

**Government of Himachal Pradesh
Planning Department**

No. PLG FC(F)3-1/2008-09 (Misc.) Dated: Shimla-2, the 3rd August, 2013

NOTIFICATION

The Governor of Himachal Pradesh is pleased to constitute "State Innovation Fund (SIF)" to promote excellence and creativity in the functioning of Government Departments/Offices and Sub offices so as to improve the service delivery for the benefit of general public. The said fund will have an initial contribution of ₹5.00 crore by the State Government. The Guidelines for the implementation of projects under this Fund are also hereby notified as per **Annexure - "A"**.

BY Order

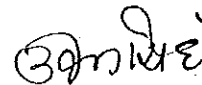
(Dr. Shrikant Baldi)

Principal Secretary (Planning)
to the Govt. of HP, Shimla-2.

Endst. No. PLG FC(F)3-1/2008-09 (Misc.) Dated: Shimla-2, the 3rd August, 2013

Copy is also forwarded to the following for information and necessary action:-

1. All Members of the HP State Innovation Council.
2. The Secretary to the Governor, HP Shimla-2.
3. Private Secretary to the Chief Secretary to the GoHP, Shimla-2.
4. Private Secretaries to the Additional Chief Secretaries to the GoHP, Shimla-2.
5. All the Administrative Secretaries to the GoHP, Shimla-2.
6. All the Head of Departments in Himachal Pradesh.
7. All the Deputy Commissioners in Himachal Pradesh.
8. The Controller, Printing and Stationery Department, Shimla-5 for publication in Rajpatra.
9. Guard File.



Under Secretary (Planning)
to the GoHP, Shimla-2.

INNOVATION IN GOVERNMENT

Guidelines for “State Innovation Fund”

1. Background:

The Government of Himachal Pradesh seeks to promote excellence and creativity in the functioning of Government Departments/ Offices and Sub offices, so as to improve the service delivery for the benefit of general public.

The State Government has constituted the State level Innovation Fund in Budget 2013-14, with a view to promote innovative projects specifically designed to improve delivery system so as to address the needs of disadvantaged sections of the society and targeted at innovative solutions for them which eventually benefit the whole society.

This Innovation fund will promote innovative thinking with the end result of innovative actions. The fund is intended to be flexible enough to accommodate a range of different project types, scales of operations and activities in view of resources and technical know-how available with various Govt. departments, institutions and organisations.

2. Objectives of the Proposed Fund:

- 2.1 To fund the new initiatives to be taken up by the Government Departments in the State for systemic improvements.
- 2.2 To provide financial support to transformative changes in the functioning of Government Departments by identifying and nurturing significant innovative ideas and projects that can contribute to improved quality of life of general public.
- 2.3 To create employment opportunities in key areas such as Health, Tourism, Agriculture, Education, Energy, Transport, Information Technology and Housing etc. by adopting innovations/innovative ideas.
- 2.4 To provide financial assistance to implement innovative ideas and programmes for further improvement in Human Development Indicators.
- 2.5 To improve service delivery to common man through innovative programmes of departments having large public dealings.
- 2.6 Governance improvement with quick problem solving focus.
- 2.7 To fund new pilot projects in the departments which can be later replicated/ scaled-up, depending on the success/learnings from the same.

39/11/14

3. Fund Corpus:

An initial contribution of Rs 5.00 crore has been made by the State Government. But besides major contributions from the government and its agencies; contributions from various public sector enterprises, banks, and investment firms as well as from the local bodies may also be sought at a later stage on specific need/ proposal basis.

4. Eligibility Criteria:

The proposal will have to fulfil the following criteria:-

- 4.1 Should be demand based.
- 4.2 Should be helpful for decision making in the concerned department.
- 4.3 Should improve regional/local capability and should foster capacity building within institutions/departments.
- 4.4 Should foster innovation through collaborations/partnerships and networks.
- 4.5 General public should be benefited from the products/assets created & services rendered under any proposal funded under SIF.
- 4.6 Innovative projects which are not being financed under department budget, or which cannot be covered under any State or Central sector scheme.
- 4.7 Projects should be sustainable and replicable.

5. Nodal & Coordinating Department :

The Government of Himachal Pradesh has constituted HP State Innovation Council under the Chairpersonship of Chief Secretary to the Government of Himachal Pradesh. Administrative Secretaries of the concerned departments and Vice-Chancellors of the Universities in the State are the members of the Council. HP Planning Department is the nodal department for State Innovation Council (SIC)

6. Initial Project Proposal:

The concerned departments shall prepare an Initial Project Proposal (IPP) keeping in view the objectives of this fund. The proposal should clearly list out the objectives of the proposed project with the tentative financial details and outcome of this project which will benefit the department and eventually the society in the long run.

Properly quantified objectives, cost and time schedule, indicating target/output along with indicative outline of the project design with its work plan should essentially be the part of the said proposal.

The proposals should be routed to Planning Department through the respective administrative department along-with their comments. After initial examination and scrutiny in this department, these proposals will be approved/rejected by the State Innovation Council.

7. Administrative Approval and Expenditure Sanction:

- 7.1 The Pr. Secretary (Planning) to the Government of HP will be competent to accord A/A & E/S under SIF, subject to the availability of budgetary provisions and fulfillment of other requirements.
- 7.2 Before according A/A & E/S to any innovative work under SIF, complete details such as financial year, location of scheme, name of local body involved, executing agency, time schedule etc. should be furnished.
- 7.3 Any consultancy charges and any technical assistance required to implement the proposed projects is to be borne/managed by the concerned department.

8. Reporting and Monitoring:

- 8.1 The implementing agency will be responsible for the timely transmission of physical and financial progress reports to the Planning Department by a prescribed date and the same to be uploaded on the concerned Department Web-Site.
- 8.2 The implementation of the works sanctioned under SIF programme will be reviewed regularly by the Planning Department/SIC with the executing agencies.
- 8.3 The implementing agency will be responsible for maintaining year-wise utilization/ completion certificates.
- 8.4 The record of all works should be maintained by the Executing Agencies to facilitate periodic audit and inspection.
- 8.5 For any clarification on SIF Guidelines-2013, HP Planning Department will be the final authority to take an appropriate view.
