



सत्यमेव जयते
NITI Aayog



SOP on OOMF

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1. Objective

The objective of this document is to lay a set of guidelines to be used by DMEO while maintaining and updating the Output Outcome Monitoring Dashboard (OOMF Dashboard).

2. Scope

The scope of activities cover OOMF Dashboard and applies to both Regular and contractual employees of DMEO.

3. Date of Commencement

These guidelines shall come into effect from <Date>

4. Procedure

4.1 Target Update:

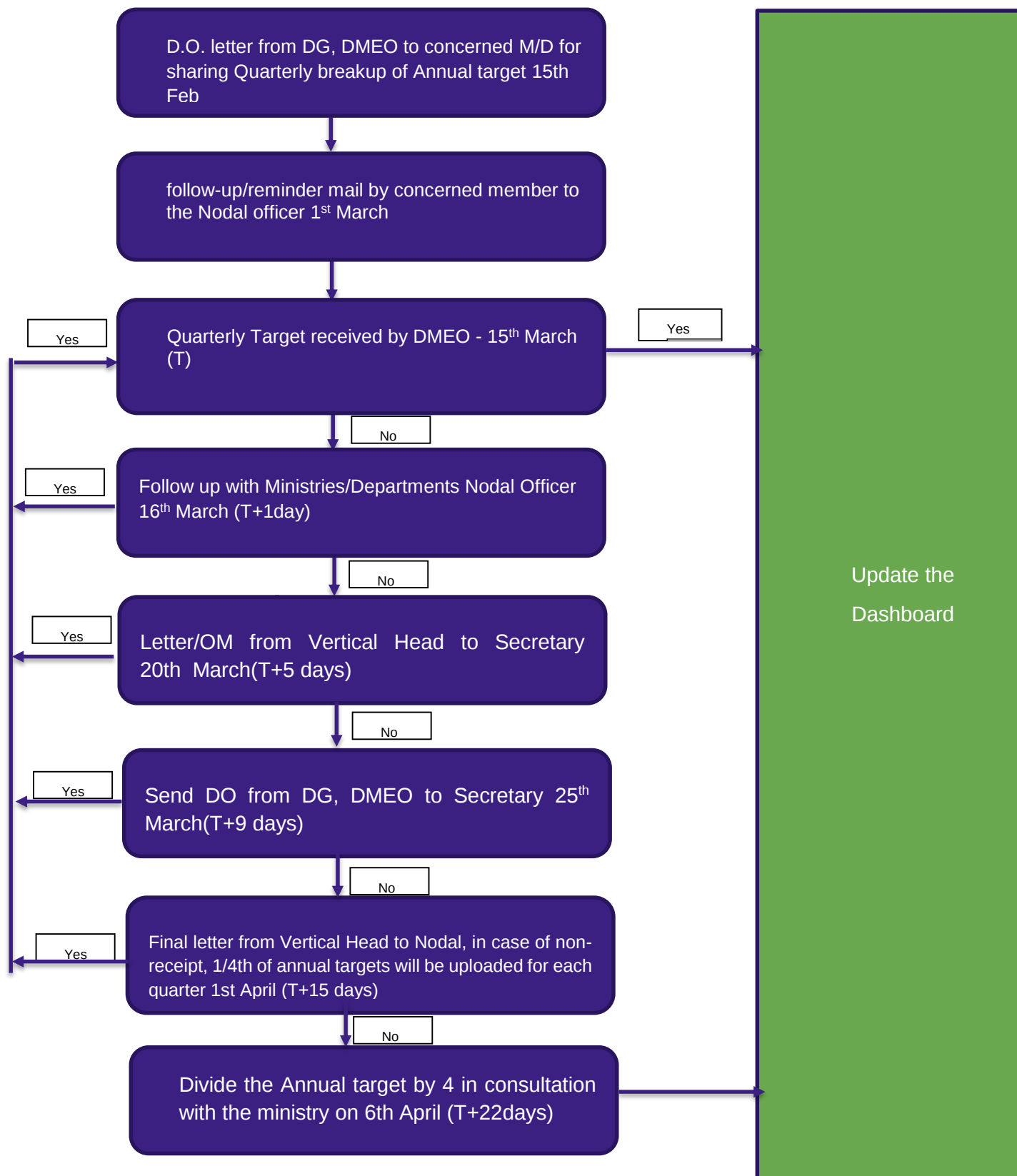
Ministries/Departments sets annual targets against each output and outcome indicators of Output Outcome Monitoring Framework. Annual target along with final budget outlay is provided to DMEO at the time of preparing OOMF document by respective Ministries/Departments. The quarterly target shall then be provided by respective M/D by 15th March so that same could be uploaded in the dashboard by 31st March. If quarterly breakup of annual target not provided by the Ministry/Department, concern DMEO team member shall follow up through email, phone call etc. with the Ministries/Departments to get the quarterly targets. If after regular follow up, the quarterly target is not provided to DMEO by concerned M/D, this should be escalated to next level as per the escalation matrix (Figure-1). During follow-ups, NITI Vertical should also be kept in loop in each case. Team member should also update the status sheet after completing the task regularly.

Time line for target update may be followed as below:

SL	Timeline	Escalation Work
1.	15 th February	D.O. letter from DG, DMEO to concerned M/D for sharing Quarterly breakup of Annual target (after OOMF is presented with Budget)
2.	1 st March	In between, there should be a follow-up/reminder mail by concerned member to the Nodal officer for sharing of info.
3.	15 th March(T)	Ministry/Department to provide quarterly breakup of annual target
4.	16 th March(T+1day)	Member to remind again the Nodal of Ministries/Departments through email, phone call
5.	20 th March(T+5 days)	Letter/OM from Vertical In-charge to Secretary of M/D
6.	25 th March(T+9 days)	D.O. letter from DG, DMEO to Secretary with copy to DoE. Copy of this may also be given

		to concerned NITI Member and NITI Vertical Head. Additionally to AS/JS & FA of M/D.
7.	1 st April (T+ 15 days)	Final letter from Vertical Head to Nodal, while intimating that in case of non-receipt, 1/4 th of annual targets will be uploaded for each quarter
8.	6 th April (T+22days)	Divide the Annual target by 4 and update the dashboard

Figure 1: Escalation Matrix (Quarterly Target)



- 4.1.1 The format of OM/reminder email/letter/DO to provide quarterly breakup of annual target are attached at **Annexure-I**.
- 4.1.2 If required the annual targets may be divided by 4 and the result may be uploaded as the quarterly target against each output indicator on the dashboard before the ending of first quarter. While mostly outcome indicators frequency defined annually, the above process may also be followed for each outcome indicator which frequency defined quarterly. It however should after approval of Vertical In-charge and after intimation of the same to concerned Ministries/ Departments.
- 4.1.3 If targets are in Yes/No format or not amenable, team member can take a call in consultation with vertical head and update the targets accordingly.

4.2 Progress update:

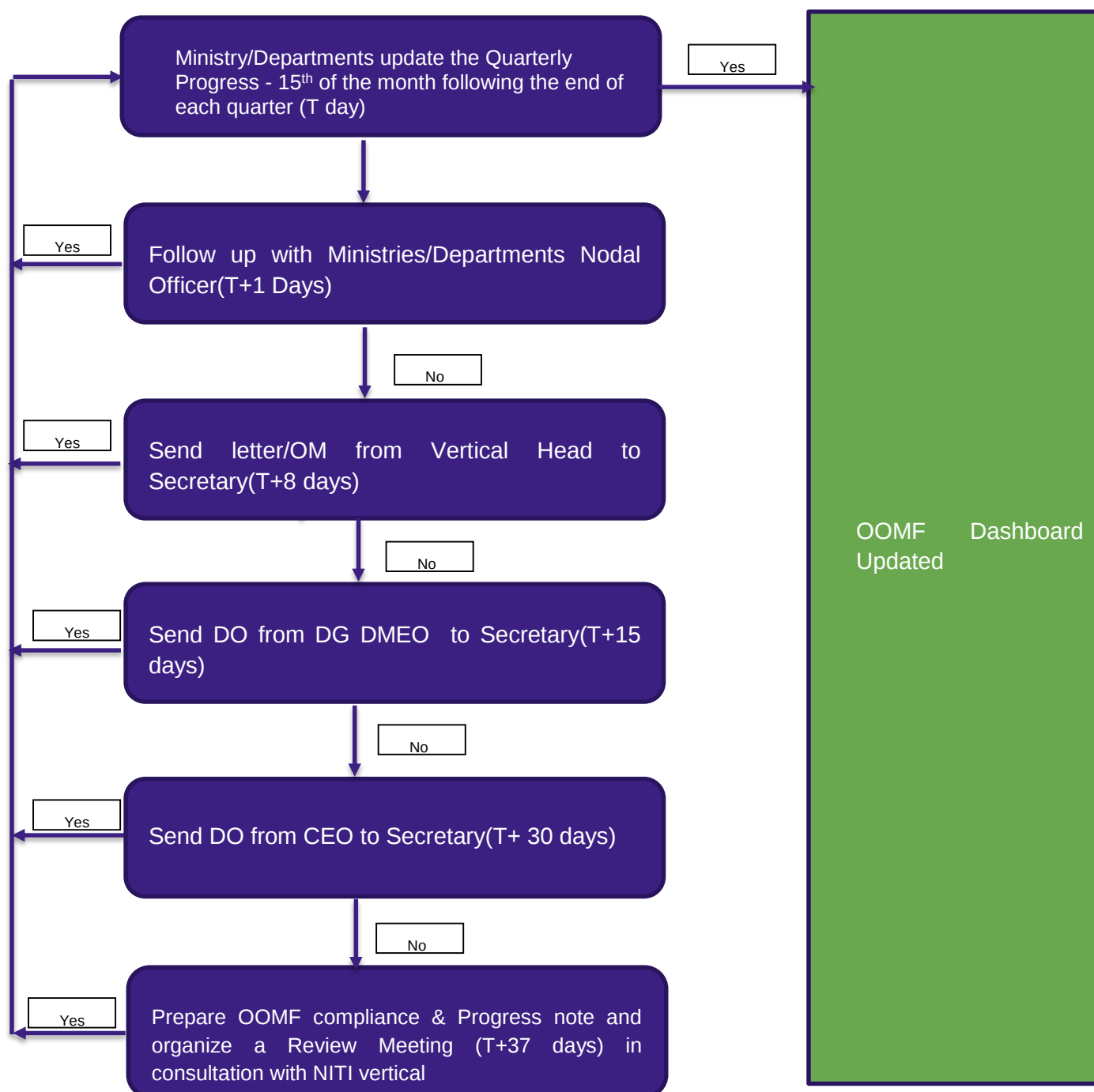
- 4.2.1 It is to be ensured that the progress against the targets is updated by the concerned Ministry/Department on OOMF dashboard quarterly basis latest by 15th of the month following the end of each quarter. If quarterly progress is not updated, on 16th day of the month, the concerned team member should start follow up with the ministry/department through emails, phone calls etc. If the progress are not updated on dashboard by respective M/D, this should be escalated to the next level as mentioned in **Figure-2**.
- 4.2.2 Time line for progress update may be followed as below:

SL	Timeline	Escalation Work
1.	1 st of the month following the end of each quarter	D.O. letter from DG, DMEO to concerned M/D for quarterly progress updation on dashboard
2.	15 th of the month following the end of each quarter (T day)	Ministry/Department to update the quarterly progress on dashboard
3.	T+1 days	Member to follow up the Ministries/Departments Nodal Officer
4.	T+8 days	Letter/OM from Vertical Head to Secretary
5.	T+15 days	DO letter from DG, DMEO to Secretary with copy to DEA
6.	T+30 days	DO letter from CEO, NITI Aayog to Secretary
7.	T+31 to 36 days	Team member should need to prepare OOMF compliance & Progress Note.

8.	T+37 days	OOMF Review Meeting in consultation with Vertical, NITI Aayog
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4.2.3 The format of reminder email/letter/DO to update quarterly progress are attached at **Annexure-I**.

Figure 2: Escalation Matrix (Quarterly Progress)



OOMF Review Meeting to be organised in consultation with Vertical, NITI Aayog

Annexure-I

Format of reminder email/letter/OM/DO

1. Format of D O from DG, DMEO to Secretary of concerned Ministry/Department for Quarterly breakup of Annual target

<D.O. No. >

< Date:>

Dear

This is with reference to D.O. of even number <.> <dated> from DMEO, NITI Aayog regarding the Output-Outcome Monitoring Framework (OOMF) <FY> developed by DMEO, NITI Aayog and the monitoring of all CS/CSS schemes of GoI through dashboard in real time.

2. I take this opportunity to appreciate the efforts and involvement of the Ministry in preparing the Output Outcome Monitoring Framework (OOMF) including annual targets for <FY>. The joint exercise of the Ministry and DMEO, NITI Aayog had resulted in incorporation of this framework in Union Budget in <month'year>

3. Further, I request you to kindly instruct the nodal officer in your <ministry/department> to share the quarterly breakup of annual target for <FY> set by the ministry with DMEO by **15th March**, <FY> (for all the output & outcome indicators under all the outlays)

In case of any queries/issues, the concerned DMEO team member may be contacted.

With regards,

Yours sincerely,

<Name>

(DG, DMEO)

To,

<Name>

Secretary,

<M/D> New Delhi

2. Format of D O from DG, DMEO to Secretary of concerned Ministry/Department for quarterly progress update

<D.O. No. >

< Date:>

Dear

This is with reference to reminder letter/OM of even number <..> <dated> from DMEO, NITI Aayog (copy enclosed for ready reference) regarding the Output-Outcome Monitoring Framework (OOMF) <FY> developed by DMEO, NITI Aayog and the monitoring of all CS/CSS schemes of Gol through dashboard in real time.

- i.2. Quarterly progress for <Quarter> on the dashboard for all the indicators of CS/CSS schemes as outlined under OOMF <FY> were to be updated latest by 15th of the month following the end of each quarter by <date>. However, the above information is yet to be updated by the ministry/department. The current status of the above tasks for your ministry/department is as below:

Total no. of CS/CSS Outlays covered under OOMF <FY>	No. of outlays for which Q1-4, <FY> progress for all indicators to be updated

3. I request you to kindly instruct the nodal officer in your <ministry/department> to complete the following (for all the output & outcome indicators under all the outlays) by <date>

- i. Updation of quarterly progress on the dashboard

In case of any queries/issues, the concerned DMEO team member may be contacted.

With regards,

Yours sincerely,

<Name>

(DG, DMEO)

To,

<Name>

Secretary, <M/D> New Delhi

Copy to :

1. PPS, O/o Hon'ble Member, NITI Aayog
2. <Name>, <Designation>, Department of Expenditure, Ministry of Finance for information and action please.
3. Adviser, NITI Vertical, NITI Aayog for information and action please.
4. AS/JS & FA, <M/D> for information and action please.

3. Format of email from member, DMEO to Nodal Officer of concerned Ministry/Department

Subject: To update Output Outcome Monitoring Framework (OOMF) - reg.

Your kind reference is invited to the trailing email/telephonic discussion/... with regard to the Output-Outcome Monitoring Framework (OOMF). It is to inform that <Ministry/Department of> has not shared the Quarterly Break-up targets of each selected schemes for the OOMF <FY> so far. It is further intimated that updated the data in respect of Q1 to Q4 Progress in OOMF Dashboard for the financial year <FY-2> and <FY-1> have not been entered. It is very much required for preparation of sector review progress. Therefore it is requested that the concerned official may kindly be instructed to share the Quarterly break-up target for OOMF <FY> with DMEO and updated the progress of Q1 to Q4 may please be entered in OOMF dashboard for <FY-2> and <FY-1> at the earliest.

To

<Name>

Nodal Officer

<Name>

<Designation> DMEO

4. Format of Letter/OM from DDG/Director to Nodal Officer of concerned Ministry/Department

File No.<..>

Government of India

NITI Aayog

Development Monitoring and Evaluation Office

Parliament Street, New Delhi,

Dated

<Or OM>

**Sub : Monitoring of CSS/CS schemes on Output-Outcome framework Dashboard for
<FY>**

This is in reference to this office letters of even no. <dated> from DG, DMEQ, NITI Aayog for <subject>

2. The Ministry/Department is requested to:

- i. Confirm final set of output and outcome indicators with frequency of monitoring by <date>
- ii. Submit the annual/quarterly targets by <date>
- iii. Update quarterly progress of dashboard against the targets for <Q1-4> of <FY> by <date>

3. It is requested to provide/update the requisite information (quarterly targets and quarterly progress) latest by <..>

<Name>
(DDG/Director)

To,

<Name>

Nodal Officer

<Ministry/Department, New Delhi

Copy to :

<Name>, Advisors, NITI Aayog, for information and action please.

5. Format of Final Letter/OM from Vertical Head (DDG/Director) to Nodal Officer of concerned Ministry/Department for quarterly breakup of annual target

File No.<..>

Government of India

NITI Aayog

Development Monitoring and Evaluation Office

Parliament Street, New Delhi,

Dated

<Or OM>

Sub : Monitoring of CSS/CS schemes on Output-Outcome framework Dashboard for <FY> - quarterly breakup of Annual target

This is in reference to this office letters of even no. <dated> from DG, DMEO, NITI Aayog for <subject>

2. The Ministry/Department is requested to:

i. Submit the quarterly breakup of annual targets by <date>

3. It is requested to provide the requisite information (quarterly targets) latest by <..> . In case of non-receipt, 1/4th of annual targets will be uploaded for each quarter on dashboard

<Name>

(DDG/Director)

To,

<Name>

Nodal Officer

<Ministry/Department, New Delhi

Copy to :

Secretary, <M/D>

<Name>, Advisors, NITI Aayog, for information and action please.

6. Format of D O from DG, DMEO to Secretary of concerned Ministry/Department for quarterly progress update

<D.O. No. >

< Date:>

Dear

This is with reference to reminder letter/OM of even number <..> <dated> from DMEO, NITI Aayog (copy enclosed for ready reference) regarding the Output-Outcome Monitoring Framework (OOMF) <FY> developed by DMEO, NITI Aayog and the monitoring of all CS/CSS schemes of GoI through dashboard in real time.

- ii.2. Quarterly progress for <Quarter> on the dashboard for all the indicators of CS/CSS schemes as outlined under OOMF <FY> were to be updated latest by 15th of the month following the end of each quarter by <date>. However, the above information is yet to be updated by the ministry/department. The current status of the above tasks for your ministry/department is as below:

Total no. of CS/CSS Outlays covered under OOMF <FY>	No. of outlays for which Q1-4, <FY> progress for all indicators to be updated

3. I request you to kindly instruct the nodal officer in your <ministry/department> to complete the following (for all the output & outcome indicators under all the outlays) by <date>

- ii. Updation of quarterly progress on the dashboard

In case of any queries/issues, the concerned DMEO team member may be contacted.

With regards,

Yours sincerely,

<Name>

(DG, DMEO)

To,

<Name>

Secretary,

<M/D> New Delhi

Copy to :

<Name>, <Designation>, Department of Expenditure, Ministry of Finance for information and action please.

7. Format of D O from CEO, NITI Aayog to Secretary of concerned Ministry/Department for quarterly progress update

<D.O. No.>

< Date>

Dear,

Please refer to DO letter of even number issued by Dr. Sekhar Bonu, DG, DMEO requesting for quarterly target and quarterly progress update of output and outcome indicators of CS/CSS scheme under OOMF <FY>.

2. I take this opportunity to appreciate the efforts and involvement of the Ministry in preparing the Output Outcome Monitoring Framework (OOMF) including annual targets for <FY>. The joint exercise of the Ministry and DMEO, NITI Aayog had resulted in incorporation of this framework in Union Budget in <month>'year>

3. Further, current status of progress of CS/CSS schemes on the Outcome dashboard for <FY> is as follows:

Total no. of CS / CSS schemes covered under OOMF <FY>	No. of CS/CSS schemes for which <FY> progress updated				
	Dashboard status	Q1	Q2	Q3	Q4
	Complete				
	Partial				
	Nil				

(As can be seen from the above status, the compliance on progress updation is not regular and needs close monitoring.)

4. Accordingly, you are requested to advise your nodal officer for the following urgently:

- iii. Update the quarterly progress information **by <date>** and subsequently, for the forthcoming quarters on the dashboard, latest by 15th of the month following the end of each quarter.
 - iv. Share the quarterly break up of annual targets for <FY> set by the ministry with DMEO **by <date>**.
5. Looking forward to your expeditious cooperation in strengthening the Output-Outcome Monitoring Framework.

With regards,

Yours sincerely,

<Name>

CEO

To,

<Name>

Secretary, M/D, New Delhi

ABOUT DMEO, NITI AAYOG

The Development Monitoring and Evaluation Office (DMEO), attached to NITI Aayog, is the apex monitoring & evaluation (M&E) office in the country, with a mandate to drive evidence-based policy making through M&E of government policies and programmes. Since its inception in 2015, the Office aims to shift the discourse of public policy towards rigorous, data-driven, citizen-centric, and decentralized policymaking, to improve governance and facilitate the formation of a New India.

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