



# Haryana Government Gazette

## EXTRAORDINARY

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HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT

### Notification

The 4th October 2021

**No. 25/05/2020-4IB-I.**— In pursuance to the provision under Annexure – 4, clause 4.25 of Haryana Enterprises & Employment Policy-2020 notified dated 29.12.2020 the Governor of Haryana is pleased to notify the “Scheme of State Award for Lean Manufacturing Technique” for Micro and Small enterprises located anywhere in the State. The provisions given hereunder:

#### 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 MSEs 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.

MSEs 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 Lean Manufacturing 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 INR 5.00 lakh shall be given for adopting lean manufacturing techniques in Micro and Small 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. Definition**

- (i) **Small Enterprise:** Investment in Plant and Machinery or Equipment does not exceed INR 10 crore and turnover does not exceed INR 50 crore as amended under the MSMED Act, 2006 or as amended by GoI from time to time.
- (ii) **Micro Enterprise:** Investment in Plant and Machinery or Equipment does not exceed INR 1 crore and turnover does not exceed INR 5 crore as amended under the MSMED Act, 2006 or as amended by GoI from time to time.

**5. Commencement and Applicability**

The Scheme shall commence from the date of commencement of Haryana Enterprises & Employment Policy, 2020 i.e. 01.01.2021 and shall remaining operation for a period of 5 years.

**6. Periodicity & Eligibility**

The Awards will be given for every calendar year to deserving entrepreneurs managing Micro and Small Enterprises having permanent SSI registration /have filed Udyam Registration Certificate (URC) and Haryana Udyam Memorandum (HUM) on the Portal in accordance with the provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act 2006. The MSEs 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 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) Training to staff on LM Techniques
- (vii) Pollution Control Measures
- (viii) Growth rate of Investment in Plant & Machinery.
- (ix) Growth rate of Turnover.
- (x) Growth rate of Net Profit
- (xi) Technology
- (xii) Implementing Bar Code System
- (xiii) Practicing ISO 9001/14001.
- (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 (DLSC)**

The District Level Scrutiny Committee will consist of the following: -

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

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

**9. Composition of State Level Scrutiny Committee (SLSC)**

The State Level Scrutiny Committee will consist of the following: -

Sr.No.	Description	Status
1.	The Director/Director General, Micro, Small and Medium Enterprises, Haryana	Chairman
2.	Two Joint Directors, District MSME 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.	Two Industry Experts as nominated by the Government of Haryana from time to time	Member
7.	Additional Director of Directorate of MSME, Haryana	Member-Secretary

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

The State Level Selection Committee will consist of the following: -

Sr.No.	Description	Status
1.	The Administrative Secretary, Industries & Commerce Department, Haryana	Chairman
2.	The Director/Director General, Micro, Small and Medium Enterprises, Haryana	Member
3.	Director, MSME-DI, Karnal	Member
4.	Director, National institute of Technology, Kurukshetra	Member
5.	Managing Director, HSIIDC, Panchkula	Member
6.	One member from National Institute of Design (NID), Haryana	Member
7.	Director, BIS, Sector-34, Chandigarh	Member
8.	Representatives of one State Level MSME Associations	Member
9.	Additional Director, Directorate of MSME Haryana	Member-Secretary

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.

- 10.1 For the purpose of evaluation by the State Award Selection Committee, the Evaluation forwarding marks (Form- X) is enclosed.
- 10.2 The Awardees should not be considered for the same Award in the subsequent 5 year(s).
- 10.3 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.
- 10.4 A Committee consisting of the Joint Director, District MSME Center and In- charge of the Quality marking center in the respective district shall visit the MSE 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.
- 10.5 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 MSE for consideration for awards, the following procedure will be observed:

- (i) Applications for the MSEs Awards will be invited through an advertisement released in two leading newspapers, in addition to public notices on the notice board of District MSME Centers, and the website of the MSME Department.
- (ii) The eligible Enterprises will apply in the prescribed Performa on the web portal of the department to the Joint/ Deputy Director, District MSME Centre of the concerned District.
- (iii) State Award Selection Committee will select MSE for the Award and award marks on the Criteria Performa (**Form X**) enclosed.

**12. Time Limit to apply**

An enterprise shall forfeit its entitlement for the Award, if it does not submit its claim, complete in all respects within the prescribed time limit as per the advertisement.

**13. Competent Authority for sanction**

The Additional Director, MSME shall be competent authority for sanction of the Award Prize money.

**14. Interpretation/ Relaxation**

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

**15. Penal Action**

At any time if it is found that Award from the State Government has been availed on the basis of any false information, the applicant shall besides refunding the Award money with compound rate of interest @ 12% per annum and facing legal action, will be debarred from grant of any incentives/assistance from the State Government. If the applicant fails to refund the Award amount with interest, then the amount shall be recovered as arrear of land revenue. The applicant shall be debarred from public procurement as a result of mismatch in facts and figures.

VIJAYENDRA KUMAR,  
Principal Secretary to Government of Haryana,  
Industries and Commerce Department.

## (Application Form to be submitted in duplicate – Lean 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.	Udyam Registration Certificate (URC) and Haryana Udyam Memorandum (HUM) No. & Date			
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. Whether enterprise provides training to its staff on LM Techniques? Please give details with documentary evidence. (Enclose as Annexure-8)
9. Whether enterprise has implemented Pollution Control Measures? Please give details with documentary evidence. (Enclose as Annexure-9)
10. 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-10)
11. Give details of Investment in Plant & Machinery for three years certified by CA. (Enclose as Annexure-11)
12. Give details of Net Profit (after Taxes) for three years certified by CA. (Enclose as Annexure 12)
13. 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-13)

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.

SIGNATURE OF THE ENTREPRENEUR  
SEAL OF THE ENTERPRISE

Place:

Date:

**(Form - LM Criteria & Performa 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 or Small)  
 D. District

**Part-I (Weightage-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 - 12 Marks				
	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>	8			
	i. Excellent Techniques, supporting with Certified Energy Audit report - 8 Marks				
	ii. Good Techniques - 4 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- 12 Marks				
	(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				

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)
7	<b>Whether Enterprise provides training to its staff on lean manufacturing techniques (Ref. Annex-9)</b>	8			
	i. Yes, with supporting documents by external experts - 8 Marks				
	ii. Yes, with supporting documents by internal experts - 4 Marks				
	iii. No - 0 Mark				
8	<b>Technology/Strategy adopted for lean manufacturing (Ref. Annex-12)</b>	10			
	(i) By approved consultant - 10 Marks				
	(ii) Self - 5 Marks				
9	<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				
11	<b>Using/having Bar Code (If not Applicable, full marks to be given (Ref. Annex-6)</b>	8			
	i. 3 years and more – 8 Marks				
	ii. Less than 3 years – 4 Marks				
	iii. Not practicing - 0 Marks				
	<b>Total</b>	<b>100</b>			



## Part-II (Weightage: -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	<b>Value of Average Annual Sales of 3 years (Ref. Annex-14)</b>	25			
	(i) up to Rs. 500 lakh - 5 Marks				
	(ii.) above Rs. 500 lakh & up to Rs. 1000 lakh-10 Marks				
	(iii) above Rs. 1000 lakh & up to Rs. 1500 lakh-12 Marks				
	(iv) above Rs. 1500 lakh - 25 Marks				
2	<b>Pollution Control Measures - 20 Marks 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>	25			
	i. Yes - 25 Marks				
	ii. No- 0 Marks				
3	<b>Growth rate upon Investment in Plant &amp; Machinery (Ref. Annex-13)</b>	25			
	(i) Rising - 25 Marks				
	(ii) Stable +10% -15 Marks				
	(iii) Erratic - 5 Marks				
	(v) Falling - 0 Marks				
4	<b>Growth rate of average Net Profit (after Taxes) of 3 years (Ref. Annex-15)</b>	25			
	(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%- 20 Marks				
	(iv) Average growth rate above 30%- 20 Marks				
	(v) No growth - 0 mark				
	<b>Total</b>	<b>100</b>			