

Proceedings of the meeting of State Innovation Council (SInC)

Chaired by : Sh. B.K. Agarwal, Chief Secretary to the GoHP

Date : 1st August, 2019

Time : 10.30 PM

Venue : Committee Room, Eilerslie Building, HP Secretariat

The list of the participants is given at **Annexure-“A”**.

At the outset, Adviser (Planning) welcomed the Chief Secretary and other participants in the meeting. He apprised the house that said meeting of State Innovation Council was convened to finalize the awards under HP State Innovation Award Scheme for 2017-18. Thereafter agenda-wise items were taken as under:

Agenda Item No. 1: Confirmation of the proceedings of previous meeting held on 10th May, 2018:

It was apprised by the Adviser (Planning) that notification for inclusion of six new departments viz. Urban Development, Horticulture, Envir., Science & Technology, Forest, Transport & Training as per decisions taken in previous meeting had been issued by the Planning Department. Besides, four external agencies viz. NITI Aayog, CSIR-Institute of Himalayan Bio-resource Technology-Palampur, CIPS-Hyderabad & IIM Sirmaur were extended the invitation for being the member of State Innovation Council. Confirmation from CSIR-IHBT Palampur and IIM Sirmaur had been received and confirmation from NITI Aayog & CIPS was still awaited.

Chief Secretary directed to issue the notification in respect of external members from which confirmation was received. Thereafter, draft template devised by Planning Department for inviting proposals for financing from State Innovation Fund was deliberated upon by the members of the Council. After detailed deliberations, the Council approved the template subject to the modification w.r.t. breaking down the funds requirement into phases on the basis of the outcomes. The revised template as approved by Council is being enclosed as **Annexure-“B”**.

Agenda Item No. 2: Approval of HP State Innovation Awards for 2017-18:

Adviser (Planning) apprised the house that innovative projects initiated & completed by any individual or department/institute were being given recognition through State Innovation Award Scheme. For the year 2017-18, proposals were received in respect of seven identified sectors and were sent to concerned sectoral committees for scrutinizing and recommending the best proposals. Subsequently, Administrative Secretaries of concerned sectors were requested to apprise the house about the recommendations of their respective sectors.

While deliberating on the recommendations of various sectoral committees, a need was felt to restructure the sectoral committees to make the process more accountable, transparent and effective. It was also felt that there should be common terms of reference for all sectoral committees so that uniform procedure be followed to scrutinize the proposals under each sector and every nomination could get fair chance of consideration for selection. Hence, after detailed deliberations, following decisions were made by the State Innovation Council:

1. Planning Department would reframe the sectoral committees of all identified sectors under the control of Administrative Secretaries of nodal departments. Representation would be given to all the concerned stakeholders and common Terms of Reference for these committees would also be framed by the Planning Department giving clear mandate to the committees.

As decided in the meeting, the structure of sectoral committees alongwith their ToRs is being enclosed at **Annexure-C**. A separate notification regarding constitution of these committees would be issued by Planning Department after circulation of these proceedings.

2. As far as funding of proposals from State Innovation Fund was concerned, it was decided that initially all the proposals would be routed to Planning Department and thereafter, these proposals would be forwarded to concerned sectoral committee by the Planning Department for their comments/recommendations.

On the recommendation of sectoral committees, the same would be approved or rejected, as the case may be, by Planning Department after taking approval of Administrative Secretary (Planning) to the GoHP in the capacity of Member Secretary of said Council. Any such proposal received from a sector/department not covered under any of the identified sectors, proposal would be forwarded to the related Administrative Secretary for comments/recommendation.

3. It was also decided that proposals under Innovation Award Scheme for 2017-18 already forwarded to nodal departments of concerned sectors would again be scrutinized through the sectoral committees reconstituted by Planning Department on the basis of Terms of Reference (ToRs) of said committees.
4. The process of scrutiny by the sectoral committees on the basis of prescribed ToRs may be completed and recommendations be sent to the Planning Department by 31st August, 2019. Thereafter, next meeting of State Innovation Council would be convened to finalize the awards for 2017-18.

The meeting ended with the vote of thanks to and from the chair.

List of Participants:

Sr. No.	Name	Designation
1.	Sh. Ram Subhag Singh	Additional Chief Secretary (Forests & Tourism)
2.	Sh. R.D. Dhiman	Additional Chief Secretary (Health & Horticulture)
3.	Sh. Manoj Kumar	Additional Chief Secretary (Industries)
4.	Sh. Onkar Sharma	Principle Secretary (Agriculture)
5.	Sh. Jagdish Chandar Sharma	Principle Secretary (Public Works & Transport)
6.	Sh. Kamlesh Pant	Principle Secretary (Education)
7.	Dr. R.N. Batta	Secretary (IPH)
8.	Dr. Purnima Chauhan	Secretary (Administrative Reforms)
9.	Sh. D.C. Rana	Member Secretary (HIMCOSTE)
10.	Dr. Jyoti Prakash	Dean of Colleges HPU
11.	Sh. P. Kaushal	Vice Chancellor YSP Horticulture University Nauni
12.	Prof. Ashok K. Sarial	Vice Chancellor, Agricultural University Palampur
13.	Dr. Amarjeet Sharma	Director (Higher Education)
14.	Sh. Rajesh Sharma	Dy. Secy. (Administrative Reforms)
15.	Sh. Jai Prakash Sharma	Dy. Director (Horticulture)
16.	Sh. Vidya Sagar Sharma	Dy. Director (Horticulture Projects & Plans)
17.	Sh. R. K. Verma	SE (MSP, PWD)
Planning Department		
1.	Dr. Basu Sood	Adviser (Planning)
2.	Sh. Surender Paul	Joint Director
3.	Sh. Rajiv Sangrai	Research Officer
4.	Sh. Hemant Sharma	Assistant Research Officer
5.	Sh. Mukesh Kumar	Statistical Assistant

Template for inviting proposals for funding from State Innovation Fund:

A project proposal 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 Planning Department for consideration for funding the same from State Innovation Fund. A funding proposal forms the basis for approving/rejecting proposals for funding from said fund 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 from State Innovation Fund.***

A Screening & Monitoring Committee has also been constituted under the purview of State Innovation Council for scrutinizing & ascertaining the eligibility of proposals received for funding from State Innovation Fund. The said committee would also monitor implementation of schemes/project funded from the said fund for ensuring their replicability and propagation.

1. 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 or agency through which department 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

Provide the name, title/designation, address, phone number and email address of the individual who is submitting the intervention.

(a) Project Specific Contact

A - Lead: Please provide contact information viz. Name, Designation, Agency, Mailing Address, Phone Number, Email Address of the person(s) having the substantive position in implementing the project.

B – Partners, if any: Public, State, local and not for profit NGO etc. Please provide Name, Type of Entity, Mailing Address, Phone Number, and Email Address for each partner.

(b) Administrative Contact

Please provide contact information viz. Name, Department, Mailing Address, Phone Number, Email Address of the Administrative Secretary of department concerned.

Note: Innovative interventions received directly without inputs or recommendation of concerned Administrative Secretary would be rejected straightway.

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 departmental resources, if not, justification for the same)

4. Outcome based Phasing of Funds Required

(Breaking down the funds requirement into phases, funds for next phase to be released only on the basis of the achievements of outcomes of previous 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)

Note: All these aspects will be captured in the proposal.

Proposed Composition of Sectoral Committee in respect of Nine identified Sectors under the purview of State Innovation Council

1. Sectoral Committees of Agriculture & Horticulture Sector

Name of Nodal Department: Agriculture Department (Secretariat level)

Composition of Sectoral Committee would be as under:

Committee to be headed by: Administrative Secretary (Horticulture) to the GoHP

Members of the Committee:

- a) Administrative Secretary (Agriculture) to the GoHP or her/his nominee
- b) Director, Agriculture Department
- c) Director, Horticulture Department
- d) Vice Chancellor, CSK Krishi Vishvavidyalaya or any nominee on his behalf
- e) Vice Chancellor, UHF Nauni, Solan or any nominee on his behalf

2. Sectoral Committees of Education & Skill Development Sector

Name of Nodal Department: Education Department (Secretariat level)

Composition of Sectoral Committee would be as under:

Committee to be headed by: Administrative Secretary (Skill/Technical Education) to the GoHP

Members of the Committee:

- a) Administrative Secretary (Education) to the GoHP or her/his nominee
- b) Director, Higher Education Department
- c) Director, Elementary Education Department
- d) Managing Director, HP Skill Development Corporation Limited
- e) Director, Technical Education Department

3. Sectoral Committees of Food Processing & Manufacturing Sector

Name of Nodal Department: Industries Department (Secretariat level)

Composition of Sectoral Committee would be as under:

Committee to be headed by: Administrative Secretary (Industries) to the GoHP

Members of the Committee:

- a) Director, Industries Department
- b) Sr. Industrial Advisor, Directorate of Industries
- c) One each Representative of Agri Business, Food Processing & Post Harvest Technology Sector from departments like Agriculture, Horticulture & Animal Husbandry besides Industries.
- d) One representative from Manufacturing & Pharmaceuticals sector

4. Sectoral Committees of Tourism Sector

Name of Nodal Department: Tourism Department (Secretariat level)

Composition of Sectoral Committee would be as under:

Committee to be headed by: Administrative Secretary (Tourism) to the GoHP

Members of the Committee:

- a) Director, Tourism Department
- b) Managing Director, HP Tourism Development Corporation Ltd.
- c) One Representative from Eco-Tourism Sector
- d) One Representative from Forest Department
- e) One Representative from Department of Environment, Science & Technology (DEST)

5. Sectoral Committees of Social Development Sector

Name of Nodal Department: Rural Development (Secretariat level)

Composition of Sectoral Committee would be as under:

Committee to be headed by: Administrative Secretary (Rural Development) to the GoHP

Members of the Committee:

- a) Director, Rural Development & Panchayati Raj Department
- b) Director, Directorate of Empowerment of SCs, OBC, Minorities & Specially Abled
- c) Director, Department of Women & Child Development
- d) One Representative each from the department/sector in which proposal has been received

6. Sectoral Committees of Governance Sector

Name of Nodal Department: Administrative Reforms Development

Composition of Sectoral Committee would be as under:

Committee to be headed by: Administrative Secretary (Admn Reforms) to the GoHP

Members of the Committee:

- a) Director, HIPA
- b) Director, Information Technology
- c) One Representative each from the department/sector in which proposal has been received

7. Sectoral Committees of Water Resources & Waste Management Sector

Name of Nodal Department: IPH Department (Secretariat Level)

Composition of Sectoral Committee would be as under:

Committee to be headed by: Administrative Secretary (IPH) to the GoHP

Members of the Committee:

- a) Engineer-in-Chief, Irrigation & Public Health Department
- b) One Expert of Water Resources Management Sector from the IPH Department
- c) One Expert of Waste Management Sector from the IPH Department
- d) One Representative from Urban Development Department
- e) One Representative from Rural Development Department
- f) One Representative from Forest Department

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8. Sectoral Committees of Sustainable Urban Management Sector

Name of Nodal Department: Urban Development (Secretariat Level)

Composition of Sectoral Committee would be as under:

Committee to be headed by: Administrative Secretary (Urban Dev.) to the GoHP

Members of the Committee:

- a) Director, Urban Development Department
- b) Commissioner, Municipal Corporation, Shimla
- c) Commissioner, Municipal Corporation, Dharamshala
- d) Director, Town & Country Planning Department
- e) One Representative each from Smart City Project Shimla and Dharamshala

9. Sectoral Committees of Environmental Conservation Sector

Name of Nodal Department: Environment, Science & Tech. (Secretariat Level)

Composition of Sectoral Committee would be as under:

Committee to be headed by: Administrative Secretary (Env., Science & tech) to the GoHP

Members of the Committee:

- a) Director, Environment, Science & Technology Department
- b) Member Secretary, HP State Council for Science, Technology & Environment
- c) Member Secretary, HP State Pollution Control Board
- d) Representation from Aryabhata Geo-informatics & Space Application Centre (AGiSAC)

Note: Administrative Secretary heading sectoral committee may also nominate additional departments as the members of the committee. All the above constituted Sectoral Committees would also be free to invite external subject/sector experts as per requirement of the proposals in consultation with all the members of the committee.

Terms of Reference of Sectoral Committees constituted under the purview of State Innovation Council:

The above referred sectoral committees constituted under the purview of State Innovation Council would be responsible to the State Innovation Council and would perform the following functions:

I. ToRs w.r.t. HP State Innovation Award Scheme:

- a) The committee would scrutinize the eligibility of sectoral proposals received under HP State Innovation Award Scheme every year and accordingly recommend one best sectoral proposal for award if found suitable for the award.
- b) Besides existing members, the committee would be free to invite any external subject expert as per requirement of specific proposals received under this sector.
- c) Committee would invite the innovators to make a presentation before it.
- d) The Committee on the basis of standard evaluation criteria (**copy enclosed at Annexure-D**) would maintain an evaluation sheet containing the marks given by each member. With a view to bring uniformity, a hundred (100) points Scale of Weightage may be used by all the committees by giving due weightage to the points of essential eligibility criteria. Desired criteria may also be given weightage but within the overall scale of 100 points. The committee can also customize standard evaluation criteria as per requirement of specific proposals.
- e) It would be incumbent upon the sectoral committees to scrutinize and recommend one best proposal of each sector every year within a period of 2 months from receiving the proposals from the Planning Department.
- f) The recommendations in respect of each sector would be submitted to Planning Department by the nodal department of concerned sector alongwith original proposals and copies of evaluation sheets and proceedings of meetings of sectoral committee.
- g) A meeting of State Innovation Council would be convened subsequently by the Planning Department to finally approve the recommendations of each sector. It would be mandatory for each sector to make a presentation before the State Innovation Council justifying the selection of best sectoral proposal with a brief description for rejecting the others. The innovator(s) whose innovation has been recommended for the award may also present his/her case before the Council.

II. ToRs w.r.t. HP State Innovation Fund:

- h) These sectoral committees would also evaluate the proposals in respect of their sector received for financing from State Innovation Fund on prescribed template devised by Planning Department.
- i) The sectoral committees would recommend or reject the same with comments to Planning Department.
- j) The proposal would finally be approved for funding from State Innovation Fund by Planning Department after taking approval of Administrative Secretary (Planning) in the capacity of member Secretary of State Innovation Council.
- k) Where the proposal is received from a sector not falling under the purview of any of identified sectoral committees, proposals would be forwarded to Administrative Secretary of concerned sector for comments/recommendation.

Basic Evaluation Criteria for scrutinizing innovative proposals under HP State Innovation Award Scheme by Sectoral Committees:

The proposals would be judged by the committee(s) on the following generalized parameters. There are certain parameters which are rather difficult to judge in a limited time frame, however judging these parameters related to innovative proposals would be eminently desirable. Therefore, generalized evaluation parameters would be as under:

Essential Eligibility Criteria:

- **Improved Service Delivery:** Better & Improved Service Delivery is the basic objective of very inception of this scheme. The various sectoral committees have been entrusted with the task of scrutinizing innovative proposals received in respect of their sectors. Hence the primary impact of the innovative proposal should reflect improvement in public service rendering on parameters of:-
 - a. **Time Efficiency:** More & improved delivery of services in lesser time
 - b. **Cost Efficiency:** Better & qualitative delivery of services in cost effective manner
 - c. **Simplification & Overall Efficiency:** Use of simplified procedures for improving efficiency of processes resulting in effective outcomes.
 - d. **Accessibility:** Should be easily accessible by the masses and not only by a particular section.
- **Impact:** The proposal should clearly indicate the impacts which said proposal will have in the specific field and eventually on the entire society. The proposal should specify the fundamental changes/adjustments it will make on the functioning of the system alongwith additional uses and applications.
- **Practicality:** The proposal should be compatible with the existing system/environment and cost effective to implement. It should also clearly specify the risks, if any, associated with its implementation.
- **Measurability:** The cost savings, efficiencies and cost benefits in its operations or service should be clearly measurable.
- **Applicability:** The proposal should clearly indicate scope of applicability of this innovation whether this innovation is field specific and region specific or can also be applied to any other areas.
- **Scalability:** The innovation should be easily scalable to adapt/accommodate any future requirements.
- **Replicability:** The outcomes/results of the innovative proposal should benefit a large number of citizens/stakeholders and should be easily replicable. Steps taken by the innovators in sustain the practice & disseminating the success outcome should also be given due weightage.

Desired Eligibility Criteria:

- **Employment Generation Capability:** Possibility of employment generation whether direct or indirect.
- **Use of Local Methodology/Technology:** The use of locally available methodology/technology promoting local talents/resources should also be given preference.

What would not to be considered by for funding from State Innovation Fund:

- The proposal from individuals/organization that do not indicate to an innovation/process improvement, time or resource saving techniques and contain those activities which are regular activities and constitute their assigned responsibilities may not be encouraged. Proposals having no utility/replicability at present should also not be considered.
- Discharge of routine duties and responsibilities and/or implementation of projects by any institute getting regular budget and support in normal course for research work will also not qualify for funding.
- Theoretical hypotheses, concepts still at the idea stage would only be considered for funding if they are properly translated into quantifiable terms to be achieved through execution of proposed project.