

**GOVERNMENT OF INDIA
PRIME MINISTER
LOK SABHA**

UNSTARRED QUESTION NO:5324
ANSWERED ON:28.04.2010
PERFORMANCE MONITORING AND EVALUATION SYSTEM
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Will the Minister of PRIME MINISTER be pleased to state:

- (a) whether the Prime Minister has approved a "Performance Monitoring and Evaluation System" to monitor the performance of Ministries/Departments during each financial year;
- (b) if so, the salient features of the evaluation system; and
- (c) the composition, tenure and terms of reference made to Committee monitoring the performance?

Answer

MINISTER OF STATE IN THE PRIME MINISTER'S OFFICE (SHRI PRITHVIRAJ CHAVAN)

- (a) Yes;
- (b) Copy of Outline of the Performance Monitoring and Evaluation System, is enclosed, as Annex I;
- (c) A High Power Committee has been set up. The composition and terms of reference of the committee is as per Annex II.

Annex- I

OUTLINE OF PERFORMANCE MONITORING AND EVALUATION SYSTEM FOR GOVERNMENT DEPARTMENTS – As proposed now (Version 2)

A. BEGINNING OF THE YEAR

At the beginning of each financial year, with the approval of the Minister concerned, each Department will prepare a Results-Framework (RF) document consisting of the priorities set out by the Ministry concerned, agenda as spelt out in the manifesto if any, President's Address, announcements/agenda as spelt out by the Government from time to time. The Minister incharge will decide the inter-se priority among the departmental objectives.

To achieve results commensurate with the priorities listed in the Results-Framework document, the Minister incharge will also approve the proposed activities and schemes for the Ministry/Department. The Ministers incharge will also approve the corresponding success indicators (Key Result Area – KRAs or Key Performance Indicators – KPIs) and time bound targets to measure progress in achieving these objectives. Cabinet Secretariat will lay down broad guidelines for the format of the RF document and the methodology for evaluation, keeping in mind the variation in the tasks performed by various Ministries/Departments.

Based on the proposed budgetary allocations for the year in question, the drafts of RFs will be completed by 5th of March every year. To ensure uniformity, consistency and coordinated action across various Departments, the Cabinet Secretariat will review these drafts and provide feedback to the Ministries/Departments concerned. This process will be completed by March 31 of each year.

The final versions of all RFs will be put up on the websites of the respective Ministries by the 15th of April each year.

The Results Framework of each Department/Ministry will be submitted to the Cabinet Secretariat, by the 15th of April each year. It will take into account budget provisions and in particular the Outcome Budget. The Results Framework will be drawn up in such manner that quarterly monitoring becomes possible. Quarterly reports will be submitted to the Cabinet Secretariat.

B. DURING THE YEAR

After six months, the results Framework as well as the achievements of each Ministry/Department against the performance goals laid down, will be reviewed by a Committee on Government Performance consisting of the Cabinet Secretary, Finance Secretary, Expenditure Secretary, Secretary (Planning Commission, Secretary (Performance Management) and the Secretary of the Department Concerned. At this stage, the Results Framework may have to be reviewed and the goals reset, taking into account the priorities at that point of time. This will enable to factor in unforeseen circumstances such as drought conditions, natural calamities or epidemics. The report of the Committee on Government performance may be submitted to the PM, through the concerned Minister, for further action as deemed necessary.

C. END OF THE YEAR

At the end of the year, all Ministries/Departments will review and prepare a report listing the achievements of their Ministry/Department against the agreed results in the prescribed format. This report will be expected to be finalized by the 1st of May

each year.

After scrutiny by the Cabinet Secretariat, these results will be placed before the Cabinet for information by the 1st of June each year.

PROPOSED TIME TABLE FOR THE RESULTS FRAMEWORK EXERCISE

BEGINNING OF EACH YEAR

March 5 – Prepare final draft of Results-Framework (RF) document

March 31 – Finalise Results – Framework document

April 15 – Place Results-Framework document on departmental websites

DURING THE YEAR

October 15 – Prepare mid year progress report and place it before the Committee on Government Performance

November 1 – Place the progress report on the website of the Ministry/Department

END OF THE YEAR

May 1 – Prepare year-end evaluation report on progress during the year

June 1 – Place the Evaluation Results before the Cabinet

June 1 – Place the Evaluation Results on the websites of the Ministry/Department

ANNEXURE II

(A) COMPOSITION OF HIGH POWER COMMITTEES:

1. CABINET SECRETARY- Chairman

2. SECRETARY(FINANCE)

3. SECRETARY (EXPENDITURE)

4. SECRETARY (PLANNING COMMISSION)

5. SECRETARY (PERFORMING MANAGEMENT) 6. SECRETARY OF THE DEPARTMENT CONCERNED

(B) The terms of reference of high power committee are as under:

(i) To vet the draft of the results framework documents prepared by the ministries/departments.

(ii) To review after six months the achievements of each ministry/department if required, reset the goals taking into account the priorities of time.

(iii) Submit its half-yearly report to the Prime Minister through the concerned minister.

(iv) Scrutinize the year end evaluation results of ministries /departments and submit the same before the Cabinet for information by 1st June each year.

(v) Any other matter decided to be referred to the committee