

**No. 4/12/2022-RU**  
**HARYANA GOVERNMENT**  
**ADMINISTRATIVE REFORMS DEPARTMENT**

**Dated Chandigarh the 18.11.2022**

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments.
3. All the Managing Directors/ Chief Administrators of all the Boards/ Corporations in the Haryana State.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners in the State of Haryana.
6. All the Registrars of Universities in the State of Haryana.

**Subject:- Submission of online applications for Good Governance Award 2022 to Excellent employees/officers to be awarded on 25<sup>th</sup> December, 2022 on eve of Good Governance Day.**

Respected Sir/ Madam,

I am directed to invite your attention on the subject cited above and to say that Government has introduced the scheme namely Haryana Good Governance Award Scheme, 2022 (Haryana Sushasan Puraskaar Yojana, 2022) vide notification dated 17.11.2022, the soft copy of which is available on the website [www.csharyana.gov.in](http://www.csharyana.gov.in). The Good Governance Day is to be celebrated on 25<sup>th</sup> December, 2022.

2. The above said scheme is applicable to all the employees of Group A, B, C and D including contractual employees and persons working under outsourcing policy in any Department, Board, Corporation, Statutory Authority, Mission, Society, Institute, University, Public Sector Undertaking, etc., under the Haryana Government which is owned and controlled by Government of Haryana, who have done extraordinary and innovative work in the specified fields and excluding Administrative Secretaries, HOD's and AIS Officers.

3. All the interested officials/ officers or team of employees who have done extraordinary and innovative work in the field of Economic, Infrastructure and Social Sector (See Annexure A of the Scheme) or State Flagship Programs (See Annexure B of the Scheme) be informed that they may send their applications to their HOD's/ Organizations which will be scrutinised by HOD's and forwarded to the Administrative Secretaries concerned along with his/her recommendations. The Administrative Secretaries will submit/ upload the application(s) on the portal "**HaryanaGoodGovernanceAwards.haryana.gov.in**" latest by 30.11.2022 after which designated portal will be closed. The username and password for each Administrative Secretary will be sent to them by E-mail.

4. The nominations received by prescribed date will be shortlisted, scrutinized and evaluated by the external expert institutions. The final decision will be taken by the Empowered Committee with the approval of Chief Minister, Haryana.

5. The details of Good Governance Award Scheme, 2022 is also available on the above said portal. These instructions may please be brought to the notice of all concerned.



Under Secretary-AR  
for Chief Secretary to Government, Haryana

Q

**CC:**

1. PS/CPSCM
2. PS/CS
3. PS/DPSCM
4. PS/APSCM
5. PS/PSAR
6. DSAR

**Haryana Government**  
**Administrative Reforms Department**

**NOTIFICATION**

**Dated: Chandigarh, the 17.11.2022**

No. 4/12/2022-RU.— The Governor of Haryana is pleased to introduce Good Governance Award Scheme which is to incentivise the employees who deliver and exhibit extraordinary and innovative work.

Detailed Scheme is as below:

<b>1.</b>	<b>SHORT TITLE AND COMMENCEMENT:</b> (i) This Scheme may be called the Haryana Good Governance Award Scheme (Haryana Sushaasan Puraskaar Yojana). (ii) This Scheme shall come into force with effect from the date of notification in the official gazette.
<b>2.</b>	<b>EXTENT OF APPLICATION:</b> This Scheme shall be applicable to all employees of any Department, Board, Corporation, Statutory Authority, Mission, Society, Institute, University, Public Sector Undertaking, etc., under the Haryana Government which is owned and controlled by Govt. of Haryana, who have done extraordinary and innovative work in the specified fields.
<b>3.</b>	<b>DEFINITIONS:</b> In this Scheme, unless the context otherwise requires — <b>a. 'Award'</b> means any award admissible under this Scheme; <b>b. 'Employee'</b> means employee of any Service Group i.e. Group A, B, C & D (excluding Administrative Secretaries/ HODs and AIS Officers) and manpower engaged under the Outsourcing Policy working in any of the Organisations under Haryana Government. <b>c. 'Empowered Committee'</b> means the committee constituted by Government to finalize Good Governance Awards for this Scheme; <b>d. 'Governance Day'</b> means the 25 December every year on the birthday of former Prime Minister, Shri Atal Bihari Vajpayee; <b>e. 'Government'</b> means the Administrative Reforms Department of Haryana Government; <b>f. 'Organization'</b> means any Department, Board, Corporation, Statutory Authority, Mission, Society, Institute, University, Public Sector Undertaking, etc. under the Haryana Government which is owned and controlled by Government of Haryana;

	<p><b>g. 'Scheme' or 'Yojana'</b> means the Haryana Good Governance Award Scheme (Haryana Sushaasan Puraskaar Yojna);</p>
<b>4.</b>	<p><b>OBJECTIVE OF THE SCHEME:</b></p> <p>The objective of the Scheme is to promote <b>"Good Governance"</b> and awarding employees who through their individual innovations and special efforts promote "Good Governance" in the state.</p>
<b>5.</b>	<p><b>GOOD GOVERNANCE AWARDS :</b></p> <p>The awards will be given at two levels of administrative units, i.e., State level award and District level award</p> <p>1) An award under this Scheme shall consist of any of the following which shall be granted on Good Governance Day:-</p> <p>(i) Trophy;</p> <p>(ii) Appreciation Certificate Signed by Chief Minister, Haryana (copy to be placed in Service Book of employee)</p> <p>(iii) Cash Reward for State level Award (1<sup>st</sup> prize of Rs. 51000/-; 2<sup>nd</sup> prize of Rs. 31000/- and 3<sup>rd</sup> prize of Rs. 21000/-) shall be given to individual employees or winning team of employees (cash reward is to be distributed among the team members of the winning team in equal proportion).</p> <p>(iv) Cash Reward for each District Level Award (1<sup>st</sup> Prize of Rs. 31000/-; 2<sup>nd</sup> Prize of Rs. 21000/- and 3<sup>rd</sup> Prize of Rs. 11000/-) shall be given to individual Employees or winning team of employees (cash reward is to be distributed among the team members of the winning team in equal proportion)</p> <p>2) Maximum Number of Awards: State Level : Ten (Two Awards for 1<sup>st</sup> position, Three Awards for 2<sup>nd</sup> position and five Awards for 3<sup>rd</sup> position) District Level : Three in each District - 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup>.</p> <p>3) Applications can be submitted in any of the fifty subject areas (Annexure A) in Economic, Social and Infra Sectors or in any of the Flagships Programmes (Annexure B).</p>

<p><b>6.</b></p>	<p><b>CRITERIA FOR EVALUATION:</b>  The Award under the Scheme shall be given on the basis of following criteria :-</p> <ol style="list-style-type: none"> <li>1. Impact (in terms of) <ol style="list-style-type: none"> <li>(i) Increased Revenue</li> <li>(ii) Time Saved</li> <li>(iii) Cost Savings</li> </ol> </li> <li>2. Enhanced Transparency in Functioning of the Government</li> <li>3. Increased Accountability/Monitoring</li> <li>4. Increased Citizen Provisioning to Services/Schemes.</li> </ol>
<p><b>7.</b></p>	<p><b>THE INDICATIVE LIST OF SECTORS AND SUBJECT AREAS:</b></p> <p>The Indicative list of Sectors, Sub-Sectors and Subject Areas are provided at Annexure-A. The State Flagship Programmes are at Annexure-B of this Scheme.</p>
<p><b>8.</b></p>	<p>1. Process of Award:</p> <ol style="list-style-type: none"> <li>i. Submission of Online Applications.</li> <li>ii. Application can be submitted any time on the Portal for the purpose till 30 November 2022.</li> <li>iii. External Agencies to Evaluate by 5 December 2022.</li> <li>iv. Chief Secretary's Committee to Finalize Awards by 10 December 2022.</li> <li>v. Information of District Level Award to be sent to Districts Concerned. Instruction for Block/Tehsil, Sub-division, District Level Functions by 15 December 2022.</li> <li>vi. Procurement/Purchase of Materials/Gifts/Certificates etc. (latest by 20 December 2022)</li> <li>vii. Printing of Award Certificates and signed by CM; Certificates signed by CS (AR); Trophies (AR); latest by 15 December 2022.</li> <li>viii. List of District Level Dignitaries- convey by 20 December 2022.</li> <li>ix. Issue Communications for Awards Event on 20 December 2022 (Including Sending District Level Awards)</li> </ol> <p><b>Note:-</b> The Dates may be Revised by the Administrative Department its Own Level with the Approval of CS.</p>

**9. SUBMISSION OF APPLICATIONS AND SCRUTINIZING THEREOF :**

1. The Employees shall submit their Applications to their Head of the Organization, who shall after due Examination forward the same to the Administrative Secretary of their Department with his/ her Recommendations.
2. The Employees shall submit the following Information alongwith the Application:-
  - (i) Payee Code as per HRMS (if allotted by NIC) or Parivar Pehchan Patra (PPP) ID in case of Contractual Employee.
  - (ii) Name
  - (iii) Designation
  - (iv) Place of Posting/Deployment.
3. The Administrative Secretary shall Scrutinise and Shortlist the Submission and Finalise the Departmental Entry.
4. The Application should Consist of the Following:-
  - (i) Project Statement Indicating Sector, Subject Area, Project Details, Innovative Aspect, Strategies Adopted in Implementation, Exceptional Achievements and Outcomes, Financial Implications, Challenges Faced, Positive Impact, Scalability, Sustainability, etc.
  - (ii) Power Point Presentation (not more than 10 Slides)
5. The Project Statement of not more than 200 words, should contain Details of the Programme/ Initiative, Strategies Adopted in Implementation, Period of Implementation, Exceptional Achievements and Outcomes, Positive Impact, Scalability and Sustainability.
6. The Application for Award should contain the Details of Beneficiaries/ Stakeholders of the Initiatives/ Projects.
7. Applications with Incomplete/ Insufficient Details shall not be Considered.
8. An Index should be Provided for all Abbreviations/Acronyms used in the Application and Documentation.
9. Administrative Secretary shall then submit the Departmental Entries on the Online Portal.

<p><b>10.</b></p>	<p><b>SHORTLISTING FOR AWARD:</b></p> <p>All the Applications shall be Forwarded to External Evaluating Institutions for Short-listing, Scrutiny and Evaluation.</p> <ol style="list-style-type: none"> <li>1. In case of entries relating to Economic and Infrastructure Sectors (including Flagship Schemes), the Evaluation shall be conducted by Indian Institute of Management, Rohtak or such Institution as the State Government may direct.</li> <li>2. In case of Entries relating to Social Sector (including Flagship Schemes), the Evaluation shall be conducted by Kurukshetra University or such Institutions as the State Government may direct.</li> </ol> <p><b>Note</b>—The External Evaluating Institution may ask for further details including making a Presentation through Video – Conference and/or make such Inquiry as deemed fit.</p>
<p><b>11.</b></p>	<p><b>COMPETENT AUTHORITY FOR RECOMMENDATIONS/FINALIZATION OF THE AWARDS:</b></p> <p>An Empowered Committee chaired by the Chief Secretary to Government Haryana and Comprising such members as the Government may Approve on the Recommendations of the Chief Secretary shall consider the Recommendations of the IIM Rohtak and Kurukshetra University or the External Evaluating Institution as the case may be. The Decision taken by the Empowered Committee shall be Final and Binding.</p>
<p><b>12.</b></p>	<p><b>REMOVAL OF DOUBT:</b> For Interpretation or Removal of any doubt, the matter may be referred to the Government.</p>

(Sanjeev Kaushal)

Chief Secretary to Government Haryana  
Administrative Reforms Department

(Referred to Para 7)

## List of Sectors, Sub-sectors and Subject areas

<b>SN</b>	<b>Sector</b>	<b>Sub-sector</b>	<b>Subject areas</b>
<b>1.</b>	<b>Economic</b>	<b>Commerce &amp; Industries</b>	Ease of Doing Business Growth of Industries Growth in MSME Establishments
		<b>Agriculture &amp; Allied Sectors</b>	Growth Rate of Agriculture and Allied Sector Food Grains Production Horticulture Produce Milk Production Crop Insurance
		<b>Environment</b>	Availability of State level Action Plan for Climate Change Change in Forest Cover
		<b>Economic Governance</b>	Gross State Domestic Product (GSDP) Growth Rate Growth in Per Capita Income Fiscal Deficit as a Percentage of GSDP State's Own Tax Revenue Receipts to Total Revenue Receipts Debt (Total Outstanding Liabilities) to GSDP
<b>2.</b>	<b>Infrastructure</b>	<b>Public Infrastructure &amp; Utilities</b>	Access to Potable Water Jal Jeevan Mission(JJM) Towns Declared ODF Villages Declared ODF Connectivity to Rural Habitation Access to Power Supply Availability of 24X7 Power Supply Energy Availability Against the Requirement Growth of Per Capita Power Consumption

<b>3.</b>	<b>Social</b>	<b>Human Resource Development</b>	Quality of Education Retention Rate at Elementary School Level Gender Parity Enrolment Ratio of SC & ST Skill Trainings Imparted Placement Ratio Including Self— employment
		<b>Social Welfare</b>	Sex Ratio at Birth Health Insurance Coverage Rural Employment Guarantee Unemployment Housing for All Economic Empowerment of Women Empowerment of SCs, STs, OBCs and Minorities Disposal of SC/ST Atrocity Cases by Courts Rights and Protection of Children
		<b>Citizen Centric Governance</b>	Number of Services Provided Through Electronic format
		<b>Judiciary and Public Security</b>	Conviction Rate Availability of Police Personnel Population of Women Police Personnel Disposal of Court Cases Disposal of Cases by Consumer Courts
		<b>Public Health</b>	Operationalisation of 24X7 Facility at PHCs Availability of Doctors & Paramedical Staff at PHCs MMR IMR TFR Immunization Achievement

(Referred to Para 7)

<b>SN</b>	<b>State Flagship Programmes</b>
<b>1</b>	Mera Parivar Meri Pehchan
<b>2</b>	Mukhyamantri Parivar Samridhi Yojana
<b>3</b>	Antyodaya Saral
<b>4</b>	Meri Fasal Mera Byora
<b>5</b>	Mera Pani Meri Virasat
<b>6</b>	Land Records & Land Survey
<b>7</b>	Mukhyamantri Parivar Uththan Yojna