

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

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

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

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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 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.

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

**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

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

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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 of Haryana,  
Industries and Commerce Department

**HARYANA GOVERNMENT  
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   | 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)   |                      |                      |                      |

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

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**PART-II**

1. 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**

2. 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**

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

(ii) 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) |
|---------------------------|-------------------------------------|------------------------------|---|
| 1 <sup>st</sup> Financial |                                     |                              |   |

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

|                                      |  |  |  |
|--------------------------------------|--|--|--|
| Year                                 |  |  |  |
| 2 <sup>nd</sup><br>Financial<br>Year |  |  |  |
| 3 <sup>rd</sup><br>Financial<br>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 Govt.

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**

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

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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 31<sup>st</sup> 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.

**SIGNATURE OF THE ENTREPRENEUR  
SEAL OF THE ENTERPRISE**

**Place:**

**Date:**



**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

**(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, 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      | <b>Whether Enterprises has Adequate/essential equipment required for providing services(Ref. Annex-1)</b> | 6             |   |  |   |
|        | i. Adequate -6 Marks  |               |   |  |   |
|        | ii. others-3 Marks  |               |   |  |   |
| 2      | <b>Customers Satisfaction / feedback report (Ref. Annex-18 &amp; 19)</b>                                  | 6             |   |  |   |
|        | (i) Excellent with supporting documents - 6 marks   |               |   |  |   |
|        | (ii) Good - 3 marks   |               |   |  |   |
|        | (iii) No such initiatives taken -0 marks  |               |   |  |   |
| 3      | <b>Value of Average Annual turnover/services of 3 years (Ref. Annex - 4)</b>                              | 6             |   |  |   |
|        | (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  |               |   |  |   |
| 4      | <b>Growth rate of Average Annual Sales/services of 3 years from 1st year (Ref. Annex-4)</b>               | 6             |   |  |   |
|        | (i) Average growth rate up to 10% - 1 Marks   |               |   |  |   |

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

|          |   |          |  |  |  |
|----------|---|----------|--|--|--|
|          | (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   |          |  |  |  |

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

|           |   |          |  |  |  |
|-----------|---|----------|--|--|--|
|           | Marks   |          |  |  |  |
|           | (ii) Good - 3 marks   |          |  |  |  |
|           | (iii) No such initiatives taken - 0 Mark  |          |  |  |  |
| <b>10</b> | <b>Pollution Control Measures<br/>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)<br/>(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<br/>(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<br/>(Ref. Annex-26)</b>   | <b>6</b> |  |  |  |
|           | (i) Yes, with supporting documents by external expert- 6 marks  |          |  |  |  |

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

|           |   |            |  |  |  |
|-----------|---|------------|--|--|--|
|           | (ii) Yes, with supporting documents by internal expert- 3 marks   |            |  |  |  |
|           | (iii) No - 0 marks  |            |  |  |  |
| <b>14</b> | <b>Qualification of Entrepreneur as on 31<sup>st</sup> march<br/>(Mark any one)<br/>(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<br/>(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,.<br/>(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%)**

| 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      | 1 Employment Growth of 3 years<br>(Ref. Annex-3) | 20            |   |  |   |

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

|          |   |            |  |  |  |
|----------|---|------------|--|--|--|
|          | (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) 1year 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%.

**HARYANA GOVERNMENT  
INDUSTRIES AND COMMERCE DEPARTMENT**

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| 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 =  $(14/10 - 10/10) \times 100 = 400/10 = 40\%$