii) The above interest has been charged/ calculated on the bank loan sanctioned to the Artisan/ Weaver.
- (iv) No enhancement of Bank loan has been made.

Place:

Date:

Signature  
Branch Manager  
Name of Bank

Seal of the Bank

**HARYANA GOVERNMENT**  
**INDUSTRIES AND COMMERCE DEPARTMENT**

**Notification**

The 14th June, 2016

**No. 49/43/2015-4IB1.**— In pursuance of the provision under Chapter 12 of Enterprises Promotion Policy-2015 Notified *vide* No. 49/43/2015-4IB1 dated 14th August, 2015, the Governor of Haryana is pleased to notify the “Marketing Promotion Assistance Scheme for the artisans/weavers” belonging to the State. The scheme will consist of the following provisions:

**1. Objective**

Fast changing global economic scenario has thrown up many opportunities as well as challenges to the artisans & weavers. One of the challenges is to create marketing avenues for their products. A need is felt to support artisans & weavers for the sale promotion of products by providing financial support for participation exhibition in the country and abroad. Accordingly, provision has been made in Enterprises Promotion Policy 2015 to provide Marketing Promotion Assistance to artisans & weavers in the State.

**2. Assistance for Product Promotion**

100% reimbursement of participation charges for space of maximum size upto 6 sq.m. and actual second class AC travelling charges and boarding charges at the rate of Rs. 1000 per day shall be made to artisans for participating in the exhibitions organized by Export Promotion Councils/ Governments Agencies within the country, whereas the 100% participation charges including space charges, shipment charges of exhibits, costs of product literature, display material or maximum of Rs. 3 lakh and air fare by economy class up to Rs. 1 lakh shall be reimbursed for the international fairs/ exhibitions once in a year.

**3. Commencement and Applicability**

The Scheme shall commence with effect from 15.8.2015 and shall remain in operation for a period of 5 years or till the time Government decides otherwise. The assistance shall be admissible for participation in exhibitions after 14.08.2015 and before 14.08.2020.

**4. Eligibility**

All artisans/weavers of the State, which have obtained weavers identity card / artisans photo identity card issued by office of Development Commissioner for Handloom/Handicraft shall be eligible under the scheme. Such artisans/weavers shall only be provided financial assistance by way of reimbursement for participation in one fair/exhibition in a year sponsored/organized by Export Promotion Councils/ Government of India/States Governments/ CII/FICCI /Indian Chamber of Commerce & Industry/PHD Chamber of Commerce & Industry/ Association of Corporations & Apex Societies of Handlooms (ACASH)/State Level Handloom co-operative Societies/Federation/undertaking of Government of India/State Government.

**5. Procedure**

- a. Application on prescribed Form (Annexure-I) for the grant of Marketing Promotion Assistance on the participation in exhibition along with listed documents would be submitted to the Director of Industries & Commerce on the web portal of the department within three months of the closing date of the exhibition participated.
- b. The application would be processed and examined. The deficiencies, if any, would be communicated to the applicant in writing within a period of 20 working days and the applicant would be given a time period of eight weeks to rectify the deficiencies so pointed out. The applicant shall not be required to submit any additional document other than specified under Annexure-I unless required for establishing genuineness of the claim.
- c. In case the deficiencies are not removed within prescribed period, the claim will be filed by the Competent Authority i.e. Additional Director Industries, under intimation to the applicant through an e-mail.
- d. A claim application so filed, may be reopened with the orders of Director Industries & Commerce provided request for the same is received within a period of 30 days from the date of rejection of the claim by the designated Competent Authority.

**6. Time Limit**

An applicant shall forfeit its entitlement for the Marketing Promotion Assistance, if it does not submit its claim, complete in all respects within three months of the closing date of the exhibition participated.

**7. Competent Authority for sanction**

The Additional Director, Industries & Commerce shall be competent authority for sanction of assistance for artisans/weavers within 30 days from the date of completion of the claim.

**8. Interpretation**

Administrative Secretary, Industries & Commerce, Haryana shall be competent to make interpretation of any provision of this scheme.

**9. Appeal**

An appeal against an order passed by the Competent Authority shall lie with the Director, Industries & Commerce, within a period of 30 days from the date of communication of orders appealed against. The order passed by the Director Industries & Commerce in appeal shall be final.

**10. Penal Action**

In case, it is found at any stage that the applicant has claimed marketing assistance on the basis of wrong facts, the applicant shall besides refunding assistance with compound rate of interest @12% per annum and facing legal action, will be debarred from grant of any incentive/assistance from the State Government.

DEVENDER SINGH,  
Principal Secretary to Government Haryana,  
Industries and Commerce Department.

## Annexure-I

**Application form for Marketing Promotion Assistance for Artisans/Weavers for the participation in Exhibitions in the country and abroad**

1.	Name of Artisan/ Weaver.	
2.	Name & Address of the Artisan/ weaver with telephone no. and e-mail	
3.	Registration no. and Date with DC(Handicrafts)/ DC (Handlooms), GoI	
4.	Adhaar No. of the Applicant	
5.	Item of manufacture	
6.	Name of Organizing Agency	
	(i) Contact no. of the organizer	
	(ii) E-mail ID.	
7.	Details of Exhibitions:	
	(i) National/International	
	(ii) Location	
	(iii) State	
	(iv) Country	
	(v) No. of Stalls	
	(vi) Size of Stall (in sq. Mt.)	
	(vii) Rate per sq. Mt.	
8.	Details of total expenditure (attach original CA Certificate)	
	Foreign Exhibition:	
	(i) Amount of air fare in case of foreign exhibition	
	(ii) Boarding Charges	
	(iii) Shipment charges of exhibits	
	(iv) Expenditure incurred on publicity/ display material	
	(v) Space charges(upto 6 Sq.mtrs)	
	Exhibition within country:	
	(i) Travelling Expenses, in case of exhibition within country	
	(ii) Boarding charges	
	(iii) Expenditure incurred on publicity/ display material	
	(iv) Space charges	
	9.	Name & designation of person who participated. Details of travel, including date of departure from India and arrival in India (copy of passport with Immigration/Emigration and Visa Stamps to be attached)
10. Details of the trade inquiries received		
11.	Additional information, if any	



11. Self attested copies of documents to be attached with the application:

- (i) Copy of Registration/ID card issued by DC(Handicrafts)/ DC (Handloom), Govt. of India.
- (ii) CA certificate of details of Expenditure incurred in participation of exhibition (in original) (Annexure- 'II')
- (iii) Passport of the person (with Immigration/Emigration and Visa Stamps) who participated (in case of foreign exhibition).
- (iv) Copy of Boarding Pass with stamp.

Signature of the Artisan/ Weaver

Undertaking/Declaration (to be submitted on non-judicial stamp paper of Rs. 50/- (Min) duly sworn before a Notary Public (duly affixed with Notarial Stamp; and with Notary Seal & Notary Registration Number) or First Class Magistrate):

I, \_\_\_\_\_ r/o. \_\_\_\_\_ do, hereby, solemnly state that I am registered Artisan/ Weavers with Development Commissioner(Handicrafts)/ DC(Handlooms) , Govt. of India engaged in the manufacturing of handicrafts items \_\_\_\_\_ at location \_\_\_\_\_.

2. I, do, hereby affirm that the particulars given in the application for marketing Assistance are correct. In case, any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading, I, do, hereby undertake to refund the entire amount of assistance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) granted to me at the compound rate of interest @12% per annum, besides facing legal action in case facts contained in this application are proved to be wrong at the time of verification/ checking or otherwise at any stage.

Dated:

Signature of the Artisan/ Weaver

**Annexure-‘II’**

Certificate from Chartered Accountant in respect of Proof of Expenditure incurred for participation in the exhibition by artisans/ weavers held at ..... from .....(date of fair) (on a CA letter head)

**To whom it may concern**

The document & records of Artisan Sh./Smt./Ms. ....r/o.....engaged in manufacturing of handicraft items at the location..... in respect of the expenditure incurred for the participation in exhibition held at ..... from ..... to ..... (date of fair) have been verified, and it is certified that the said Artisan have incurred a total expenditure of Rs. .... (Rupees ..... ) towards, participation charges (restricted to 6 Sq. mtr. display area), travelling charges (Actual IInd class AC Travelling Expenses of railway in case of national exhibition and air fare of economic class in case of foreign exhibition), boarding charges, Shipment charges of exhibits, Expenditure incurred on publicity/display material as per the following details of payments. The \*details of payments are given as under:

- (a) Space charges (restricted to 6 Sq. mtr. display area).....
- (b) Travelling charges (Actual IInd class AC Travelling Expenses of railway in case of national fare and air fare of economic class in case of abroad fare).....
- (c) Boarding charges .....
- (d) Shipment charges of exhibits .....
- (e) Expenditure incurred on publicity/display material.....
- Total .....

Name & signature of the Chartered Accountant  
with stamps & CA membership number

Dated .....

\*Payment at (a), (b), (c), (d) and (e) above should be supported by copies of bills/ receipts of payments made. The payment receipts must indicate the purpose for which the payments have been made.

**HARYANA GOVERNMENT**  
**INDUSTRIES AND COMMERCE DEPARTMENT**

**Notification**

The 14th June, 2016

**State Awards**

**Scheme for outstanding efforts in entrepreneurship in Micro, Small and Medium Enterprises (MSMES) rendering services**

**No. 49/43/2015-4IBI.**— In pursuance to the provision under Chapter 12 of Enterprises Promotion Policy-2015 Notified *vide* No. 49/43/2015-4IB1 dated 14th August, 2015, the Governor of Haryana is pleased to notify the Scheme of State Award for outstanding entrepreneur in Service in the category of Micro, Small and Medium Enterprises. The scheme will consist of the following provisions:

**1. Background:**

The Micro, Small and Medium Enterprises (MSMEs) in Haryana have undergone a vast development in the last four decades. The MSMEs have registered tremendous growth as also the progress in terms of quality production, exports, innovation, product development and import substitution, exceeding the expected objectives of setting up MSMEs in the State. Entrepreneurial efforts have made it possible to produce domestically number of items, which were earlier imported. In quite a few cases, new variants so produced with the help of local innovations also have additional attributes not present in the original versions and are capable of solving a multitude of user problems. All this has become possible owing to the ambitious and visionary spirit of entrepreneurs of MSMEs.

**2. Objective:**

To recognize the achievements of successful entrepreneurs in MSMEs engaged in services.

**3. Quantum of Award and category:**

One State Award of Rs. 3.00 lakh shall be given for outstanding entrepreneurship in Micro, Small and Medium Enterprises engaged in service of Agro and Food processing, Automobiles and auto parts, Textiles, Engineering, Pharmaceuticals, IT & Electronics, Footwear and Defence etc. The unit once selected for award shall not be considered again during next 5 years.

**4. Periodicity & Eligibility**

The Awards will be given for every calendar year to deserving entrepreneurs managing Micro, Small and Medium Enterprises having permanent SSI registration /have filed Entrepreneurs Memorandum Part II/Udyog Aadhar Memorandum (UAM) with the respective District Industries Centre in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act 2006. The MSMEs should have been in continuous production/services for last three years.

**5. CRITERIA**

The evaluation for Award is to be done on the basis of and on the Criteria & Performa for Evaluation and Awarding Marks (Form X-1) specifically designed for the purpose. The critical areas include:

- (i) Growth rate of plant & machinery
- (ii) Growth rate of Annual Sales and profit
- (iii) Obtaining ISO-9000 Series/14000/22000 /HACCP/GMP / equivalent certification
- (iv) Safety Measures
- (v) Technology involved/use & Choice of Technology
- (vi) Customers Satisfaction
- (vii) Modernisation Efforts
- (viii) Standardization-Obtained BIS Mark/ International Standard /equivalent(DGQA, RDSO, GMP/BEE etc)-
- (ix) Export Growth
- (x) Energy Conservation/Efficiency
- (xi) Whether any reward scheme introduced for employees for leading quality circle / productivity/services-
- (xii) Pollution Control Measures
- (xiii) Future Plan
- (xiv) Innovation and development of new products.
- (xv) Any other area that the Principal Secretary to Government Haryana, Industries & Commerce department may decide from time to time before applications are sought.

**6. Composition of District Level Scrutiny Committee**

The District Level Scrutiny Committee will consist of following:

Sr. No.	Description	Status
1.	The Joint Director/ Deputy Director, District Industries Centre of the respective District	Chairman
2.	Deputy Director/ Assistant Director Quality Marking Centre	Member
3.	Assistant Director, MSME-DI, Karnal	Member

It will scrutinise the applications received and would award the marks on various parameters.

**7. Composition of State Level Scrutiny Committee**

The State Level Scrutiny Committee will consist of following:

Sr. No.	Description	Status
1.	The Director, Industries & Commerce, Haryana	Chairman
2.	Two Joint Directors, District Industries Centre in the State,	Member
3.	Representative of Managing Director, HSIIDC, Panchkula not below the rank of DGM	Member
4.	Deputy Director, BIS, Sector-34, Chandigarh	Member
5.	Deputy Director, MSME-DI, Karnal	Member
6.	Additional Director of Industries & Commerce Haryana	Member-Secretary

**8. Composition of State Award Selection Committee (SASC)**

The State Level Selection Committee will consist of following:

Sr. No.	Description	Status
1.	The Administrative Secretary, Industries & Commerce Department, Haryana	Chairman
2.	Director of Industries & Commerce Haryana	Member
3.	Director, MSME-DI, Karnal	Member
4.	Director, National Institute of Technology, Kurukshetra	Member
5.	Managing Director, HSIIDC, Panchkula	Member
6.	Director, BIS, Sector-34, Chandigarh	Member
7.	Representatives of one State Level MSME Associations	Member
8.	Additional Director of Industries & Commerce Haryana	Member-Secretary

8.1 The State Level Scrutiny Committee after proper screening will select eligible MSME in order of merit for the consideration of the State Award Selection Committee.

8.2 For the purpose of evaluation by the State Award Selection Committee, the Evaluation format (Form X-1) is enclosed.

8.3 The Awardees should not be considered for the same Award in the subsequent 5 year(s).

8.4 State Award Selection Committee before approving the names for State Awards would institute such inquiries as may be necessary that the entrepreneur has been abiding by all statutory requirements in vogue, is maintaining the proper documentation and is also not involved in any economic/other offence for which enquiry/legal action is pending. The MSME status of the enterprise for the Award year be specifically verified and certified keeping in view the investment limit permissible in Plant & Machinery as also other norms in vogue and in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act. 2006.

8.5 A Committee consisting of the Joint Director, DIC and In-charge of the Quality marking centre in the respective district shall visit the MSE to verify the information furnished in the application form including details of technology, performance, quality, MSE status, growth rate/trend etc. and prepare a report for consideration of SASC.

8.6 SASC will select the awardees on the basis of merit and its decision will be final.

**9. How to apply and Methodology:**

For purposes of selecting MSME for consideration for awards, the following procedure will be observed:-

- (i) The eligible Enterprises will apply in the prescribed Performa on the web portal of the department to the Joint/ Deputy Director, District Industries Centre of the concerned District.
- (ii) State Award Selection Committee will select MSME for the Award and award marks on the Criteria Performa (**Form X-1**) enclosed.

DEVENDER SINGH,  
Principal Secretary to Government Haryana,  
Industries and Commerce Department.

## (Application Form to be submitted in duplicate – Outstanding efforts in rendering services)

**PART-I**

Sr. No.	Description			
1.	Name of Entrepreneur			
2.	Name and address of Enterprise			
3.	District			
4.	State			
5.	Pin code			
6.	STD code & Telephone numbers			
7.	Aadhaar card number			
8.	Mobile no.			
9.	Fax no.			
10.	Email ID			
11.	Educational/Professional Qualification of Entrepreneur (If required use separate sheet and attach the documentary proof)			
12.	Type of Enterprises			
13.	Permanent MSE Registration no./EM Part-II/ UAM of Enterprise			
14.	Date of commencement of production/Services			
15.	Name of Products manufactured (enclosed photos/Leaflets also)			
16.	Please give an affidavit on non-judicial stamp paper duly attested by Notary that you have cleared your income tax dues and that Enterprise/entrepreneur is not involved in any Economic or other offence for which legal action/enquiry is pending			
17.	Last 3 Financial years audited balance sheets:			
	Items	1st F.Y.	2nd F.Y.	3rd F.Y.
	Original investment in Plant & Machinery/ Equipment(Rs. in lakh) cumulative upto 31st March			
	No. of Employees as on 31st March			
	Value of Annual Sales of Products/Services/			
	Job Work(Rs.in lakh)			
	Net Profit (after taxes) (Rs. in lakh)			
	Export-Direct /(Rs.in lakh)			

**PART-II**

- Whether Enterprises has essential equipments required for providing services. If yes, give details and attach documentary proof during last three years  
**Enclose as Annexure-1**
- Please give the details of the Plant & Machinery and its purchased value year wise during last three years. Give details and attach documentary proof & certified by Chartered Accountant.  
**Enclose as Annexure-2**
- Please give the details of the Employees year wise during last three years. Give details and attach documentary proof & certified by Chartered Accountant.  
**Enclose as Annexure-3**
- Please give the details of the annual sales year wise during last three years. Give details and attach documentary proof & certified by Chartered Accountant.  
**Enclose as Annexure-4**
- Please give the details of the net profit (after taxes) of products / process/ services year-wise during last three years. Give details and attach documentary proof & certified by Chartered Accountant.  
**Enclose as Annexure-5**
- Use of Technology. Give details and attach documentary proof.
  - Advanced Technology
  - Developed Technology
  - Conventional**Enclose as Annexure-6**

7. Whether First Generation Entrepreneur. Give details and attach documentary proof.

**Enclose as Annexure-7**

8. Value of Exports (Direct) during the period.

**Enclose as Annexure-8**

**Note:** In case due to specific services /supplies to strategic organizations (viz. Defense etc. Where exports not permissible, marks may be awarded on the basis of average growth rate of supply to strategic organizations. Please give details and attach the documentary evidence. Enclose photocopy of at least three shipping bills of each last three years.

Year	Name of Strategic Value of Products	Supplied to Name of Products	Organisation Strategic Organizations (Rs./lakh)
1st Financial Year			
2nd Financial Year			
3rd Financial Year			

9. Is your enterprise certified for ISO-9000/14000/18000/22000/HACCP/GMP/other equivalent Certification? If yes, give details and attach documentary proof, during last three years

**Enclose as Annexure-9**

10. Standardization. Give details and attach documentary proof.

**Enclose as Annexure-10**

- (i) Services conforming to user's Specification  
(ii) Services conforming to enterprise's Specification

11. Modernization efforts. Give details and attach documentary proof.

**Enclose as Annexure-11**

12. Pollution Control Measures .Attach Certificates from Competent Authority.

**Enclose as Annexure-12**

**Note:** If these measures are not applicable to this industry subject to presentation of relevant NOC from the Competent Authority/ Enterprise exempted by State Government.

13. Do you adopt Safety Measure? Please give details and attach the documentary evidence.

**Enclose as Annexure-13**

14. Whether enterprise conserves energy? If yes, give details with supporting documents.

**Enclose as Annexure-14**

15. Employees Welfare Measures. Give details with supporting documents.

**Enclose as Annexure-15**

- (i) ESI  
(ii) CPF  
(iii) Bonus/others

16. Whether any reward scheme introduced for employees for suggesting improvements leading quality /productivity/services. Please give details and attach the documentary evidence

**Enclose as Annexure-16**

17. Whether any training provided to staff / officials to upgrade Skill. Please give details and attach the documentary evidence.

**Enclose as Annexure-17**

18. Customers satisfaction and feedback report. Please give details and attach the documentary evidence.

**Enclose as Annexure-18**

19. Whether Enterprise has redressal system for customer's grievances. Please give details and attach the documentary evidence.

**Enclose as Annexure-19**

20. Qualification of Entrepreneur as on 31st March of last financial year. Please give details and attach the documentary evidence.

**Enclose as Annexure-20**

21. Future Plan/Vision (Vision to develop better services in future to increase customers Please give details and attach the documentary evidence

**Enclose as Annexure-21**

22. Strategic Initiatives (Strategic initiatives taken to transform the enterprise to meet change in business environment in next 3 years. Please give details and attach the documentary evidence

**Enclose as Annexure-22**

23. Please give write up of not more than 300 words about yourself, your enterprise and the products(s) manufactured/service(s) rendered by indicating your achievements to justify as to why your application deserves to be considered for the award.

**Enclose as Annexure-23**

I certify that the above information furnished by me is correct. I undertake to refund the cash prize, return the trophy and certificate, if awarded to me, in case it is ever found that the information furnished above was incorrect. Further I may also be liable for any action under the law of the land for any false declaration.

Place:

Date:

SIGNATURE OF THE ENTREPRENEUR

SEAL OF THE ENTERPRISE



**(Forms X-I Criteria & Proforma for Evaluation and Awarding Marks –  
Outstanding efforts in rendering services)**

**Note:** For Evaluation and awarding marks , achievements for last three financial year or as specified in the application form for all points should only be considered. Marks should be awarded on the basis of documentary evidence.

- A. Name of the Enterprise \_\_\_\_\_  
 B. Products \_\_\_\_\_  
 C. Type of Enterprise (Micro, Small or Medium)  
 D. District

**Part-I (Weight age-70%)**

Sr. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by District Level Scrutiny Committee	Marks allotted by State Level Scrutiny Committee	Marks allotted by State Level Selection Committee
(1)	(2)	(3)	(4)	(5)	(6)
<b>1</b>	<b>Whether Enterprises has Adequate/essential equipment required for providing services(Ref. Annex-1)</b>	<b>6</b>			
	(i.) Adequate -6 Marks				
	(ii.) others-3 Marks				
<b>2</b>	<b>Customers Satisfaction / feedback report (Ref. Annex-18 &amp; 19)</b>	<b>6</b>			
	(i) Excellent with supporting documents - 6 marks				
	(ii) Good - 3 marks				
	(iii) No such initiatives taken - 0 marks				
<b>3</b>	<b>Value of Average Annual turnover/services of 3 years (Ref. Annex - 4)</b>	<b>6</b>			
	(i) up to Rs.50 lakh - 1 Mark				
	(ii) above Rs.50 lakh & up to Rs.100 lakh - 2 Marks				
	(iii) above Rs.100 lakh & up to Rs.150 lakh - 4 Marks				
	(iv) above Rs.150 lakh - 6 Marks				
<b>4</b>	<b>Growth rate of Average Annual Sales/services of 3 years from 1st year (Ref. Annex-4)</b>	<b>6</b>			
	(i) Average growth rate up to 10% - 1 Marks				
	(ii) Average growth rate above 10% & up to 20%- 2 Marks				
	(iii) Average growth rate above 20% to 30% - 3 Marks				
	(iv) Average growth rate above 30% - 6 Marks				
	(v) No growth - 0 mark				

<b>5</b>	<b>Growth rate of Average profit of 3 years from 1st year (After Taxes) (Ref. Annex- 5)</b>	<b>6</b>			
	(i) Average growth rate up to 10% - 1 Mark				
	(ii) Average growth rate above 10% & up to 20% - 2 Marks				
	(iii) Average growth rate above 20% & up to 30% - 3 Marks				
	(iv) Average growth rate above 30% - 6 Marks				
	(v) No growth - 0 mark				
<b>6</b>	<b>Use of Technology (Ref. Annex-6)</b>	<b>8</b>			
	(i) Advanced - 8 Marks				
	(ii) Developed -5 Marks				
	(ii) Conventional - 2 Marks				
<b>7</b>	<b>Obtaining ISO-9000 Series/14000/22000/ 8 HACCP/equivalent certification (Ref. Annex-9)</b>	<b>8</b>			
	(i) 3years and above - 8 Marks				
	(ii) less than 3years - 4 marks				
	(iii) No certification- 0 mark				
<b>8</b>	<b>Standardization 6 (Ref. Annex-10)</b>				
	(i) Services conforming to user's Specification - 6 Marks				
	(ii) Services conforming to enterprise's Specification - 3 Marks				
<b>9</b>	<b>Modernization efforts- (Ref. Annex-11)</b>	<b>6</b>			
	(i) Excellent with supporting documents - 6 Marks				
	(ii) Good - 3 marks				
	(iii) No such initiatives taken - 0 Mark				
<b>10</b>	<b>Pollution Control Measures Note: (Full marks be given if these measures are not applicable to this enterprise subject to submission of relevant NOC/Notification from the Competent Authority) (Ref. Annex-12)</b>	<b>6</b>			
	Yes - 6 Marks				
	No- 0 marks				
<b>11</b>	<b>Safety Measures - (Ref. Annex-13)</b>	<b>6</b>			
	(i) Excellent with supporting documents - 6 marks				

	(ii) Good - 4 marks				
	(iii) No such initiatives taken - 0 marks				
<b>12</b>	<b>Whether any reward scheme introduced for employees for suggesting improvements leading quality/better services (Ref. Annex-16)</b>	<b>6</b>			
	(i) Excellent with supporting documents - 6 marks				
	(ii) Good - 4 marks				
	(iii) No such initiatives taken - 0 marks				
<b>13</b>	<b>Whether any training provided to staff/ 6 officials to upgrade Skill (Ref. Annex-26)</b>	<b>6</b>			
	(i) Yes, with supporting documents by external expert- 6 marks				
	(ii) Yes, with supporting documents by internal expert- 3 marks				
	(iii) No - 0 marks				
<b>14</b>	<b>Qualification of Entrepreneur as on 31st march (Mark any one) (Ref. Annex-20)</b>	<b>6</b>			
	(i) Bachelor Degree and above - 6 marks				
	(ii) Others - 4 marks				
<b>15</b>	<b>Energy Efficiency Measures (Ref. Annex-14)</b>	<b>6</b>			
	(i) Excellent with supporting documents i.e. certified Energy Audit Report - 6 marks				
	(ii) Good - 3 marks				
	(iii) No such initiatives taken - 0 mark				
<b>16</b>	<b>Employees Welfare Measures (full marks may be awarded on submission of documentary proof, or If not applicable,, (Ref. Annex-15)</b>	<b>6</b>			
	(i) ESI/Healthcare facilities - 2 Mark				
	(ii) CPF- 2 Mark				
	(iii) Bonus/other incentives - 2 Mark				
	<b>Total</b>	<b>100</b>			

**Part-II (Weight age: 30%)**

Sr. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by District Level Scrutiny Committee	Marks allotted by State Level Scrutiny Committee	Marks allotted by State Level Selection Committee
(1)	(2)	(3)	(4)	(5)	(6)
<b>1</b>	<b>1 Employment Growth of 3 years (Ref. Annex-3)</b>	<b>20</b>			
	(i) Rising - 20 Marks				
	(ii) Stable $\pm$ 12 marks				
	(iii) Erratic - 4 Mark				
	(iv) Falling - 0 Mark				
<b>2</b>	<b>Whether First Generation Entrepreneur (Ref. Annex-7)</b>	<b>20</b>			
	(i) First Generation - 20 Marks				
	(ii) Others - 10 Marks				
<b>3</b>	<b>Export (Direct) (Ref. Annex-8)</b>	<b>20</b>			
	(i) 3 years export - 20 Marks				
	(ii) 2 years export - 12 Marks				
	(iii) 1 year export - 6 Mark				
	(iv) No export - 0 Mark				
<b>4</b>	<b>Investment in Plant &amp; equipment Growth (Ref. Annex-2)</b>	<b>20</b>			
	(i) Rising - 20 Marks				
	(ii) Stable+ 10%- 12Marks				
	(ii) Erratic - 4 Marks				
	(iii) Falling - 0 Mark				
<b>5</b>	<b>Future Plan/Vision &amp; Strategic Initiatives (to develop 20 better services in future to increase customers (Ref. Annex-21 &amp; 22)</b>	<b>20</b>			
	(i) Excellent with supporting documents - 20 Marks				
	(ii) Good - 10 marks				
	(iii) No such initiatives taken -0 marks				
	<b>Total</b>	<b>100</b>			

**Weight age: Part-I - 70%, Part-II -30%.**

**Example: Average growth rate = Ist year**

**II year**

**III year**

Rs. 10.00 Lakh

Rs. 12.00 Lakh

Rs. 20.00 Lakh

Average turnover of three years =  $10/3 + 12/3 + 20/3 = 42/3 = 14$

Average growth rate =  $(14/10 - 10/10) \times 100 = 400/10 = 40\%$

**HARYANA GOVERNMENT**  
**INDUSTRIES AND COMMERCE DEPARTMENT**

**Notification**

The 14th June, 2016

**State Awards for Product/Process Innovation in Micro, Small and Medium Enterprises (MSMEs)**

**No. 49/43/2015-4IBI.**— In pursuance to the provision under Chapter 12 of Enterprises Promotion Policy-2015 Notified *vide* No. 49/43/2015-4IB1 dated 14th August, 2015, the Governor of Haryana is pleased to notify the Scheme of State Award for Product/ Process innovation for Micro, Small and Medium Enterprises. The scheme will consist of the following provisions:

**1. Background:**

The Micro, Small and Medium Enterprises (MSMEs) in Haryana have undergone a vast development in the last four decades. The MSMEs have registered tremendous growth as also the progress in terms of quality production, exports, innovation, product development and import substitution, exceeding the expected objectives of setting up MSMEs in the State. Entrepreneurial efforts have made it possible to produce domestically number of items, which were earlier imported. In quite a few cases, new variants so produced with the help of local innovations also have additional attributes not present in the original versions and are capable of solving a multitude of user problems. All this has become possible owing to the ambitious and visionary spirit of entrepreneurs of MSMEs.

**2. Objective:**

The MSMEs of the State are very creative and innovate new products and process as well as provide innovate services to remain competitive in domestic and global market. This has become possible to encourage such innovative efforts and promote this spirit in larger interest of qualitative development of MSMEs. The Government of Haryana recognize these entrepreneurs for their outstanding innovations in products/ process and by conferring awards to motivate and encourage them.

**3. Quantum and categories of awards:**

State Awards shall be given to the outstanding Micro, Small and Medium Enterprises of Rs. 3.00 lakh each separately for growth in production and profit, for innovation & development of new products, quality products and lean manufacturing techniques in the field of Agro and Food processing, Automobiles and auto parts, Textiles, Engineering, Pharmaceuticals, IT & Electronics, Footwear, Defence, Miscellaneous for service as well as manufacturing enterprises. The unit once selected for award shall not be considered again during next 5 years.

**4. Definition of Invention & Innovation-**

Invention refers to new concepts or products that derive from individual's ideas or from scientific research. Innovation, on other hand, is the commercialization of the invention itself.

**5. Awards:**

09 State awards for Innovation of Rs. 3.00 lakh each shall be given to Micro, Small and Medium Enterprises in the category of Agro and Food processing, Automobiles and auto parts, Textiles, Engineering, Pharmaceuticals, IT & Electronics, Footwear, Defence, Miscellaneous.

**6. Periodicity & Eligibility**

The Awards will be given for every calendar year to deserving entrepreneurs managing Micro, Small and Medium Enterprises having permanent SSI registration /have filed Entrepreneurs Memorandum Part II/Udyog Aadhar Memorandum (UAM) with the respective District Industries Centre in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act 2006. The MSMEs should have been in continuous production/services for last three years.

**7. Criteria**

The evaluation for Award is to be done on the basis of and on the Criteria & Performa for Evaluation and Awarding Marks (Form Z-1) specifically designed for the purpose. The critical areas include:

- (i) Nature of innovation.
- (ii) Growth rate of Annual Sales and profit of Innovative Products/Process
- (iii) Obtaining ISO-9000 Series/ 14000/ 22000/ HACCP/ GMP/ equivalent certification
- (iv) Patents/design/ obtained or applied for
- (v) Technology involved

- (vi) Waste Management
- (vii) Whether innovation (product/process) is eco-friendly
- (viii) Standardization-Obtained BIS Mark/International Standard/equivalent (DGQA, RDSO, GMP/BEE etc)-
- (ix) Export Growth
- (x) Energy Conservation
- (xi) Whether any reward scheme introduced for employees for suggesting innovation
- (xiii) Future Innovation Plan.
- (xiv) Any other area that the Principal Secretary to Govt. Haryana, Industries & Commerce department may decide from time to time before applications are sought

#### 8. Composition of District Level Scrutiny Committee

The District Level Scrutiny Committee will consist of following:

Sr. No.	Description	Status
1.	The Joint Director/ Deputy Director, District Industries Centre of the respective District	Chairman
2.	Deputy Director/ Assistant Director Quality Marking Centre	Member
3.	Assistant Director, MSME-DI, Karnal	Member

It will scrutinise the applications received and would award the marks on various parameters.

#### 9. Composition of State Level Scrutiny Committee

The State Level Scrutiny Committee will consist of following:

Sr. No.	Description	Status
1.	The Director, Industries & Commerce, Haryana	Chairman
2.	Two Joint Directors, District Industries Centre in the State,	Member
3.	Representative of Managing Director, HSIIDC, Panchkula not below the rank of DGM	Member
4.	Deputy Director, BIS, Sector-34, Chandigarh	Member
5.	Deputy Director, MSME-DI, Karnal	Member
6.	Additional Director of Industries & Commerce Haryana	Member-Secretary

#### 10. Composition of State Award Selection Committee (SASC)

The State Award Selection Committee will consist of following:

Sr. No.	Description	Status
1.	The Administrative Secretary, Industries & Commerce Department, Haryana	Chairman
2.	Director of Industries & Commerce Haryana	Member
3.	Director, MSME-DI, Karnal	Member
4.	Director, National institute of Technology, Kurukshetra	Member
5.	Managing Director, HSIIDC, Panchkula	Member
6.	Director, BIS, Sector-34, Chandigarh	Member
7.	Representatives of one State Level MSME Associations	Member
8.	Additional Director of Industries & Commerce Haryana	Member-Secretary

- 10.1 The State Level Scrutiny Committee after proper screening is to select eligible MSME in order of merit for the consideration of the State Award Selection Committee.
- 10.2 For the purpose of evaluation by the State Award Selection Committee, the Evaluation forwarding marks (Form X-1) is enclosed.
- 10.3 The Awardees should not be considered for the same Award in the subsequent 05 year(s).
- 10.4 State Award Selection Committee before approving the names for State Awards would institute such inquiries as may be necessary that the entrepreneur has been abiding by all statutory requirements in vogue, is maintaining the proper documentation and is also not involved in any economic/other offence for which enquiry/ legal action is pending. The MSME status of the enterprise for the Award year be specifically verified and certified keeping in view the investment limit permissible in Plant & Machinery as also other norms in vogue and in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act. 2006.

10.5 A Committee consisting of the Joint Director, DIC and In-charge of the Quality Marking Centre in the respective district shall visit the MSME to verify the information furnished in the application form including details of technology, performance, quality, MSME status, growth rate/trend etc. and prepare a report for consideration of SASC.

10.6 SASC will select the awardees on the basis of merit and its decision will be final.

**11 How to apply and Methodology:**

For purposes of selecting MSME for consideration for awards, the following procedure will be observed:-

- (i) The eligible Enterprises will apply in the prescribed Performa on the web portal of the department to the Joint/ Deputy Director, District Industries Centre of the concerned District.
- (ii) State Award Selection Committee will select MSME for the Award and award marks on the Criteria Performa (**Form Z-1**) enclosed.

DEVENDER SINGH,  
Principal Secretary to Government Haryana,  
Industries and Commerce Department.

**(Application Form to be submitted in duplicate – Product/ Process Innovation)****PART-I**

Sr. No.	Description			
1.	Name of Entrepreneur			
2.	Name and address of Enterprise			
3.	District			
4.	State			
5.	Pin code			
6.	STD code & Telephone numbers			
7.	Aadhaar card number			
8.	Mobile no.			
9.	Fax no.			
10.	Email ID			
11.	Educational/Professional Qualification of Entrepreneur (If required use separate sheet and attach the documentary proof)			
12.	Type of Enterprises			
13.	Permanent MSE Registration no./EM Part-II/ UAM of Enterprise			
14.	Date of commencement of production/Services			
15.	Name of Products manufactured (enclosed photos/Leaflets also)			
16.	Please give an affidavit on non-judicial stamp paper duly attested by Notary that you have cleared your income tax dues and that Enterprise/entrepreneur is not involved in any Economic or other offence for which legal action/enquiry is pending			
17.	Last 3 Financial years audited balance sheets:			
	Items	1st F.Y.	2nd F.Y.	3rd F.Y.
	Original investment in Plant & Machinery/ Equipment(Rs. in lakh) cumulative upto 31st March			
	No. of Employees as on 31st March			
	Value of Annual Sales of Products/Services/			
	Job Work(Rs.in lakh)			
	Net Profit (after taxes) (Rs. in lakh)			
	Export-Direct /(Rs.in lakh)			



**PART-II****1. Details of Innovation -**

Please explain whether innovation is product development or process / design development. What exactly, is novel about your innovation? How innovation is improvement over what already exists.

**Enclose as Annexure-1**

2. Please give the details of the annual sales of products / process of last 3 years certified by Chartered Accountant.

**Enclose as Annexure-2**

3. Please give the details of the net profit (after taxes) of products / process of last 3 years certified by Chartered Accountant.

**Enclose as Annexure-3**

4. Is your enterprise certified for ISO-9000/14000/18000/22000/HACCP/GMP/other equivalent Certification? If yes, give details and attach documentary proof, (for last Three Financial Year)

**Enclose as Annexure-4**

5. Details of patents/designs/copyrights obtained or applied for as on 31<sup>st</sup> March of last Financial Year (attach the certificate/ documentary evidence)

**Enclose as Annexure-5**

6. Please give detail whether technology involved for innovation is completely new technology or new combination of existing technology (attach the documentary evidence)

**Enclose as Annexure-6**

7. Whether enterprise has in-house R&D/Innovation facilities approved by DSIR. Please attach documentary evidence.

**Enclose as Annexure-7**

8. Please give details whether innovation is eco-friendly. Please attach documentary evidence.

**Enclose as Annexure-8**

9. Standardization-

(i) Has enterprise obtained BIS mark /international standard/CE/ULA/equivalent (DGQA,RDSO, GMP/BEE etc.) please give details and attach the documentary evidence

**Enclose as Annexure-9**

(ii) Whether innovated product is equivalent any other standards/specifications, please give details and attach the documentary evidence.

**Enclose as Annexure-10**

10. Whether innovation development is (1) Prototype Stage (2) successfully Developed (3) Commercialized. Please give details and attach the documentary evidence.

**Enclose as Annexure-11**

11. Are you direct exporter? If yes, give details of last 3 years duly supported with documentary evidence and country to whom exported. In case due to specific product / supplies to strategic organization i.e. Defense etc. where export not permissible, please give the details of the last 3 years products supplied to Strategic Organization. Please give details and attach the documentary evidence. Enclose photocopy of at least three shipping bills of each last three years.

**Enclose as Annexure-12**

Year	Name of Strategic Organisation	Value of Products Supplied to Strategic Organizations (Rs./lakh)	Name of Products
1st Financial Year			
2nd Financial Year			
3rd Financial Year			

12. Qualification of the Innovation Development Personnel(s)? Please give details with supporting documents.  
**Enclose as Annexure-13**
13. Whether innovation developed products are import substitution? If yes, give details with supporting documents  
**Enclose as Annexure-14**
14. Whether innovation conserves energy? If yes, give details with supporting documents.  
**Enclose as Annexure-15**
15. Do you have any innovation plan/vision? If yes, give details with supporting documents. Give roadmap for continuous innovation in organization. Other innovations undertaken/under pipelines.  
**Enclose as Annexure-16**
16. Please give write up of not more than 300 words about yourself, your enterprise and the products(s) manufactured/service(s) rendered by indicating your achievements to justify as to why your application deserves to be considered for the award.  
**Enclose as Annexure-17**

I certify that the above information furnished by me is correct. I undertake to refund the cash prize, return the trophy and certificate, if awarded to me, in case it is ever found that the information furnished above was incorrect. Further I may also be liable for any action under the law of the land for any false declaration.

Place:

SIGNATURE OF THE ENTREPRENEUR

Date:

SEAL OF THE ENTERPRISE

**(Forms Z-1 Criteria & Proforma for Evaluation and Awarding Marks- Product/ Process Innovation)**

**Note:** For Evaluation and awarding marks , achievements for last Three Financial Year or as specified in the application form for all points should only be considered. Marks should be awarded on the basis of documentary evidence.

- A. Name of the Enterprise \_\_\_\_\_  
 B. Products \_\_\_\_\_  
 C. Type of Enterprise (Micro, Small or Medium)  
 D. District

**Part-I (Weight age-70%)**

Sr. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by District Level Scrutiny Committee	Marks allotted by State Level Scrutiny Committee	Marks allotted by State Level Selection Committee
(1)	(2)	(3)	(4)	(5)	(6)
1	Whether Innovative Development is (Ref. Annex - 1)	10			
	(i) Product development - 10 Marks				
	(ii) Process/Design Development - 5 Marks				
2	Whether enterprise has in- house R&D/Innovation facilities approved by DSIR (Ref. Annex- 7).	10			
	(i) Yes- 10 marks				
	(ii) others - 5 marks				
3	Technology involved in Innovative Development (Ref. Annex-6)	7			
	(i) Completely new Technology - 7 Marks				
	(ii) New combination of existing Technology-3 Marks				
4	Whether Innovative Development is (Ref. Annex-11)	12			
	(i.) Prototype Stage only-5 Marks				
	(ii.) Successfully Development -8 Marks				
	(iii.) Commercialized- 12 Marks5				
5	Qualification of the Innovative Development personnel (as on 31st March of last Financial Year) associated with achievements made by him/her (Mark best of any year) - (Ref. Annex-13)	6			
	(i) Graduate Engineer/Post Graduate and above - 6 Marks				
	(ii) Others - 3 Marks				
6	Whether Innovative Development Products are Import Substitution- (Ref. Annex-14)	6			
	(i.) Yes, with supporting documents - 6 Marks				
	(ii.) No- 0 Mark				

7	Patents/design/obtained or applied for (as on 31st March of last Financial Year). (I). Marks to be awarded for any one of (i)and(ii) as applicable (II) in case due to innovated specific product/supplies to strategic organizations (viz. Defense etc. where obtaining patents not permissible, full marks may be awarded) (Ref. Annex - 5)	15			
	(i) Obtained - 15 Marks				
	(ii) Applied for - 8 Marks				
	(iii) No initiative- 0 Mark				
8	Whether innovation (product/process) is eco-friendly - 6 Marks (Ref. Annex - 8)	6			
	(i.) Yes, with supporting documents - 6 Marks				
	(ii.) No- 0 Mark				
9	Standardization (Ref. Annex-9&10)	12			
	(i) Obtained BIS Mark/International/ National Standard (RDSO, GMP,BEE, FSSAI, Ag Mark etc) - 12 Marks				
	(ii) Product equivalent to any other Specification-6 Marks				
10	Energy conservation Measures (Ref. Annex-15)	6			
	(i.) Yes, with supporting documents <i>i.e.</i> Certified Energy Audit Report, - 6 Marks				
	(ii.) Energy conservation measures adopted by enterprises - 3 Marks				
	(iii.) No initiative- 0 Mark				
11	Obtaining ISO-9000 Series/14000/22000 /HACCP/GMP/ equivalent certification (Ref. Annex - 4)	10			
	(i.) Yes, more than 3 years - 10 Marks				
	(ii.) Yes, less than 3 years - 5Marks				
	(iii.) No - 0 marks				
	<b>Total</b>	<b>100</b>			

**Part-II (Weight age: -30%)**

Sr. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by District Level Scrutiny Committee	Marks allotted by State Level Scrutiny Committee	Marks allotted by State Level Selection Committee
(1)	(2)	(3)	(4)	(5)	(6)
1	Value of Average Annual Turnover/ Sales of 3 years (Ref. Annex - 2)	20			
	(i) up to Rs.100 lakh - 3 Marks				
	(ii) above Rs.100 lakh & up to Rs.500 lakh-6 Marks				

	(iii) above Rs.500 lakh & up to Rs.1000 lakh-10 Marks				
	(iv) above Rs.1000 lakh - 15 Marks				
2	Growth rate of Average Annual Turnover/Sales of 3 years from 1st year. (Ref. Annex - 2)	17			
	(i) growth rate up to 10% - 3 Marks				
	(ii) growth rate above 10% & up to 20% - 6 Marks				
	(iii) growth rate above 20% & up to 30% - 9 Marks				
	(iv) growth rate above 30% - 12 Marks				
	(v) No growth - 0 Mark				
3	Growth rate of Net Profit (after Taxes) of 3 years (Ref. Annex - 3)	20			
	(i) Average growth rate up to 10%- 2 Marks				
	(ii) Average growth rate above 10% to 20%- 6 Marks				
	(iii) Average growth rate above 20% to 30%- 10 Marks				
	(iv) Average growth rate above 30%- 15 Marks				
	(v) No growth - 0 mark				
4	Exports (Direct) of developed products/process during last three years Note: In case due to specific product/ supplies to strategic organizations (viz. Defense etc. where exports not permissible, marks may be awarded on the basis of average growth rate of supply to strategic organizations. (Ref. Annex - 12)	12			
	(i) Average growth rate up to 10%- 3 Marks				
	(ii) Average growth rate above 10% to 20%- 6 Marks				
	(iii) Average growth rate above 20% to 30%- 9 Marks				
	(iv) Average growth rate above 30%- 12 Marks				
	(v) No growth - 0 mark				
5	Value of Export Average of 3 years (Ref. Annex - 12)	15			
	(i) up to Rs.50.00 lakh - 3 Marks				
	(ii) above Rs.50.00 lakh & up to Rs.100 lakh - 6 Marks				
	(iii) above Rs.100.00 lakh & up to Rs.150.00 lakh - 10 Marks				
	(iv) above Rs.150.00 lakh - 15 Marks				
6	Innovation Plan/Vision Road -Map for continuous innovation in organization. Other innovations undertaken/under pipelines. (Ref. Annex - 16)	16			
	(i) Excellent with supporting documents - 16 marks				

(ii)	Good - 10 marks				
(iii)	No such initiatives taken - 0 Mark				
	<b>TOTAL</b>	<b>100</b>			

**Weight age: Part-I - 70%, Part-II -30%.**

**Example : Average growth rate =**

	<b>Ist year</b>	<b>II year</b>	<b>III year</b>
	Rs. 10.00 Lakh	Rs. 12.00 Lakh	Rs. 20.00 Lakh

Average turnover of three years =  $10 + 12 + 20 = 42 = 14$

3 3

Average growth rate =  $14 - 10 \times 100$

=

400 = 40%

10 10

**HARYANA GOVERNMENT**  
**INDUSTRIES AND COMMERCE DEPARTMENT**

**Notification**

The 14th June, 2016

**Quality in selected products in Micro, Small and Medium Enterprises (MSMEs)**

**No. 49/43/2015-4IB1.**— In pursuance to the provision under Chapter 12 of Enterprises Promotion Policy-2015 Notified vide No. 49/43/2015-4IB1 dated 14<sup>th</sup> August, 2015, the Governor of Haryana is pleased to notify the Scheme of State Award for Quality Products for Micro, Small and Medium Enterprises. The scheme will consist of the following provisions:

**1. Background:**

The Micro, Small and Medium Enterprises (MSMEs) in Haryana have undergone a vast development in the last four decades. The MSMEs have registered tremendous growth as also the progress in terms of quality production, exports, innovation, product development and import substitution, exceeding the expected objectives of setting up MSMEs in the State. Entrepreneurial efforts have made it possible to produce domestically number of items, which were earlier imported. In quite a few cases, new variants so produced with the help of local innovations also have additional attributes not present in the original versions and are capable of solving a multitude of user problems. All this has become possible owing to the ambitious and visionary spirit of entrepreneurs of MSMEs.

**2. Objective:**

- To encourage MSME to produce quality products conforming to national and international standards.
- To propagate and merit a culture of quality consciousness amongst a vast section of MSMEs.
- To create a sense of confidence in MSMEs products with the domestic consumers and to enhance the image of Indian Products in export market.
- To motivate MSMEs to achieve higher levels of competitive advantage by quality production.

**3. Quantum and categories of awards:**

State Awards shall be given to the outstanding Micro, Small and Medium Enterprises of Rs. 3.00 lakh each separately for growth in production and profit, for innovation & development of new products, quality products and lean manufacturing techniques in the field of Agro and Food processing, Automobiles and auto parts, Textiles, Engineering, Pharmaceuticals, IT & Electronics, Miscellaneous for service as well as manufacturing enterprises. The unit once selected for award shall not be considered again during next 5 years.

**4. Awards:**

07 State awards for Quality products of Rs. 3.00 lakh each shall be given to Micro, Small and Medium Enterprises in the category of Agro and Food processing, Automobiles and auto parts, Textiles, Engineering, Pharmaceuticals, IT & Electronics, Miscellaneous.

**5. Periodicity & Eligibility**

The Awards will be given for every calendar year to deserving entrepreneurs managing Micro, Small and Medium Enterprises having permanent SSI registration /have filed Entrepreneurs Memorandum Part II Udyog Aadhar Memorandum (UAM) with the respective District Industries Centre in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act 2006. The MSMEs should have been in continuous production/services for last three years.

**6. Criteria**

The evaluation for Award is to be done on the basis of and on the Criteria & Performa for Evaluation and Awarding Marks (Form-Y) specifically designed for the purpose. The critical areas include:

- (i) Testing of raw materials
- (ii) Growth rate of Annual Sales and profit of Products
- (iii) Obtaining ISO-9000 Series/14000/22000 /HACCP/GMP / equivalent certification
- (iv) Providing Services after sales
- (v) Technology involved/Use of Technology
- (vi) Quality Assurance Techniques
- (vii) Standard of Packaging
- (viii) Standardization-Obtained BIS Mark/ International Standard /equivalent(DGQA, RDSO, GMP/BEE etc)-
- (ix) Export Growth
- (x) Energy Conservation
- (xi) Whether any reward scheme introduced for employees for leading quality circle/productivity -
- (xii) Inventory Control
- (xiii) Future Plan/Vision
- (xiv) Any other area that the Principal Secretary to Govt. Haryana, Industries & Commerce department may decide from time to time before applications are sought

**7. Composition of District Level Scrutiny Committee**

The District Level Scrutiny Committee will consist of following:

Sr. No.	Description	Status
1.	The Joint Director/ Deputy Director, District Industries Centre of the respective District	Chairman
2.	Deputy Director/ Assistant Director Quality Marking Centre	Member
3.	Assistant Director, MSME-DI, Karnal	Member

It will scrutinise the applications received and would award the marks on various parameters.

**8. Composition of State Level Scrutiny Committee**

The State Level Scrutiny Committee will consist of following:

Sr. No.	Description	Status
1.	The Director, Industries & Commerce, Haryana	Chairman
2.	Two Joint Directors, District Industries Centre in the State,	Member
3.	Representative of Managing Director, HSIIDC, Panchkula not below the rank of DGM	Member
4.	Deputy Director, BIS, Sector-34, Chandigarh	Member
5.	Deputy Director, MSME-DI, Karnal	Member
6.	Additional Director of Industries & Commerce Haryana	Member-Secretary

**9. Composition of State Award Selection Committee (SASC)**

The State Level Selection Committee will consist of following:

Sr. No.	Description	Status
1.	The Administrative Secretary, Industries & Commerce Department, Haryana	Chairman
2.	Director of Industries & Commerce Haryana	Member
3.	Director, MSME-DI, Karnal	Member
4.	Director, National Institute of Technology, Kurukshetra	Member

5.	Managing Director, HSIIDC, Panchkula	Member
6.	Director, BIS, Sector-34, Chandigarh	Member
7.	Representatives of one State Level MSME Associations	Member
8.	Additional Director of Industries & Commerce Haryana	Member-Secretary

- 9.1 The State Level Scrutiny Committee after proper screening is to select eligible MSE in order of merit for the consideration of the State Award Selection Committee.
- 9.2 For the purpose of evaluation by the State Award Selection Committee, the Evaluation forwarding marks (Form- Y) is enclosed.
- 9.3 The Awardees should not be considered for the same Award in the subsequent 5 year(s).
- 9.4 State Award Selection Committee before approving the names for State Awards would institute such inquiries as may be necessary that the entrepreneur has been abiding by all statutory requirements in vogue, is maintaining the proper documentation and is also not involved in any economic/other offence for which enquiry/legal action is pending. The MSE status of the enterprise for the Award year be specifically verified and certified keeping in view the investment limit permissible in Plant & Machinery as also other norms in vogue and in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act. 2006.
- 9.5 A Committee consisting of the Joint Director, DIC and In-charge of the Quality marking centre in the respective district shall visit the MSE to verify the information furnished in the application form including details of technology, performance, quality, MSE status, growth rate/trend etc. and prepare a report for consideration of SASC.
- 9.6 SASC will select the awardees on the basis of merit and its decision will be final.

**10. How to apply and Methodology:**

For purposes of selecting MSME for consideration for awards, the following procedure will be observed:-

- (i) The eligible Enterprises will apply in the prescribed Performa on the web portal of the department to the Joint/ Deputy Director, District Industries Centre of the concerned District.
- (ii) State Award Selection Committee will select MSME for the Award and award marks on the Criteria Performa (**Form Y**) enclosed.

DEVENDER SINGH,  
Principal Secretary to Government Haryana,  
Industries and Commerce Department.



**(Application Form to be submitted in duplicate – Quality Product)****PART-I**

Sr. No.	Description			
1.	Name of Entrepreneur			
2.	Name and address of Enterprise			
3.	District			
4.	State			
5.	Pin code			
6.	STD code & Telephone numbers			
7.	Aadhaar card number			
8.	Mobile no.			
9.	Fax no.			
10.	Email ID			
11.	Educational/Professional Qualification of Entrepreneur (If required use separate sheet and attach the documentary proof)			
12.	Type of Enterprises			
13.	Permanent MSE Registration no./EM Part-II/ UAM of Enterprise			
14.	Date of commencement of production/Services			
15.	Name of Products manufactured (enclosed photos/Leaflets also)			
16.	Please give an affidavit on non-judicial stamp paper duly attested by Notary that you have cleared your income tax dues and that Enterprise/entrepreneur is not involved in any Economic or other offence for which legal action/enquiry is pending			
17.	Last 3 Financial years audited balance sheets:			
	Items	1st F.Y.	2nd F.Y.	3rd F.Y.
	Original investment in Plant & Machinery/ Equipment(Rs. in lakh) cumulative upto 31st March			
	No. of Employees as on 31st March			
	Value of Annual Sales of Products/Services/			
	Job Work(Rs.in lakh)			
	Net Profit (after taxes) (Rs. in lakh)			
	Export-Direct /(Rs.in lakh)			

**PART-II**

1. Do you have Testing/quality of Raw material used or Testing/Quality of Components/ sub assemblies. If yes, give details and attach documentary proof during last three years  
**Enclose as Annexure-1**
2. Has the enterprise requisite Testing equipment/ instrument. If yes, give details and attach documentary proof.  
**Enclose as Annexure-2**
3. Do you have Energy conservation measures? If yes, give details and attach documentary proof during last three years.  
**Enclose as Annexure-3**
4. Have you taken measures for improvement upon the Manufacturing and Quality Assurance Techniques? Give details and attach documentary proof during last three years  
**Enclose as Annexure-4**
5. Is your enterprise certified for ISO-9000/14000/18000/22000/HACCP/GMP/other equivalent Certification? If yes, give details and attach documentary proof during last three years.  
**Enclose as Annexure-5**
6. Standardization-  
**Enclose as Annexure-6**
  - (i) Has enterprise obtained BIS mark /international standard/CE/ ULA/equivalent (DGQA,RDSO, GMP/BEE etc.) please give details and attach the documentary evidence
  - (ii) Whether product is confirm to IS or any other standards, please give details and attach the documentary evidence.  
**Enclose as Annexure-7**
  - (iii) Whether product confirm to enterprise's / user's specification. Please give details and attach the documentary evidence.  
**Enclose as Annexure-8**
7. Do you have practice Stage Inspection Procedure during the production/ process? Please give details and attach the documentary evidence.  
**Enclose as Annexure-9**
8. Do you get instruments/Gauges /test rigs Calibrated on regular intervals during last three years. Please give details and attach the documentary evidence.  
**Enclose as Annexure-10**
9. Any reward scheme introduced for employees for suggesting Improvements Leading to Quality/ Productively improvement. Please give details and attach the documentary evidence.  
**Enclose as Annexure-11**
10. Are you providing services after sales during period. Please give details and attach the documentary evidence.  
**Enclose as Annexure-12**
11. Do you have redressing system for customers complaints. Please give details and attach the documentary evidence.  
**Enclose as Annexure-13**
12. Whether Enterprise has given skill knowledge to the staff and workers for Quality Assurance. Please give details and attach the documentary evidence  
**Enclose as Annexure-14**
13. Whether Enterprise has Quality Audit Team. Please give details and attach the documentary evidence and report of auditing team.  
**Enclose as Annexure-15**
14. Whether Status of Star Export House. Please give details and attach the documentary evidence.  
**Enclose as Annexure-16**

## 15. Export (Direct)

Are you direct exporter? If yes, give details of last 3 years duly supported with documentary evidence and country to whom exported. In case due to specific product / supplies to strategic organization i.e. Defense etc. where export not permissible, please give the details of the last 3 years products supplied to Strategic Organization. Attach the documentary evidence. Enclose photocopy of at least three shipping bills of each last three years.

**Enclose as Annexure-17**

## 16. Value of Exports (Direct) during the period .

**Note:** In case due to specific product /supplies to strategic organizations (viz. Defense etc. where exports not permissible, marks may be awarded on the basis of average growth rate of supply to strategic organizations. Please give details and attach the documentary evidence.

**Enclose as Annexure-18**

Year	Name of Strategic Value of Products	Supplied to Name of Products	Organisation Strategic Organizations (Rs./lakh)
1st Financial Year			
2nd Financial Year			
3rd Financial Year			

## 17. Employees Welfare Measures. Please give details and attach the documentary evidence.

(i) ESI (ii) CPF (iii) Bonus/others

**Enclose as Annexure-19**

## 18. Do you adopt Standard of Packaging. Please give details and attach the documentary evidence.

**Enclose as Annexure-20**

## 19. Systematic maintenance of Inventory Control. Please give details and attach the documentary evidence

**Enclose as Annexure-21**

## 20. Use of Technology. Please give details and attach the documentary evidence.

(i) Self developed (with own R&D and by using Product/Processes superior to conventional)

(ii) Technology from NRDC/CSIR/Any other R&D Institutions/ Imported

(iii) Conventional

**Enclose as Annexure-22**

## 21. Please give the details of the plant and machinery and their purchase value year wise purchased during last three years &amp; Attach documentary proof Certified by Chartered Accountant.

**Enclose as Annexure-23**

## 22. Please give the details of the employees year wise during last three years Attach documentary proof certified by Chartered Accountant.

**Enclose as Annexure-24**

## 23. Please give the details of the annual sales year wise during last three years. Attach documentary proof certified by Chartered Accountant.

**Enclose as Annexure-25**

## 24. Please give the details of the net profit (after taxes) of products / process year wise during last three years. Attach documentary proof certified by Chartered Accountant.

**Enclose as Annexure-26**

## 25. Future Plan/Vision (Vision to improve the quality of products / process in future. Please give details and attach the documentary evidence.

**Enclose as Annexure-27**

## 26. Strategic Initiatives (Strategic initiatives taken to transform the enterprise to meet change in business environment in next 3 years through quality improvement. Please give details and attach the documentary evidence.

**Enclose as Annexure-28**

27. Please give write up of not more than 300 words about yourself, your enterprise and the products(s) manufactured/service(s) rendered by indicating your achievements to justify as to why your application deserves to be considered for the award.

**Enclose as Annexure-29**

I certify that the above information furnished by me is correct. I undertake to refund the cash prize, return the trophy and certificate, if awarded to me, in case it is ever found that the information furnished above was incorrect. Further I may also be liable for any action under the law of the land for any false declaration.

Place:

SIGNATURE OF THE ENTREPRENEUR

Date:

SEAL OF THE ENTERPRISE

**(Forms Y Criteria & Proforma for Evaluation and Awarding Marks – Quality Product)**

**Note:** For Evaluation and awarding marks, achievements for last Three Financial Year or as specified in the application form for all points should only be considered. Marks should be awarded on the basis of documentary evidence.

- A. Name of the Enterprise \_\_\_\_\_  
 B. Products \_\_\_\_\_  
 C. Type of Enterprise (Micro, Small or Medium)  
 D. District

**Part-I (Weight age-70%)**

Sr. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by District Level Scrutiny Committee	Marks allotted by State Level Scrutiny Committee	Marks allotted by State Level Selection Committee
(1)	(2)	(3)	(4)	(5)	(6)
1	<b>Testing/quality of Raw material used or Testing/Quality of Components/sub assemblies (Ref. Annex-1)</b>	6			
	(i.) Adequate - 6 Marks				
	(ii.) Others- 3 Marks				
	(iii.) No- 0 Mark				
2	<b>Has the enterprise requisite Testing equipment/instrument (Ref. Annex-2)</b>	6			
	(i.) Adequate - 6 Marks				
	(ii.) Others- 3 Marks				
	(iii.) No- 0 Mark				
3	<b>Improvement upon the Manufacturing and Quality Assurance Techniques (Ref. Annex-4)</b>	6			
	(i.) Adequate - 6 Marks				
	(ii.) Others- 3 Marks				
	(iii.) No- 0 Mark				
4	<b>Obtaining ISO-9000 Series/14000/22000 /HACCP/ GMP /equivalent certification - (Ref. Annex-5)</b>	8			
	(i) 3 years and above-8 Marks				
	(ii) less than 3years - 5 marks				
	(iii) No Certificate - 0 Mark				
5	<b>Standardization (Ref. Annex-6, 7 &amp; 8)</b>	12			
	(i) Obtained BIS Mark/International/ National Standard (RDSO, GMP,BEE, FSSAI, Ag Mark etc) - 12 Marks				
	(ii) Product equivalent to any other Specification - 6 Marks				

6	<b>Stage Inspection Procedure during the production/process (Ref. Annex-9)</b>	3			
	(i.) Yes, with supporting documents - 3 Marks				
	(ii.) No - 0 Mark				
7	<b>Getting instruments/Gauges/test rigs Calibrated on regular intervals (Ref. Annex-10)</b>	3			
	(i.) Yes, with supporting documents - 3 Marks				
	(ii.) No - 0 Mark				
8	<b>Any reward scheme introduced for employees for suggesting Improvements Leading to Quality / Productively improvement (Ref. Annex-11)</b>	5			
	(i.) Yes, with supporting documents, 50% & above employees - 5 Marks				
	(ii.) Yes, with supporting documents, less than 50% employees - 3 Marks				
	(iii.) No - 0 Mark				
9	<b>Whether Enterprise has given skill knowledge to the staff and workers for Quality Assurance (Ref. Annex-14)</b>	5			
	(i.) Yes, with supporting documents, 50% & above employees - 5 Marks				
	(ii.) Yes, with supporting documents, less than 50% employees - 3 Marks				
	(iii.) No - 0 Mark				
10	<b>Whether Enterprise has Quality Audit Team (Ref. Annex-15)</b>	5			
	(i.) Yes, with supporting documents, 3 years 5 Marks				
	(ii.) Yes, with supporting documents, less than 3 years - 3 Marks				
	(iii.) No - 0 Mark				
11	<b>Energy conservation measures (Ref. Annex-3)</b>	4			
	(i.) Yes, with supporting documents, ie Energy Audit Report - 4 Marks				
	(ii.) Write up - 2 Marks				
	(iii.) No initiative - 0 Mark				
12	<b>Standard of Packaging (Ref. Annex-20)</b>	4			
	(i.) Excellent with supporting documents-4 Marks				
	(ii.) Good - 3 marks				

	(iii.) Poor - 1 Mark				
13	<b>Inventory Control Method (Ref. Annex-21)</b>	5			
	(i.) Excellent with supporting documents-5 Marks				
	(ii.) Good - 3 marks				
	(iii.) Poor - 1 Mark				
	(iv.) No inventory control - 0 mark				
14	<b>Use of Technology(Ref. Annex-22)</b>	10			
	(i) Advanced - 10 Marks				
	(ii) Developed - 8 Marks				
	(iii) Conventional - 5 Marks				
15	<b>Value of Average Annual Turnover/Sales of 3 years (Ref. Annex - 25)</b>	6			
	(i) up to Rs.100 lakh - 1 Marks				
	(ii.) above Rs.100 lakh & up to Rs.500 lakh - 2 Marks				
	(iii) above Rs.500 lakh & up to Rs.1000 lakh - 4 Marks				
	(iv) above Rs.1000 lakh - 6 Marks				
16	<b>Growth rate of Average Annual Turnover/Sales of 3 years from 1st year. (Ref. Annex - 25)</b>	6			
	(i) growth rate up to 10% - 1 Marks				
	(ii) growth rate above 10% & up to 20% -2 Marks				
	(iii) growth rate above 20% & up to 30% - 4 Marks				
	(iv) growth rate above 30% - 6 Marks				
	(v) No growth - 0 Mark				
17	<b>Growth rate of Average Net Profit (after Taxes) of 3 years from 1st year (Ref. Annex-26)</b>	6			
	(i) growth rate up to 10% - 1 Marks				
	(ii) growth rate above 10% & up to 20% - 2 Marks				
	(iii) growth rate above 20% & up to 30% - 4 Marks				
	(iv) growth rate above 30% - 6 Marks				
	(v) No growth - 0 mark				
	<b>Total</b>	<b>100</b>			

**Part-II (Weight age-30%)**

Sr. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by District Level Scrutiny Committee	Marks allotted by State Level Scrutiny Committee	Marks allotted by State Level Selection Committee
1	<b>Growth rate upon Investment in Plant &amp; Machinery (Ref. Annex-23)</b>	18			
	(i) Rising - 18 Marks				
	(ii) Stable +10% -12 Marks				
	(iii) Erratic - 6 Marks				
	(iv) Falling - 0 Marks				
2	<b>Growth rate upon Employment (Ref. Annex - 24)</b>	18			
	(i) Rising - 18 Marks				
	(ii) Stable $\pm 10\%$ -12 Marks				
	(iii) Erratic - 6 Marks				
	(iv) Falling - 0 Marks				
3	<b>Exports (Direct) during the period Note: In case due to specific product / supplies to strategic organizations (viz. Defense etc. where exports not permissible, marks may be awarded on the basis of average growth rate of supply to strategic organizations. Export (Direct) (Ref. Annex-17 &amp; 18)</b>	12			
	(i) 3 years export - 9 Marks				
	(ii) 2 years export - 6 Marks				
	(iii) 1 years export - 3Marks				
	(iv) No export - 0 Mark				
4	<b>Value of Export Average of 3 years (Ref. Annex - 17 &amp; 18)</b>	10			
	(i) up to Rs.20 lakh - 1 Mark				
	(ii) above Rs.20 lakh & up to Rs.100 lakh 2 Marks				
	(iii) above Rs.100 lakh & up to Rs.200 lakh 4 Marks				
	(iv) above Rs.200 lakh - 6 Marks				
5	<b>Growth rate of Average export value of 3 years from 1st year (Ref. Annex - 17 &amp; 18)</b>	10			
	(i) Average growth rate up to 10% - 1 Marks				
	(ii) Average growth rate above 10% & up to 20% - 2 Marks				



	(iii) Average growth rate above 20% & up to 30% - 4 Marks				
	(iv) Average growth rate above 30% -6 Marks				
	(v) No growth - 0 mark				
6	<b>Welfare Measures (Ref. Annex-19)</b>	12			
	(i) ESI-4 Mark				
	(ii) CPF-4 Mark				
	(iii) Bonus-4 Mark				
7	<b>Future Plan/Vision &amp; Strategic Initiatives to improve the quality of products / process in future (Ref. Annex-27&amp;28)</b>	20			
	(i) Excellent with supporting documents-20 marks				
	(ii) Good -10 marks				
	(iii) No such initiatives taken - 0 marks				
	<b>Total</b>	<b>100</b>			

**Weight age: Part-I - 70%, Part-II -30%.**

**Example : Average growth rate =**

<b>Ist year</b>	<b>II year</b>	<b>III year</b>
Rs. 10.00 Lakh	Rs. 12.00 Lakh	Rs. 20.00 Lakh

Average turnover of three years =  $10 + 12 + 20 = 42 = 14$

3 3

Average growth rate =  $14 - 10 \times 100$

=

400 = 40%

10 10

**HARYANA GOVERNMENT**  
**INDUSTRIES AND COMMERCE DEPARTMENT**

**Notification**

The 14th June, 2016

**State Awards Scheme for lean manufacturing techniques in Micro, Small and Medium Enterprises (MSME)**

**No. 49/43/2015-4IB1.**— In pursuance to the provision under Chapter 12 of Enterprises Promotion Policy-2015 Notified *vide* No. 49/43/2015-4IB1 dated 14th August, 2015, the Governor of Haryana is pleased to notify the Scheme of State Award for Lean Manufacturing Technique for Micro, Small and Medium Enterprises. The scheme will consist of the following provisions:

**1. Background:**

The Micro, Small and Medium Enterprises (MSMEs) in Haryana have undergone a vast development in the last four decades. The MSMEs have registered tremendous growth as also the progress in terms of quality production, exports, innovation, product development and import substitution, exceeding the expected objectives of setting up MSMEs in the State. Entrepreneurial efforts have made it possible to produce domestically number of items, which were earlier imported. In quite a few cases, new variants so produced with the help of local innovations also have additional attributes not present in the original versions and are capable of solving a multitude of user problems. All this has become possible owing to the ambitious and visionary spirit of entrepreneurs of MSMEs.

**2. Objective:**

The objectives of Lean Manufacturing Scheme are to increase the competitiveness of the MSME sector through the adoption of LM techniques with the objective of:

- Reducing waste;
- Increasing productivity;
- Introducing innovative practices for improving overall competitiveness;
- Inculcating good management systems; and
- Imbibing a culture of continuous improvement.

MSMEs implement the LM techniques for reducing their manufacturing costs through proper personnel management, better space utilization, scientific inventory management, improved process flows, reduced engineering time etc. Such LM techniques also help in improving the quality of the final product. The Indian entrepreneurs are very creative and implement the LM techniques to remain competitive in domestic and global market.

The State Government recognizes these entrepreneurs for their outstanding efforts for implementing LM techniques for reducing their manufacturing costs and by conferring awards to motivate and encourage them.

### 3. **Quantum of Award and category:**

08 State Awards of Rs. 3.00 lakh shall be given for adopting lean manufacturing techniques in Micro, Small and Medium Enterprises engaged in service/ manufacturing of Agro and Food processing, Automobiles and auto parts, Textiles, Engineering, Footwear, Defence, Electrical & Electronics, Miscellaneous. The unit once selected for award shall not be considered again during next 5 years.

### 4. **Periodicity & Eligibility**

The Awards will be given for every calendar year to deserving entrepreneurs managing Micro, Small and Medium Enterprises having permanent SSI registration /have filed Entrepreneurs Memorandum Part II/ Udyog Aadhar Memorandum (UAM) with the respective District Industries Centre in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act 2006. The MSMEs should have been in continuous production/services for last three years.

### 5. **Criteria**

The evaluation for Award is to be done on the basis of and on the Criteria & Performa for Evaluation and Awarding Marks (Form LM) specifically designed for the purpose. The critical areas include:

- (i) Adopting 5S system.
- (ii) Implementing Standard Operating Procedures (SOPs)
- (iii) Implementing Enterprise Resource Planning (ERP) system
- (iv) Implementing Energy Conservation Techniques
- (v) Implementing Poka -Yoke instructions
- (vi) Reward scheme introduced for employees for suggesting Lean manufacturing
- (vii) Training to staff on LM Techniques
- (viii) Pollution Control Measures
- (ix) Welfare Measures
- (x) Growth rate of Investment in Plant & Machinery.
- (xi) Growth rate of Turnover.
- (xii) Growth rate of Net Profit
- (xiii) Technology
- (xiv) Implementing Bar Code System
- (xv) Practicing ISO 9001/14001.
- (xvi) Any other area that the Principal Secretary to Govt. Haryana, Industries & Commerce department may decide from time to time before applications are sought.

### 6. **Composition of District Level Scrutiny Committee**

The District Level Scrutiny Committee will consist of following:

Sr. No.	Description	Status
1.	The Joint Director/ Deputy Director, District Industries Centre of the respective District	Chairman
2.	Deputy Director/ Assistant Director Quality Marking Centre	Member
3.	Assistant Director, MSME-DI, Karnal	Member

It will scrutinise the applications received and would award the marks on various parameters.

#### 7. Composition of State Level Scrutiny Committee

The State Level Scrutiny Committee will consist of following:

Sr. No.	Description	Status
1.	The Director, Industries & Commerce, Haryana	Chairman
2.	Two Joint Directors, District Industries Centre in the State,	Member
3.	Representative of Managing Director, HSIIDC, Panchkula not below the rank of DGM	Member
4.	Deputy Director, BIS, Sector-34, Chandigarh	Member
5.	Deputy Director, MSME-DI, Karnal	Member
6.	Additional Director of Industries & Commerce Haryana	Member-Secretary

#### 8. Composition of State Award Selection Committee (SASC)

The State Level Selection Committee will consist of following:

Sr. No.	Description	Status
1.	The Administrative Secretary, Industries & Commerce Department, Haryana	Chairman
2.	Director of Industries & Commerce Haryana	Member
3.	Director, MSME-DI, Karnal	Member
4.	Director, National Institute of Technology, Kurukshetra	Member
5.	Managing Director, HSIIDC, Panchkula	Member
6.	Director, BIS, Sector-34, Chandigarh	Member
7.	Representatives of one State Level MSME Associations	Member
8.	Additional Director of Industries & Commerce Haryana	Member-Secretary

8.1 The State Level Scrutiny Committee after proper screening is to select eligible MSME in order of merit for the consideration of the State Award Selection Committee.

8.2 For the purpose of evaluation by the State Award Selection Committee, the Evaluation forwarding marks (Form LM) is enclosed.

8.3 The Awardees should not be considered for the same Award in the subsequent 5 year(s).

8.4 State Award Selection Committee before approving the names for State Awards would institute such inquiries as may be necessary that the entrepreneur has been abiding by all statutory requirements in vogue, is maintaining the proper documentation and is also not involved in any economic/other offence for which enquiry/legal action is pending. The MSE status of the enterprise for the Award year be specifically verified and certified keeping in view the investment limit permissible in Plant & Machinery as also other norms in vogue and in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006.

8.5 A Committee consisting of the Joint Director, DIC, Representative of Director, MSME DI Karnal and In-charge of the Quality marking centre in the respective district shall visit the MSME to verify the information furnished in the application form including details of technology, performance, quality, MSE status, growth rate/trend etc. and prepare a report for consideration of SASC.

8.6 SASC will select the awardees on the basis of merit and its decision will be final.

#### 9. How to apply and Methodology:

For purposes of selecting MSME for consideration for awards, the following procedure will be observed:-

- (i) The eligible Enterprises will apply in the prescribed Performa on the web portal of the department to the Joint/ Deputy Director, District Industries Centre of the concerned District.
- (ii) State Award Selection Committee will select MSME for the Award and award marks on the Criteria Performa (**Form LM**) enclosed.

DEVENDER SINGH,  
Principal Secretary to Government of Haryana,  
Industries and Commerce Department

## (Application Form to be submitted in duplicate – Lean Manufacturing)

**PART-I**

<b>Sr. No.</b>	<b>Description</b>			
1.	Name of Entrepreneur			
2.	Name and address of Enterprise			
3.	District			
4.	State			
5.	Pin code			
6.	STD code & Telephone numbers			
7.	Aadhaar card number			
8.	Mobile no.			
9.	Fax no.			
10.	Email ID			
11.	Educational/Professional Qualification of Entrepreneur (If required use separate sheet and attach the documentary proof)			
12.	Type of Enterprises			
13.	Permanent MSE Registration no./EM Part-II/ UAM of Enterprise			
14.	Date of commencement of production/Services			
15.	Name of Products manufactured (enclosed photos/Leaflets also)			
16.	Please give an affidavit on non-judicial stamp paper duly attested by Notary that you have cleared your income tax dues and that Enterprise/entrepreneur is not involved in any Economic or other offence for which legal action/enquiry is pending			
17.	Last 3 Financial years audited balance sheets:			
	Items	1st F.Y.	2nd F.Y.	3rd F.Y.
	Original investment in Plant & Machinery/ Equipment(Rs. in lakh) cumulative upto 31st March			
	No. of Employees as on 31st March			
	Value of Annual Sales of Products/Services/			
	Job Work(Rs.in lakh)			
	Net Profit (after taxes) (Rs. in lakh)			
	Export-Direct /(Rs.in lakh)			

**PART-II**

1. Whether Enterprise has adopted 5S system?. Please give details with documentary evidence.  
**Enclose as Annexure-1**
2. Whether Enterprise has implemented Standard Operating Procedures (SOPs)? Please give details with documentary evidence.  
**Enclose as Annexure-2**
3. Whether enterprise has implemented Enterprise Resource Planning (ERP) System? Please give details with documentary evidence.  
**Enclose as Annexure-3**
4. Whether enterprise implemented Energy Conservation Techniques. Please give details with documentary evidence.  
**Enclose as Annexure-4**
5. Whether enterprise implemented Poka -Yoke instructions? Please give details with documentary evidence.  
**Enclose as Annexure-5**
6. Whether enterprise implemented Bar Code System?. Please give details with documentary evidence.  
**Enclose as Annexure-6**
7. Whether enterprise has ISO 9001/14001. Please give details with documentary evidence.  
**Enclose as Annexure-7**
8. Any reward scheme introduced for employees for suggesting Lean manufacturing. Please give details with documentary evidence.  
**Enclose as Annexure-8**
9. Whether enterprise provides training to its staff on LM Techniques? Please give details with documentary evidence.  
**Enclose as Annexure-9**
10. Whether enterprise has implemented Pollution Control Measures?. Please give details with documentary evidence.  
**Enclose as Annexure-10**
11. Whether enterprise has implemented Welfare Measures i.e. ESI, CPF, Bonus etc.? Please give details with documentary evidence.  
**Enclose as Annexure-11**
12. Whether enterprise has adopted Technology / Strategy for LM Techniques given by approved consultant or self developed?. Please give details with documentary evidence.  
**Enclose as Annexure-12**
13. Give details of Investment in Plant & Machinery for three years certified by CA.  
**Enclose as Annexure-13**
14. Give details of Turnover for three years certified by CA.  
**Enclose as Annexure-14**
15. Give details of Net Profit (after Taxes) for three years certified by CA.  
**Enclose as Annexure-15**
16. Please give write up of not more than 300 words about yourself, your enterprise and the products(s) manufactured/service(s) rendered by indicating your achievements to justify as to why your application deserves to be considered for the award.  
**Enclose as Annexure-16**

I certify that the above information furnished by me is correct. I undertake to refund the cash prize, return the trophy and certificate, if awarded to me, in case it is ever found that the information furnished above was incorrect. Further I may also be liable for any action under the law of the land for any false declaration.

Place:

SIGNATURE OF THE ENTREPRENEUR

Date:

SEAL OF THE ENTERPRISE

**(Form - LM Criteria & Proforma for Evaluation and Awarding Marks – Lean Manufacturing)**

**Note:** For Evaluation and awarding marks , achievements for last Three Financial Year or as specified in the application form for all points should only be considered. Marks should be awarded on the basis of documentary evidence.

- A. Name of the Enterprise \_\_\_\_\_  
 B. Products \_\_\_\_\_  
 C. Type of Enterprise (Micro, Small or Medium)  
 D. District

**Part-I (Weight age-70%)**

Sr. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by District Level Scrutiny Committee	Marks allotted by State Level Scrutiny Committee	Marks allotted by State Level Selection Committee
(1)	(2)	(3)	(4)	(5)	(6)
<b>1</b>	<b>Whether Enterprise has adopted 5S system (Ref. Annex-1)</b>	12			
	(i.) Yes, up to 5S level - 12 Marks				
	(ii.) Up to 2S level - 8 Marks				
	(iii.) No initiative-0 Mark				
<b>2</b>	<b>Whether Enterprise has implemented Standard Operating Procedures (SOPs) (Ref. Annex-2)</b>	12			
	(i.) For all processes - 12Marks				
	(ii.) Partially for some processes - 8 Marks				
	(iii.) No initiative - 0 Mark				
<b>3</b>	<b>Whether enterprise implemented Enterprise Resource Planning (ERP) system (Ref. Annex-3)</b>	12			
	(i.) For all processes - 12 Marks				
	(ii.) Partially for some processes - 8 Marks				
	(iii.) No initiative - 0 Mark				
<b>4</b>	<b>Whether enterprise Implemented Energy conservation Techniques (Ref. Annex-4)</b>	6			
	(i.) Excellent Techniques, supporting with Certified Energy Audit report - 6 Marks				
	(ii.) Good Techniques - 3 Marks				
	(iii.) No initiative- 0 Mark				
<b>5</b>	<b>Whether enterprise implemented Poka -Yoke instructions (Ref. Annex-5)</b>	12			
	(i) For most of production process - 12Marks				
	(ii) Just introduced - 8 Marks				
	(iii) No initiative - 0 Mark				
<b>6</b>	<b>Obtaining/Maintaining ISO -9001/14001 (Ref. Annex-7)</b>	10			
	(i.) 3 years and above - 10 Marks				
	(ii.) Less than 3 years - 5 Marks				
	(iii.) No certification - 0 Marks				

<b>7</b>	<b>Any reward scheme introduced for employees for suggesting Lean manufacturing (Ref. Annex-8)</b>	6			
	(i.) Yes , with supporting documents - 6 Marks				
	(ii.) No - 0 Mark				
<b>8</b>	<b>Whether Enterprise provides training to its staff on lean manufacturing techniques (Ref. Annex-9)</b>	6			
	(i.) Yes, with supporting documents by external experts - 6 Marks				
	(ii.) Yes, with supporting documents by internal experts - 3 Marks				
	(iii.) No - 0 Mark				
<b>9</b>	<b>Technology/Strategy adopted for lean manufacturing (Ref. Annex-12)</b>	10			
	(i) By approved consultant - 10 Marks				
	(ii) Self - 5 Marks				
<b>10</b>	<b>Growth rate of Average Turnover of 3 years. (Ref. Annex-14)</b>	8			
	(i) Average growth rate up to 10% - 2 Marks				
	(ii) Average growth rate above 10% up to 20% - 4 Marks				
	(iii) Average growth rate above 20% up to 30% - 6 Marks				
	(iv) Average growth rate above 30% - 8 Marks				
	(v) No growth - 0 Marks				
<b>11</b>	<b>Using/having Bar Code (If not Applicable, full marks to be given (Ref. Annex-6)</b>	6			
	(i.) 3 years and more - 6 Marks				
	(ii.) Less than 3 years - 3 Marks				
	(iii.) Not practicing - 0 Marks				
	<b>Total</b>	<b>100</b>			

Part-II (Weight age: -30%.)

Sr. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by District Level Scrutiny Committee	Marks allotted by State Level Scrutiny Committee	Marks allotted by State Level Selection Committee
(1)	(2)	(3)	(4)	(5)	(6)
<b>1</b>	<b>Value of Average Annual Sales of 3 years (Ref. Annex-14)</b>	20			
	(i) up to Rs.500 lakh - 4 Marks				
	(ii.) above Rs.500 lakh & up to Rs.1000 lakh-8 Marks				
	(iii) above Rs.1000 lakh & up to Rs.1500 lakh-12 Marks				
	(iv) above Rs.1500 lakh - 20 Marks				

<b>2</b>	<b>Pollution Control Measures - 20 Marks</b> <b>Note:(Full marks may be given if these measures are not applicable to this industry subject to presentation of relevant NOC from the Competent Authority/ Enterprise exempted by State Govt. (Ref. Annex-10)</b>	20			
	(i.) Yes - 20 Marks				
	(ii.) No- 0 Marks				
<b>3</b>	<b>Welfare Measures (Ref. Annex-11)</b>	20			
	(i) ESI - 8 Marks				
	(ii) CPF - 8 Marks				
	(iii) Bonus-4 Mark				
<b>4</b>	<b>Growth rate upon Investment in Plant &amp; Machinery (Ref. Annex-13)</b>	20			
	(i) Rising - 20 Marks				
	(ii) Stable +10% -12 Marks				
	(iii) Erratic - 6 Marks				
	(v) Falling - 0 Marks				
<b>5</b>	<b>Growth rate of average Net Profit (after Taxes) of 3 years (Ref. Annex-15)</b>	20			
	(i) Average growth rate up to 10%- 5 Marks				
	(ii) Average growth rate above 10% & upto 20%- 10 Marks				
	(iii) Average growth rate above 20% & upto 30%- 15 Marks				
	(iv) Average growth rate above 30%- 20 Marks				
	(v) No growth - 0 mark				
	<b>Total</b>	<b>100</b>			

**Weight age: Part-I - 70%, Part-II -30%.**

**Example : Average growth rate =**

<b>Ist year</b>	<b>II year</b>	<b>III year</b>
Rs. 10.00 Lakh	Rs. 12.00 Lakh	Rs. 20.00 Lakh

Average turnover of three years =  $10 + 12 + 20 = 42 = 14$

3 3

Average growth rate =  $14 - 10 \times 100$

=

400 = 40%

10 10



**HARYANA GOVERNMENT**  
**INDUSTRIES AND COMMERCE DEPARTMENT**

**Notification**

The 14th June, 2016

**Scheme for outstanding efforts in entrepreneurship in Micro, Small and Medium Enterprises (MSMEs) engaged in manufacturing**

**No. 49/43/2015-4IBI.**— In pursuance to the provision under Chapter 12 of Enterprises Promotion Policy-2015 notified *vide* No. 49/43/2015-4IB1 dated 14th August, 2015, the Governor of Haryana is pleased to notify the Scheme of State Award for outstanding entrepreneur in Manufacturing for Micro, Small and Medium Enterprises. The scheme will consist of the following provisions:

**1. Background:**

The Micro, Small and Medium Enterprises (MSMEs) in Haryana have undergone a vast development in the last four decades. The MSMEs have registered tremendous growth as also the progress in terms of quality production, exports, innovation, product development and import substitution, exceeding the expected objectives of setting up MSMEs in the State. Entrepreneurial efforts have made it possible to produce domestically number of items, which were earlier imported. In quite a few cases, new variants so produced with the help of local innovations also have additional attributes not present in the original versions and are capable of solving a multitude of user problems. All this has become possible owing to the ambitious and visionary spirit of entrepreneurs of MSMEs.

**2. Objective:**

To recognize the achievements of successful entrepreneurs in MSMEs engaged in Manufacturing.

**3. Quantum of Award and category:**

One State Award of Rs. 3.00 lakh shall be given for outstanding entrepreneurship in Micro, Small and Medium Enterprises engaged in manufacturing of Agro and Food processing, Automobiles and auto parts, Textiles, Engineering, Pharmaceuticals, IT & Electronics, Footwear and Defence etc. The unit once selected for award shall not be considered again during next 5 years.

**4. Periodicity & Eligibility**

The Awards will be given for every calendar year to deserving entrepreneurs managing Micro, Small and Medium Enterprises having permanent SSI registration /have filed Entrepreneurs Memorandum Part II /Udyog Aadhar Memorandum (UAM) with the respective District Industries Centre in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act 2006. The MSMEs should have been in continuous production/services for last three years.

**5. Criteria**

The evaluation for Award is to be done on the basis of and on the Criteria & Performa for Evaluation and Awarding Marks (Form X) specifically designed for the purpose. The critical areas include:

- (i) Growth rate of plant & machinery
- (ii) Growth rate of Annual Sales and profit of Products/Services
- (iii) Obtaining ISO-9000 Series/14000/22000 /HACCP/GMP / equivalent certification
- (iv) Export Growth
- (v) Use of Technology
- (vi) Safety Measures
- (vii) Standardization-Obtained BIS Mark/ International Standard /equivalent(DGQA, RDSO, GMP / BEE etc)-
- (viii) Energy Conservation
- (ix) Whether any reward scheme introduced for employees for leading quality circle/productivity -
- (x) Pollution Control Measures
- (xi) Future Plan/Vision
- (xii) Any other area that the Principal Secretary to Govt. Haryana, Industries & Commerce department may decide from time to time before applications are sought

**6. Composition of District Level Scrutiny Committee**

The District Level Scrutiny Committee will consist of following:

Sr. No.	Description	Status
1.	The Joint Director/ Deputy Director, District Industries Centre of the respective District	Chairman
2.	Deputy Director/ Assistant Director Quality Marking Centre	Member
3.	Assistant Director, MSME-DI, Karnal	Member

It will scrutinise the applications received and would award the marks on various parameters.

#### 7. Composition of State Level Scrutiny Committee

The State Level Scrutiny Committee will consist of following:

Sr. No.	Description	Status
1.	The Director, Industries & Commerce, Haryana	Chairman
2.	Two Joint Directors, District Industries Centre in the State,	Member
3.	Representative of Managing Director, HSIIDC, Panchkula not below the rank of DGM	Member
4.	Deputy Director, BIS, Sector-34, Chandigarh	Member
5.	Deputy Director, MSME-DI, Karnal	Member
6.	Additional Director of Industries & Commerce Haryana	Member-Secretary

#### 8. Composition of State Award Selection Committee (SASC)

The State Level Selection Committee will consist of following:

Sr. No.	Description	Status
1.	The Administrative Secretary, Industries & Commerce Department, Haryana	Chairman
2.	Director of Industries & Commerce Haryana	Member
3.	Director, MSME-DI, Karnal	Member
4.	Director, National Institute of Technology, Kurukshetra	Member
5.	Managing Director, HSIIDC, Panchkula	Member
6.	Director, BIS, Sector-34, Chandigarh	Member
7.	Representatives of one State Level MSME Associations	Member
8.	Additional Director of Industries & Commerce Haryana	Member-Secretary

- 8.1 The State Level Scrutiny Committee after proper screening is to select eligible MSE in order of merit for the consideration of the State Award Selection Committee.
- 8.2 For the purpose of evaluation by the State Award Selection Committee, the Evaluation forwarding marks (Form- X) is enclosed.
- 8.3 The Awardees should not be considered for the same Award in the subsequent 5 year(s).
- 8.4 State Award Selection Committee before approving the names for State Awards would institute such inquiries as may be necessary that the entrepreneur has been abiding by all statutory requirements in vogue, is maintaining the proper documentation and is also not involved in any economic/other offence for which enquiry/legal action is pending. The MSME status of the enterprise for the Award year be specifically verified and certified keeping in view the investment limit permissible in Plant & Machinery as also other norms in vogue and in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act. 2006.
- 8.5 A Committee consisting of the Joint Director, DIC and In-charge of the Quality marking centre in the respective district shall visit the MSME to verify the information furnished in the application form including details of technology, performance, quality, MSME status, growth rate/trend etc. and prepare a report for consideration of SASC.
- 8.6 SASC will select the awardees on the basis of merit and its decision will be final.

#### 9. How to apply and Methodology:

For purposes of selecting MSME for consideration for awards, the following procedure will be observed:-

- (i) The eligible Enterprises will apply in the prescribed Performa on the web portal of the department to the Joint/ Deputy Director, District Industries Centre of the concerned District.
- (ii) State Award Selection Committee will select MSME for the Award and award marks on the Criteria Performa (**Form X**) enclosed.

DEVENDER SINGH,  
Principal Secretary to Government Haryana,  
Industries and Commerce Department.

**(Application Form to be submitted in duplicate – Outstanding efforts in manufacturing)****PART-I**

Sr. No.	Description			
1.	Name of Entrepreneur			
2.	Name and address of Enterprise			
3.	District			
4.	State			
5.	Pin code			
6.	STD code & Telephone numbers			
7.	Aadhaar card number			
8.	Mobile no.			
9.	Fax no.			
10.	Email ID			
11.	Educational/Professional Qualification of Entrepreneur (If required use separate sheet and attach the documentary proof)			
12.	Type of Enterprises			
13.	Permanent MSE Registration no./EM Part-II/ UAM of Enterprise			
14.	Date of commencement of production/Services			
15.	Name of Products manufactured (enclosed photos/Leaflets also)			
16.	Please give an affidavit on non-judicial stamp paper duly attested by Notary that you have cleared your income tax dues and that Enterprise/entrepreneur is not involved in any Economic or other offence for which legal action/enquiry is pending			
17.	Last 3 Financial years audited balance sheets:			
	Items	1st F.Y.	2nd F.Y.	3rd F.Y.
	Original investment in Plant & Machinery/ Equipment(Rs. in lakh) cumulative upto 31st March			
	No. of Employees as on 31st March			
	Value of Annual Sales of Products/Services/			
	Job Work(Rs.in lakh)			
	Net Profit (after taxes) (Rs. in lakh)			
	Export-Direct /(Rs.in lakh)			

**PART-II**

1. Please give the details of the plant and machinery and their purchase value year wise purchased during last three years and attach documentary proof & certified by Chartered Accountant.  
**Enclose as Annexure-1**
2. Please give the details of the employee's year wise during last three years and attach documentary proof & certified by Chartered Accountant.  
**Enclose as Annexure-2**
3. Please give the details of the annual sales year wise during last three years and attach documentary proof & certified by Chartered Accountant.  
**Enclose as Annexure-3**
4. Please give the details of the net profit (after taxes) of products / process year wise during last three years and attach documentary proof & certified by Chartered Accountant.  
**Enclose as Annexure-4**
5. Use of Technology
  - (a) Whether the technology employed is advanced technology? If Yes, give details and how it is superior to conventional. Give details and attach documentary proof.  
**Enclose as Annexure-5**
  - (b) Whether the technology employed is developed technology? If Yes, Give details and attach documentary proof,
  - (c) Conventional. Give details and attach documentary proof,
6. Whether First Generation Entrepreneur. Give details and attach documentary proof.  
**Enclose as Annexure-6**
7. Export (Direct).  
Are you direct exporter? If yes, give details of last 3 years duly supported with documentary evidence and country to whom exported. In case due to specific product / supplies to strategic organization i.e. Defense etc. where export not permissible, please give the details of the last 3 years products supplied to Strategic Organization. Attach the documentary evidence. Enclose photocopy of at least three shipping bills of each last three years.  
**Enclose as Annexure-7**
8. Value of Exports (Direct) during the period.

**Note:** In case due to specific product /supplies to strategic organizations (viz. Defense etc. where exports not permissible, marks may be awarded on the basis of average growth rate of supply to strategic organizations. Please give details and attach the documentary evidence.

**Enclose as Annexure-8**

Year	Name of Strategic Organisation	Value of Products Supplied to Strategic Organizations (Rs./lakh)	Name of Products
1st Financial Year			
2nd Financial Year			
3rd Financial Year			

9. Is your enterprise certified for ISO-9000/14000/18000/22000/HACCP/GMP/other equivalent Certification? If yes, give details and attach documentary proof, for the last three years.  
**Enclose as Annexure-9**

10. Standardization-

**Enclose as Annexure-10**

- (i) Has enterprise obtained BIS mark /international standard/CE/ULA/ equivalent (DGQA,RDSO, GMP/BEE etc.) please give details and attach the documentary evidence
- (ii) Whether product is equivalent to any other standards, please give details and attach the documentary evidence.
11. Pollution Control Measures. Attach Certificate from Competent Authority. **Enclose as Annexure-11**
- Note:** If these measures are not applicable to this industry subject to presentation of relevant NOC from the Competent Authority/ Enterprise exempted by State Government.
12. Do you adopt Safety Measure. Please give details and attach the documentary evidence. **Enclose as Annexure-12**
13. Whether enterprise conserves energy? If yes, give details with supporting documents like certified Energy Audit Report. **Enclose as Annexure-13**
14. Employees Welfare Measures. Attach documentary evidence. **Enclose as Annexure-14**
- (i) ESI
- (ii) CPF
- (iii) Bonus/others
- Whether any reward scheme introduced for employees for suggesting improvements leading quality/productivity. Please give details and attach the documentary evidence.
15. Whether any training provided to staff / officials to upgrade their skill. Please give details and attach the documentary evidence **Enclose as Annexure-15**
16. Customers satisfaction and feedback report. Please give details and attach the documentary evidence **Enclose as Annexure-16**
17. Basic Amenities at Work Place. Please give details and attach the documentary evidence **Enclose as Annexure-17**
- (i) Canteen (ii) Others
18. Whether your enterprise have ever been credit Rating. If yes, give details and attach documentary proof. **Enclose as Annexure-18**
19. Future Plan/Vision (Vision to develop the enterprise through increase of (i) Production,(ii) Quality & (iii) Market. Please give details and attach the documentary evidence **Enclose as Annexure-19**
20. Strategic Initiatives (Strategic initiatives taken to transform the enterprise to meet change in business environment in next 3 years. Please give details and attach the documentary evidence **Enclose as Annexure-20**
21. Please give write up of not more than 300 words about yourself, your enterprise and the products(s) manufactured/service(s) rendered by indicating your achievements to justify as to why your application deserves to be considered for the award. **Enclose as Annexure-21**

I certify that the above information furnished by me is correct. I undertake to refund the cash prize, return the trophy and certificate, if awarded to me, in case it is ever found that the information furnished above was incorrect. Further I may also be liable for any action under the law of the land for any false declaration.

Place:  
Date:

SIGNATURE OF THE ENTREPRENEUR  
SEAL OF THE ENTERPRISE

**(Forms X Criteria & Proforma for Evaluation and Awarding Marks – Outstanding Efforts in Manufacturing)**

**Note:** For Evaluation and awarding marks, achievements for last three Financial Year or as specified in the application form for all points should only be considered. Marks should be awarded on the basis of documentary evidence.

- A. Name of the Enterprise \_\_\_\_\_  
 B. Products \_\_\_\_\_  
 C. Type of Enterprise (Micro, Small or Medium)  
 D. District

**Part-I (Weight age-70%)**

Sr. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by District Level Scrutiny Committee	Marks allotted by State Level Scrutiny Committee	Marks allotted by State Level Selection Committee
(1)	(2)	(3)	(4)	(5)	(6)
1	Value of Average Annual Turnover/Sales of 3 years (Ref. Annex - 3)	6			
	(i) up to Rs.100 lakh - 1 Marks				
	(ii) above Rs.100 lakh & up to Rs.500 lakh – 2 Marks				
	(iii) above Rs.500 lakh & up to Rs. 1000 lakh - 4 Marks				
	(iv) above Rs.1000 lakh - 6 Marks				
2	Growth rate of Average Annual Turnover/Sales of 3 years from 1st year. (Ref. Annex - 3)	6			
	(i) growth rate up to 10% - 1 Marks				
	(ii) growth rate above 10% & up to 20% -2 Marks				
	(iii) growth rate above 20% & up to 30% - 4 Marks				
	(iv) growth rate above 30% - 6 Marks				
	(v) No growth - 0 Mark				
3	Growth rate of Average Net Profit (after Taxes) of 3 years from 1st year (Ref. Annex-4)	6			
	(i) growth rate up to 10% - 1 Marks				
	(ii.) growth rate above 10% & up to 20% - 2 Marks				
	(iii) growth rate above 20% & up to 30% - 4 Marks				
	(iv) growth rate above 30% - 6 Marks				
	(v) No growth - 0 mark				
4	Use of Technology (Ref. Annex-5)	10			
	(i) Advanced Technology -10 Marks				
	(ii) Developed Technology - 8 Marks				
	(iii) Conventional - 5 Marks				

5	Exports (Direct) during the period Note: In case due to specific product/supplies to strategic organizations (viz. Defense etc. where exports not permissible, marks may be awarded on the basis of average growth rate of supply to strategic organizations. (Ref. Annex-7 & 8)	6			
	Value of Export Average of 3 years (Ref. Annex - 16&17)				
	(i) up to Rs.20 lakh - 1 Marks				
	(ii) above Rs.20 lakh & up to Rs.100 lakh - 2 Marks				
	(iii) above Rs.100 lakh & up to Rs.200 lakh - 4 Marks				
	(iv) above Rs.200 lakh - 6 Marks				
6	Exports (Direct) during the period Note: In case due to specific product/supplies to strategic organizations (viz. Defense etc. where exports not permissible, marks may be awarded on the basis of average growth rate of supply to strategic organizations. (Ref. Annex - 7 & 8)	6			
	Growth rate of Average export value of 3 years from 1st year				
	(i) Average growth rate up to 10% - 1 Marks				
	(ii.) Average growth rate above 10% & up to 20% - 2 Marks				
	(iii) Average growth rate above 20% & up to 30% - 4 Marks				
	(iv) Average growth rate above 30% -6 Marks				
	(v) No growth - 0 mark				
7	Obtaining ISO-9000 Series/14000/22000 /HACCP/GMP certification -(Ref. Annex-9)	10			
	(i) 3 years and above - 10 Marks				
	(ii) less than 3years - 5 marks				
	(iii) No certification- 0 mark				
8	Standardization (Ref. Annex-10)	12			
	(i) Obtained BIS Mark/International/ National Standard (RDSO, GMP,BEE, FSSAI, Ag Mark etc)-12 Marks				
	(ii) Product equivalent to any other Specification^ Marks				
9	Pollution Control Measures Note: (Full marks may be given if these measures are not applicable to this industry subject to presentation of relevant NOC from the Competent Authority/ Enterprise exempted by State Govt. (Ref. Annex-11)	6			
	(i.) Yes - 6 Marks				
	(ii.) No- 0 Marks				

10	Safety Measure - (Ref. Annex-12)	6			
	(i.) Yes, with supporting documents - 6 Marks				
	(ii.) No- 0 Mark				
11	Energy conservation Measures (Ref. Annex-13)	6			
	(i.) Yes, with supporting documents i.e. Certified Energy Audit Report, - 6 Marks				
	(ii.) Energy conservation measures adopted by enterprises - 3 Marks				
	(iii.) No initiative- 0 Mark				
12	Employees Welfare Measures. full marks may be given, if not applicable. (Ref. Annex-14)	8			
	(i) ESI - 2 Mark				
	(ii) CPF- 2 Mark				
	(iii) Bonus/others - 2 Mark				
	(iv) any reward scheme introduced for employees for suggesting improvements leading quality/ productivity- 2				
13	Whether any training provided to staff/officials to upgrade their skill. (Ref. Annex-15)	6			
	(i) Yes, with supporting documents from external expert- 6 Marks				
	(ii) Yes, with supporting documents from internal expert- 3 Marks				
	(iii) No- 0 Mark				
14	Customers satisfaction and feedback report (Ref. Annex-16)	6			
	(i) Yes, with supporting documents - 6 Marks				
	(ii) No- 0 Mark				
	<b>Total</b>	<b>100</b>			

**Part-II (Weight age-30%)**

Sr. No.	Parameters for Awarding Marks	Maximum Marks	Marks allotted by District Level Scrutiny Committee	Marks allotted by State Level Scrutiny Committee	Marks allotted by State Level Selection Committee
(1)	(2)	(3)	(4)	(5)	(6)
1	Growth rate upon Investment in Plant & Machinery (Ref. Annex-1)	18			



	(i) Rising - 18 Marks				
	(ii) Stable +10% -12 Marks				
	(iii) Erratic - 6 Marks				
	(v) Falling - 0 Marks				
2	Growth rate upon Employment (Ref. Annex - 2)	<b>18</b>			
	(i) Rising - 18 Marks				
	(ii) Stable +10% -12 Marks				
	(iii) Erratic - 6 Marks				
	(iv) Falling - 0 Marks				
3	Whether First Generation Entrepreneur (Ref. Annex-6)	<b>9</b>			
	(i) First Generation - 9 Marks				
	(ii) Others - 6 Marks				
4	Export (Direct) NB : In case due to specific products/supplies to Strategic organization viz Defense etc. where export were not permissible full marks may be awarded. (Ref. Annex-7 & 8)	<b>9</b>			
	(i) 3 years export - 9 Marks				
	(ii) 2 years export - 6 Marks				
	(iii) 1 year export - 3 Marks				
	(iv) No export - 0 Marks				
5	Basic Amenities at Work Place (Ref. Annex-17)	<b>10</b>			
	(i) Canteen - 5				
	(ii) Others - 5				
6	Credit Rating of Enterprises (Ref. Annex-18)	<b>18</b>			
	(i) Yes,- 18 Marks				
	(ii) No- 0 Marks				
7	Future Plan/Vision & Strategic initiatives taken (to develop the enterprise through increase of (i) Production, (ii) Quality & (iii) Market) (Ref. Annex-19 & 20)	<b>18</b>			
	(i) Excellent with supporting documents - 18 Marks				
	(ii) Good - 12 marks				
	(iii) No such initiatives taken - 0 Mark				
	<b>TOTAL</b>	<b>100</b>			

**Weight age: Part-I - 70%, Part-II -30%.**

**Example : Average growth rate =**

**Ist year**

Rs. 10.00 Lakh

**II year**

Rs. 12.00 Lakh

**III year**

Rs. 20.00 Lakh

Average turnover of three years =  $10 + 12 + 20 = 42 = 14$

3 3

Average growth rate =  $14 - 10 \times 100$

=

400 = 40%

10 10