

CS-2511/09  
014/9/09

**CONFIDENTIAL**

**PRIME MINISTER'S OFFICE**

South Block, New Delhi - 110101.

Reference is invited to Cabinet Secretary's letter No.P-11011/12/2009-PM, dated 25.8.2009 regarding performance management.

2. The undersigned is directed enclose a copy of 'Outline of Performance Monitoring and Evaluation System for Government Departments' and the proposed Time Table for the Results Framework Exercise approved by the Prime Minister, for appropriate action.

*V. Vidyavathi*  
**(V. Vidyavathi)**  
**Director**  
T.No. 2301 8485

~~✓~~ **Cabinet Secretary**

PMO I.D. No. 1331721/PMO/2009-Pol

Dated 11.9.2009

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 approve the proposed activities and schemes for the Ministry/Department. The Ministers incharge will also approve the corresponding success indicators (Key Result Areas – 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 5<sup>th</sup> 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 15<sup>th</sup> of April each year.
- The Results Framework of each Department/Ministry will be submitted to the Cabinet Secretariat, by the 15<sup>th</sup> 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 1<sup>st</sup> of May each year.
- After scrutiny by the Cabinet Secretariat, these results will be placed before the Cabinet for information by the 1<sup>st</sup> 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 website of the Ministry/Department