

Guidelines for "Swarn Jayanti District Innovation Fund"(SJDIF)

1. Background:

The Government of Himachal Pradesh seeks to improve Governance and to promote healthy competition among the District(s) of the Himachal Pradesh State, by establishing “**Swarn Jayanti District Innovation Fund (SJDIF)**”.

This Innovation Fund seeks to promote Innovation for improved service delivery. The Fund is intended to supplement resources and technical know-how available with various Government departments, institutions and organization.

2. Objectives of the Proposed Fund:

1. To help district administration/ field offices become innovative by building partnerships with private sector, communities, NGOs, Academia and Institutions.
2. Encouraging competition among districts.
3. To provide financial support in scouting and sustaining grassroots level innovations and help benefit from local traditional knowledge.
4. Seek self-reliance through innovative ideas and application of "community owned sustainable technologies".
5. Establish linkages between formal scientific temperament and informal knowledge ecosystems.
6. Promote dissemination and replication of the know-how in commercial or social spheres.

3. Fund Corpus:

Allocations to the District(s) shall entirely be demand driven and shall be finalized by the State Innovation Council, notified already by the State Government, which shall be the authority to approve proposal for funding out of the Fund. In the absence of any possibility of meeting the State Innovation Council in the immediate vicinity of time, Administrative Department (Planning) shall be the deciding authority for funding proposals.

All proposals from the districts shall be sent to the Planning Department after the recommendation of the “**District Innovation Committee (DIC)**”, to be constituted under the Chairpersonship of Deputy Commissioner of the district concerned.

4. Eligibility Criteria:

The proposals may meet the following criteria:-

- 4.1 Proposal should be innovative.
- 4.2 Proposal must practically address a need directly associated with the possible solution to identified problems of the district or harness the existing potential of the district.
- 4.3 Proposal must demonstrate an innovative and creative way of addressing existing problems and should be demand driven rather than supply driven.
- 4.4 Proposal should be sustainable and replicable.
- 4.5 Proposal should improve regional / local capability and should foster capacity building within institutions/ departments.
- 4.6 General public should be benefited from an intervention funded under SJDIF.
- 4.7 The duration of the intervention proposed to be funded out of the SJDIF shall normally not have the duration of more than one year.
- 4.8 Broadly, proposals are invited for interventions that have following in built elements;
 - Improved governance
 - System improvement
 - Creative use of technology
 - Knowledge sharing
 - Dissemination and sharing of innovation for replication and sustainability.
 - Partnership building.

5. Proposals and other items that shall not be considered for funding include:

- 5.1 Any proposal that has already been funded partially or fully from other source or has been posed for funding to some other source. The proposing department shall given undertaking that the proposal has

neither been funded partially/fully by or has been posed for funding to some other source/agency.

- 5.2 Proposals that involve processes/procedures of routine nature which are assigned to various departments at district level.
- 5.3 Hardware and software based automation of the existing processes and procedures.
- 5.4 Creation of any physical infrastructure including repairs/renovation of any public office/property.
- 5.5 Purchase of furniture, vehicle and recruitment of manpower.
- 5.6 Purchase of hardware, software, office automation equipment.
- 5.7 Promotional events/ Festivals/ Workshops/ One-off events other than those related to the suggested intervention.
- 5.8 Routine activities / services which are already being delivered by State or Central Government.
- 5.9 Any expenditure of recurring nature.
- 5.10 Any departmental charges/consultancy charges.

6. Nodal & Coordinating Department:

The Planning Department shall be the nodal department at State Level to oversee the implementation and monitoring of this scheme.

The scheme shall be implemented through Deputy Commissioners The execution of the funded proposal shall be done by the District Innovation Committee(DIC) which may have the following constitution:-

1. Deputy Commissioner- Chairperson
2. District Planning Officer/ Project Officer ITDP - Member Secretary
3. District Economics and Statistics Officer - Member
4. District Level Officer of the Government Department that initiates/proposes the intervention to be funded under the scheme - Member
5. Coordinating NGO(s) or Organization(s) proposed to be involved in the intervention - Special Invitees (not more than two individuals) - Member(s).

The District Innovation Committee (DIC) shall be notified by the Deputy Commissioner of the District. The Deputy Commissioners may make

necessary changes in the constitution of the District Innovation Committee as per local needs.

The DIC shall scrutinize the proposal using criteria as laid down in these guidelines and recommend it to the Planning Department with justification and with specific reference to the innovative element in the proposal.

7. **Initial Proposal:**

An Initial Proposal (IP) shall be prepared keeping in view the objectives of this fund. The proposal should clearly list out the objectives aligned to these guidelines. It should also contain financial requirements and expected outcomes detailing benefits to the society and clearly highlighting the innovative element.

The proposal shall be submitted to the DIC as per the format (exhibited at the end of the guidelines as Annexure) to ensure clarity in the proposal.

8. **Recommending Proposals**

The District Innovation Committee shall scrutinize all the proposal(s) received during a financial year and the eligible proposal(s) shall be routed to the Planning Department after the recommendations of the District Innovation Committee (DIC) along-with detailed comments. Not more than three such proposals shall be recommended to the Adviser, Planning by each DIC during a financial year. The proposals recommended by the DICs should reach the office of the Adviser (Planning) by 30th June of every financial year.

The recommended proposals by the DICs shall be scrutinized by the Planning Department before recommending them to the State Innovation Council, for its consideration.

SIC may accept or reject the proposal for funding or suggest changes in the proposal recommended by the Planning Department. The Planning Department may perform above mentioned functions of the SIC as per council approval if the SIC is not able to meet in the normal time frame.

9. Administrative Approval and Expenditure Sanction:

- 9.1 Once a proposal is finally recommended either by the SIC or by the Additional Chief Secretary (Planning) to the Government of HP, A/A & E/S under SJDIF shall be accorded by the department, subject to the fulfillment of the guidelines.
- 9.2 Any consultancy charges and any technical assistance required to implement the intervention, if any, shall be borne/managed by the concerned district authority out of its own outlays.

10. Fund Utilization:

- 10.1. Project approval shall be limited to the upper limit as contained in the proposal. No additional allocation of funds shall be normally considered.
- 10.2. There shall be no fixed allocation for any District. The allocation to the districts shall be based on the final approval by the SIC or as per approval of the Chairman, SIC/Administrative Secretary of Planning department.
- 10.3. The funds shall be utilized within one year of giving A/A & E/S. The Planning Department reserves the right to transfer such amounts to other interventions/districts if funds are not utilized within one year.
- 10.4. The funds approved shall be released in two equal installments. The second installment shall be released after the District(s)/Project Implementing Agency submits utilization certificate against 80% of the first installment in the prescribed format through DIC. Format also contains proforma for reporting physical progress. These funds shall be electronically transferred directly into the bank account of the DIC, which shall further be transferred to the implementing department/agency immediately (within 3 days of crediting the amount into DIC's bank account).

11. Reporting and Monitoring:

- 11.1 DIC will do periodic review of the progress made in the intervention funded under SJDIF.
- 11.2 The implementing agency shall submit physical and financial progress reports to the Deputy Commissioner by a prescribed date with a copy to the Planning Department.

- 11.3 The Implementing Agency and District Planning Cell shall be responsible for maintaining year-wise utilization/completion certificates.
- 11.4 The record of all expenditure shall be maintained by the Executing Agencies to facilitate periodic audit and inspection.
- 11.5 In case of any dispute or clarification on SJDIF Guidelines-2021, HP Planning Department will clarify the issues.

TEMPLATE FOR INVITING PROPOSALS FOR FUNDING UNDER SWARN JAYANTI DISTRICT INNOVATION FUND (SJDIF)

An Initial Project Proposal (IPP) is a document that presents a logical process of solving a problem. It provides a detailed description of the problem, the intended plan of actions towards tackling the problem and the budgetary requirement for implementing the same. This document is to be submitted to the Deputy Commissioner of the concerned district for consideration for funding the proposal. A funding proposal forms the basis for approving/ rejecting proposals for funding from SJDIF and therefore should be developed with utmost care and diligence.

Providing information on this template is mandatory. Any proposals received on format other than this would not be considered for funding under Swarn Jayanti District Innovation Fund.

A Screening & Monitoring Committee constituted under the purview of SJDIF the concerned Deputy Commissioner will scrutinize & ascertain the eligibility of proposals received for funding. The said committee would also monitor implementation of schemes/project funded from the said fund for ensuring their replicability and propagation.

I. Basic Details:

1. Title of Proposed Innovative Intervention

Please provide a title for your innovative intervention

2. Name of implementing Department /Agency

Please provide the name of the department/ agency at the district level through which it proposes to implement the intervention.

3. Innovative Intervention Start and End Dates

Please provide the start date and duration of innovative intervention with projected end date

4. Contact Details

- Please provide the name, title/designation, address, phone number and email address of the individual who is submitting the proposal.
- Please provide contact information viz. Name of Nodal officer/Official , Department, Mailing Address, Phone Number, Email Address of the District Level Department concerned.

II. Project Description:

1. **Problem identification**
(May elaborate why intervention is required)
2. **Expected outcome**
(In terms of process change, enhanced benefits, resource efficiency etc.)
3. **Resource Requirement- Financial & Manpower**
(Whether these can be internalized within the district allocations of the concerned departmental resources, if not, justification for the same)
4. **Outcome based Phasing of Funds Required**
(Breaking down the funds requirement into two phases, funds for next phase to be released only on the basis of the achievements of outcomes of First phase)
5. **Intervention Proposed**
(Activities/process modifications proposed through said intervention, target beneficiaries etc.)
6. **Intervention Timelines**
(Duration of intervention, period after which desired results/outcomes are expected to be achieved, timelines for completion report & impact assessment report)
7. **Monitoring & Concurrent Evaluation**
(Elaborate mechanism for concurrent evaluation as well as final monitoring & evaluation under proposed intervention)
8. **Innovative Elements**
(Process, replicability, efficiency, practicability, scalability, sustainability- all dimensions may be elaborated separately)