



# 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 the Haryana Enterprises & Employment Policy-2020 notified dated 29.12.2020 the Governor of Haryana is pleased to notify the “State Award for outstanding entrepreneur in Service” in the category of Micro and Small 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 MSEs engaged in Services.

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

One State Award of INR 5 lakh shall be given for outstanding entrepreneurship in Micro and Small 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. 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 remain in 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 Udhyam 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 X**) 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) Modernization Efforts
- (viii) Standardization-Obtained BIS Mark/ International Standard/equivalent(DGQA, RDSO, GMP/BEE etc.)-
- (ix) Export Growth
- (x) Energy Conservation/Efficiency
- (xi) Pollution Control Measures
- (xii) Innovation and development of new products.
- (xiii) 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 MSMEs 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 MSMEs 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.	Two Industrial Experts as nominated by the Government of Haryana from time to time	Member
6.	Deputy Director, MSME-DI, Karnal	Member
7.	Additional Director of Directorate of MSME, Haryana	Member-Secretary

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

The State Award 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.	One member from National Institute of Design (NID), Haryana	Member
6.	Managing Director, HSIIDC, Panchkula	Member
7.	Director, BIS, Sector-34, Chandigarh	Member
8.	Representatives of one State Level MSME Associations as nominated by the Government from time to time	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, MSE 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 MSEs 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 Director/ 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 given in the advertisement.

**13. Competent Authority for sanction**

The Additional Director, Directorate of MSME shall be competent authority for sanction of the subsidy/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 – Outstanding efforts in rendering services)****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.	Email ID			
10.	Educational/Professional Qualification of Entrepreneur (If required use separate sheet and attach the documentary proof)			
11.	Type of Enterprises			
12.	Udyam Registration Certificate (URC) and Haryana Udhyam Memorandum (HUM) No. & Date			
13.	Date of commencement of production/Services			
14.	Name of Products manufactured (enclosed photos/Leaflets also)			
15.	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			
16.	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 Enterprises has essential equipment required for providing services. If yes, give details and attach documentary proof during last three years.  
**Enclose as Annexure-1**
2. Please give the details of the plant and machinery and its purchase value year wise during last three years. Give details and attach documentary proof & certified by Chartered Accountant.  
**Enclose as Annexure-2**
3. 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**
4. 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**
5. 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**
6. Use of Technology. Give details and attach documentary Proof.
  - (i) Advanced Technology
  - (ii) Developed Technology
  - (iii) 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	Organization 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 Certificate from the 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 Govt.)
13. Do you adopt Safety Measures. 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. 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-15**
  16. Whether any training provided to staff/officials to upgrade Skill. Please give details and attach the documentary evidence.  
**Enclose as Annexure-16**
  17. Customers satisfaction and feedback report. Please give details and attach the documentary evidence  
**Enclose as Annexure-17**
  18. Whether your enterprise has redressal system for customer's grievances. Please give details and attach documentary evidence.  
**Enclose as Annexure-18**
  19. Qualification of Entrepreneur as on 31st March of last financial year. Please give details and attach the documentary evidence.  
**Enclose as Annexure-29**
  20. 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-20**

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 X-I Criteria & Performa 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 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)
1	Whether the Enterprise has adequate/essential equipment required for providing services (Ref. Annex 1)	10			
	i. Adequate- 8 marks				
	ii. Others – 4 marks				
2	Customers Satisfaction feedback report (Ref. Annex 17 & 18)				
	i. Excellent with supporting documents –8 marks				
	ii. Good – 4 marks				
	iii. No Such initiatives taken- 0 marks				
3	Growth rate of Avg. annual sales/services of 3 years from 1st year (Ref. Annex-4)	8			
	i. Avg. growth rate up to 10%				
	ii. Avg. growth rate above 10% & up to 20% -4 marks				
	iii. Avg. growth rate above 20% & up to 30% - 6 marks				
	iv. Avg. growth rate above 30% - 8 marks				
	v. No growth – 0 marks				
4	Growth rate of Avg. profit of 3 years from 1st year (After taxes) (Ref. Annex.-5)	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				
5	Use to Technology (Ref. Annex-6)				
	(i) Advanced -8 marks				
	(ii) Developed -5 marks				
	(iii) Conventional -2 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)
6	Obtaining ISO-9000 Series/14000/22000/8HACCP/equivalent certification -(Ref. Annex-9)	8			
	(i) 3 years and above - 8 Marks				
	(ii) less than 3 years - 4 Marks				
	(iii) No certification- 0 Mark				
7	Standardization (Ref. Annex-10)	8			
	(i) Services conforming to user's Specification - 8 marks				
	(ii) Services conforming to enterprise's Specification- 4 marks				
8	<b>Modernization efforts- (Ref. Annex-11)</b>	6			
	i. Excellent with supporting documents -6 marks				
	ii. Good- 3 marks				
	iii. No such initiatives taken- 0 marks				
9	<b>Pollution Control Measures</b> <b>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)</b> <b>(Ref. Annex-12)</b>	8			
	(i) Yes – 8 Marks				
	(ii) No- 0 Mark				
10	Safety Measures- (Ref. Annex- 13)	6			
	(i) Excellent with supporting document-6 marks				
	(ii) Good -4 marks				
	(iii) No Such initiatives taken-0 marks				
11	Whether the staff/official are trained/certified in any new skills	8			
	(i) Yes, with supporting documents by external expert-8 Marks				
	(ii) Yes, with supporting documents by internal expert- 4 Marks				
	(iii) No- 0 Mark				
12	<b>Qualification of Entrepreneur as on 31st March (Mark anyone) (Ref. Annex-19)</b>	8			
	(i) Bachelor's degree and above- 8 marks				
	(ii) Others- 4 marks				
13	Energy Efficiency Measures (Ref. Annex-14)	8			
	(i) Excellent with supporting documents i.e. certified Energy Audit Report- 8 marks				
	(ii) Good -4 marks				
	(iii) No Such initiatives taken -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)
<b>1</b>	<b>1 Employment Growth of 3 years (Ref. Annex-3)</b>	<b>25</b>			
	(i) Rising – 25 Marks				
	(ii) Stable $\pm$ 15 marks				
	(iii) Erratic -5 Marks				
	(iv) Falling -0 Marks				
<b>2</b>	<b>Whether First Generation Entrepreneur (Ref. Annex-7)</b>	<b>25</b>			
	(i) First Generation -25 Marks				
	(ii) Others -15 Marks				
<b>3</b>	<b>Export (Direct) (Ref. Annex-8)</b>	<b>25</b>			
	(i) 3 years Export -25 Marks				
	(ii) 2 years Export -15 Marks				
	(iii) 1 years Export - 7 Marks				
	(iv) No Export -0 Marks				
<b>4</b>	<b>Investment in Plant &amp; equipment Growth (Ref. Annex-2)</b>	<b>25</b>			
	(i) Rising – 25 Marks				
	(ii) Stable $\pm$ 15 marks				
	(iii) Erratic -5 Marks				
	(iv) Falling -0 Marks				
	<b>TOTAL</b>	<b>100</b>			