

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

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

The 14<sup>th</sup> June, 2016

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 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

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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

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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.

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**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 of Haryana,  
Industries and Commerce Department

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(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	1 <sup>st</sup> F.Y.	2 <sup>nd</sup> F.Y.	3 <sup>rd</sup> 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)			

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**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**

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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
1 <sup>st</sup> Financial Year			
2 <sup>nd</sup> Financial Year			
3 <sup>rd</sup> 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 Govt.

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

**Enclose as Annexure-12**

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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
- (i) Canteen (ii) Others **Enclose as Annexure-17**
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**



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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 :**

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**(Forms X Criteria & Performa 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%)**

S. 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				

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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				

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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				
	Total	100			

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

S. 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)	18			
	(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)	9			
	(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)	9			
	(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)	10			
	(i) Canteen - 5				
	(ii) Others - 5				
6	Credit Rating of Enterprises (Ref. Annex-18)	18			
	(i) Yes,- 18 Marks				
	(ii) No- 0 Marks				

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7	Future Plan/Vision & Strategic initiatives taken (to develop the enterprise through increase of (i) Production, (ii) Quality & (iii) Market) (Ref. Annex-19 & 20)	18			
	(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	II year	III year
	Rs. 10.00 Lakh	Rs. 12.00 Lakh	Rs. 20.00 Lakh

Average turnover of three years =  $\frac{10 + 12 + 20}{3} = 14$

Average growth rate =  $\frac{14 - 10}{10} \times 100$

=

$\frac{40}{100} = 40\%$