

Jhajjar has population of 958405 with percentage increase in population from Year 2011 is 8.90%. This makes the projected population of district in 2018 is about 1740781. 74.72 % of which lives in rural areas and 25.2 % in Town (Jhajjar, Bahadurgarh, Beri, Badli).

“Excellence happens not by accident. It is a process. You have to work hard to achieve it”

Dr. APJ Abdul Kalam

This quote has been a source behind the idea of Star Department. The objective is to create a sense of competition for better performance which will increase efficiency. This will provide a platform for all rank of officers in a department to be visible because of their hard work and success stories. It will remove the inter and intra department coordination issues and will provide a better connectivity with District Administration. Incentives will also be extended to the departments. All of this and other benefits will motivate officers to take up innovative projects, beyond the capacity of administrative work .

I wish all the departments to utilize this platform in increasing effectiveness and efficiency in the deliverance of various services and promote good governance.

**Sonal Goel, IAS
Deputy Commissioner, Jhajjar**

Guidelines :-

- ❖ The Star Department Award has been created to acknowledge the good work being done by different departments
- ❖ The departments would be allowed to participate in only one category out of three categories.
- ❖ The Star Department Award would be rolled out on a monthly basis.
- ❖ The assessment would be done by jury.
- ❖ The forms are supposed to be presented with facts and data.



Timelines :-

- ❖ Period : October – December 2018
- ❖ Roll out of application form: 22nd January 2019
- ❖ Submission of application: 11th February 2019



Category - I

Infrastructure Development

- PWD (B&R)
- NHAI
- HSIIDC
- HSRDC
- Industries
- Irrigation
- HUDA
- GM Roadways
- UHBVN
- Municipal
- HVPN
- PRI
- HSAMB
- PUBLIC HEALTH

Category – II

Social Development & Community Engagement

- DSWO
- DWO
- ICDS
- DCPO
- DCWO
- Health
- Education
- R-SETI
- Agriculture
- Red Cross
- Nehru Yuva Kendra
- Labor
- Sports
- Public Relation
- Employment
- Cooperative Society
- Housing board
- ITI
- District Jail
- SC BCNigam
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Category – III

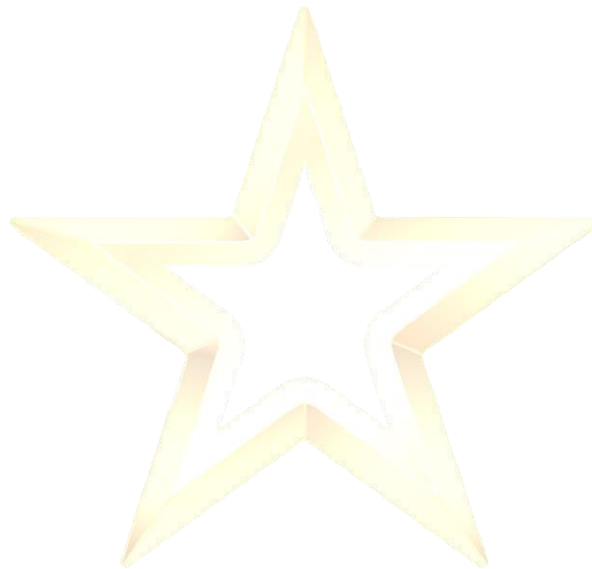
Integrated/Economic Development

- Forest
- Animal Husbandry
- Development & Panchayat
- Excise & Taxation & GST
- Town & Country Planning
- Revenue
- SSA
- Election
- Pollution Control Board
- Postal
- LDM
- HSRLM
- Police
- Food & Supplies
- HAF statistical
- ZilaSainik Board
- RTA
- Renewable Energy
- Warehouses
- Horticulture
- Fire
- Tourism
- Mining
- Ground water

CATEGORY-I (Infrastructure Development)

Parameters	Description	Marks (Total marks 100)
Infrastructural Development		
'A'		
a) Status of allotted work to contractors and completion of work	Number of works allotted by the departments/district/CM Announcement and status of completion of the same.	10
b) Time period utilized in completion of an infrastructure work	Time period defined for the completion of work: <ul style="list-style-type: none"> - Time taken for preparation of estimates. - Administrative and Technical sanctions - Floating of DNIT - Construction activity 	10
c) Percentage of target met against monthly/annual targets	Achievement of targets met in comparison to the annual targets defined for the department.	5
d) Number of enforcement drives including challaning/penalties imposed	Number of challans and penalties imposed on violaters. Preference would be given to e-challaning process.	5
'B'		
e) CM Window and Social Media	Overdue complains in the last month and overdue complains in the current month.	10
f) Cm announcements	Progress in execution of CM announcement	10
g) Clean and Green Office	Cleaning of toilets, Use of glass/clay water bottles, Banning use of plastic water bottles in office premises, plantation, Interactive IEC for people,	5
h) Punctuality (marking attendance on bio-metric)	Marking attendance on bio-metric systems of the field staff and office staff.	5
i) Use of Centralized File Management and Tracking System	Number of files recorded and use of Centralized File Management and Tracking System.	5
j) Collaboration with different departments	Effective collaboration with different departments in problem solving. (eg. Collaboration between MC and Public Health during water logging situations)	5
k) Digitization of records	Digitization of manual records, measurement books etc.	5

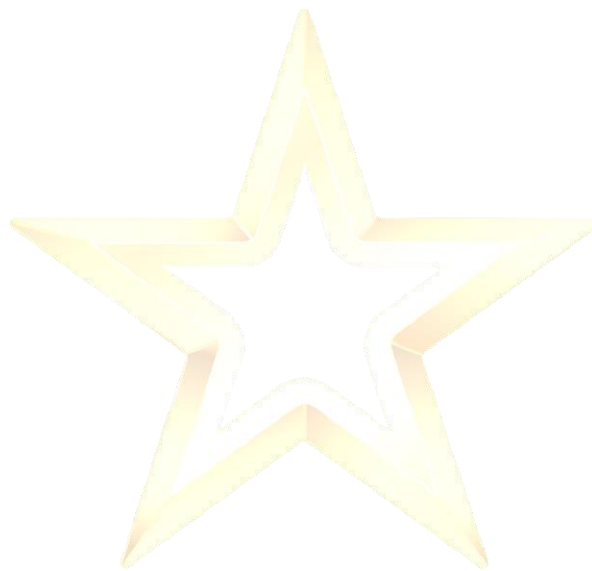
l) Performance on SARAL dashboard and other portals (Harpath, HarSamay, Swachh Maps etc.)	Performance on delivering service and schemes through department.	5
'C'		
m) Innovation in existing scope of work	Examples of innovation in the existing scope of work.	5
n) Maintenance of existing projects/assets	Regular check on maintenance of existing assets and projects by the department.	5
o) Effective utilization of store inventory/ other resources	To avoid dead stock/resources	5



CATEGORY-II(Social Development and Community Engagement)

Parameters	Description	Marks (Total marks 100)
Infrastructural Development		
‘A’		
a) Percentage of target met in the state flagship program/schemes and services against monthly/ annual targets	Achievement of targets met in comparison to the annual targets defined for the department.	15
b) Percentage of target met in the district flagship program/schemes and services against monthly/annual targets	Achievement of targets met in comparison to the annual targets defined for the department.	15
c) Number of awareness/information/citizen interaction/grievance redressal camps /enforcement drives organized	The number of field camps organized for dissemination of information and directly reaching out to citizens for application filling etc.	10
‘B’		
d) CM Window and Social Media	Overdue complains in the last month and overdue complains in the current time.	5
e) Clean and Green Office	Cleaning of toilets, Use of glass/clay water bottles, Banning use of plastic water bottles in office premises, plantation, Interactive IEC for people,	5
f) Punctuality (marking attendance on bio-metric)	Marking attendance on bio-metric systems of the field staff and office staff.	5
g) Use of Centralized File Management and Tracking System	Number of files recorded and use of Centralized File Management and Tracking System.	5
h) Collaboration with different departments	Effective collaboration with different departments in problem solving.	5
i) Effective use of ICT	Using e-portals, social media pages, WhatsApp groups for effective working.	5
j) Digitization of records	Digitization of manual records, measurement books etc.	5
‘C’		
p) Innovation in existing scope of work or new innovative activity.	Examples of innovation in the existing scope of work.	5
q) Performance in Parivartan Scheme / Cm announcement	Status on responsibilities allotted for the Parivartan Scheme.	5

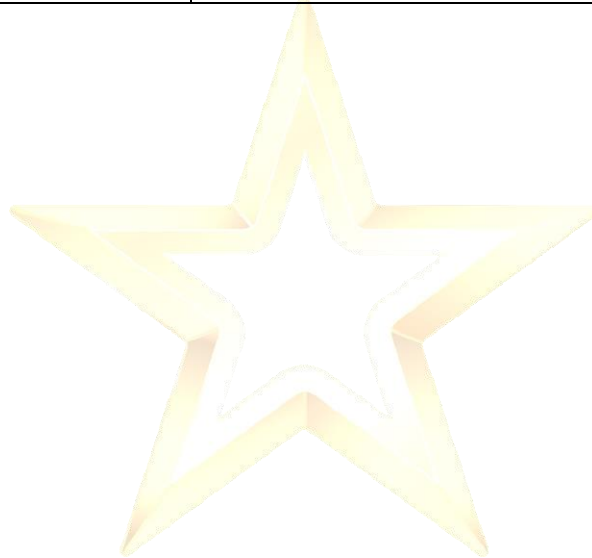
r) Maintenance of existing projects/assests	Regular check on maintenance of existing assets and projects by the department.	5
s) Utilisation of store inventory and other resources like machines, land etc	Planning to utilize the resources in effective manner.	5
t) Generation of revenue	Examples of revenue generation activities by the department	5



CATEGORY-III (Integrated/Economic Development)

Parameters	Description	Marks (Total marks 100)
Infrastructural Development		
‘A’		
a) Percentage of target met in the state/district flagship program/schemes and services against monthly/annual targets	Achievement of targets met in comparison to the annual targets defined for the department.	15
b) Number of awareness/information/citizen interaction/grievance redressal camps organized	The number of field camps organized for dissemination of information and directly reaching out to citizens for application filling etc.	15
c) Number of enforcement drives includes challaning/penalties imposed	Number of challans and penalties imposed on violators. Preference would be given to e-challaning process.	10
‘B’		
d) CM Window and Social Media	Overdue complaints in the last month and overdue complains in the current time.	5
e) Clean and Green Office	Cleaning of toilets, Use of glass/clay water bottles, Banning use of plastic water bottles in office premises, plantation, Interactive IEC for people,	5
f) Punctuality (marking attendance on bio-metric)	Marking attendance on bio-metric systems of the field staff and office staff.	5
g) Use of Centralized File Management and Tracking System	Number of files recorded and use of Centralized File Management and Tracking System.	5
h) Collaboration with different departments	Effective collaboration with different departments in problem solving.	5
i) Effective use of ICT	Using e-portals, social media pages, WhatsApp groups for effective working.	5
j) Digitization of records	Digitization of manual records, measurement books etc.	5

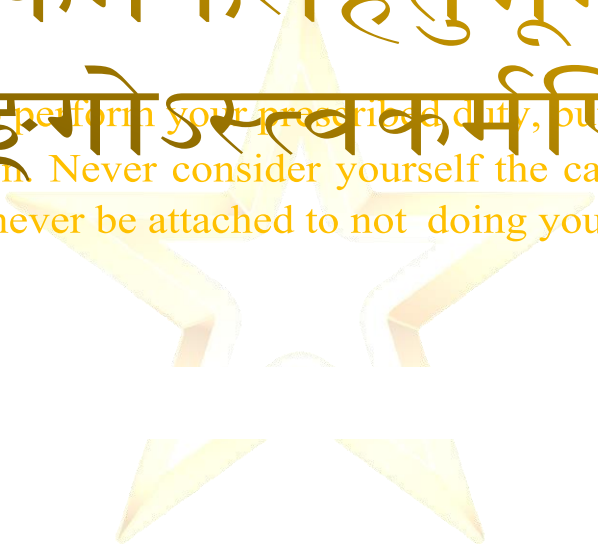
k) Performance on SARAL dashboard and other portals (Harpath, HarSamay, Swachh Maps etc.)	Performance on delivering service and schemes through department walk-ins and	5
‘C’		
l) Innovation in existing scope of work or new innovative activity.	Examples of innovation in the existing scope of work	5
m) Performance in Parivartan Scheme / CM Announcement	Status on responsibilities allotted for the Parivartan Scheme / Completion of work allotted in CM Announcement and updating on the portal	5
n) Utilisation of store inventory and other resources like machines, land etc	Planning to utilize the resources in effective manner to avoid dead funds/unutilized resources	5
o) Generation of revenue	Examples of revenue generation activities by the department	5



कर्मण्येवाधिकारस्ते मा फलेषु
कदाचन,
मा कर्मफलहेतुर्भूर्मा ते

सङ्गोऽस्त्वकर्मणि॥

"You have a right to perform your prescribed duty, but you are not entitled to the fruits of action. Never consider yourself the cause of the results of your activities, and never be attached to not doing your duty."





An initiative by :
District Administration Jhajjar

