

NO. A.45011/2/2012-DP&AR(GGC)/Pt
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GOOD GOVERNANCE CELL)

OFFICE MEMORANDUM

Dated Aizawl, the 7th February, 2013

In pursuance of the decision of the Council of Ministers in its meeting held on 21.8.2012, the following Departments are hereby selected to prepare Results Framework Document (RFD) from the next financial year 2013-2014 and those Departments which are not shown below will be included from the next financial year 2014-2015.

Sl. No.	Name of Departments	Sl. No.	Name of Departments
1.	Planning & Programme Implementation	21.	Health & Family Welfare
2.	Finance	22.	School Education
3.	Information & Communication Technology	23.	Higher & Technical Education
4.	Environment & Forests	24.	Rural Development
5.	Power & Electricity	25.	Home
6.	General Administration	26.	Information & Public Relations
7.	Land Revenue & Settlement	27.	Food, Civil Supplies & Consumer Affairs
8.	Taxation	28.	Geology, Mining & Mineral Resources
9.	Urban Development & Poverty Alleviation	29.	Transport
10.	Industries	30.	Sports & Youth Services
11.	Disaster Management & Rehabilitation	31.	Public Health Engineering
12.	Public Works	32.	Trade & Commerce
13.	Agriculture	33.	Printing & Stationeries
14.	Personnel & Administrative Reforms	34.	Sericulture
15.	Soil & Water Conservation	35.	Animal Husbandry & Veterinary
16.	Tourism	36.	Horticulture
17.	Cooperation	37.	Local Administration
18.	Social Welfare	38.	Excise & Narcotics
19.	Minor Irrigation	39.	Fisheries
20.	Labour, Employment & Industrial Training	40.	Art & Culture

All Administrative Departments are further informed to prepare RFD for their Department as per schedule attached herewith. Failing to comply with this schedule will be viewed seriously.

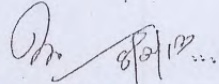
Sd/-L.TOCHHONG

Chief Secretary to the Govt. of Mizoram

Memo No. A.45011/2/2012-DP&AR(GGC)/Pt : Dated Aizawl, the 7th Feb.2013

Copy to:

1. Sr.PPS to the Chief Secretary, Mizoram.
2. All Administrative Departments.
3. All Heads of Departments.


(K.LALRINZUAL)

Joint Secretary to the Govt. of Mizoram

RFD PROCESS AND TIMELINES FOR 2013-14

A. How to begin the process

- With the approval of the Minister concerned, each of the selected Department will prepare a Results-Framework Document (RFD) consistent with these guidelines with the help of RFMS (Result Framework Management System) as per the schedule attached herewith. (*User ID and Password has been given to all selected Departments*)
- To achieve results commensurate with the priorities listed in the RFD, the Minister in-charge will approve the proposed activities and schemes for the Department. The Ministers In-charge 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.
- Based on the proposed budgetary allocations for 2013-14, the drafts of RFDs will be completed by **28th February, 2013** and the same should be submitted to Department of Personnel & Administrative Reforms (Good Governance Cell). To ensure uniformity, consistency and coordinated action across various Departments, the Mizoram Adhoc-Task Force on RFD in liaison with Performance Management Division, Cabinet Secretariat; Govt. of India will review these drafts and provide feedback to the *Departments concerned*. This process will be completed by **25th March, 2013**.
- The final versions of all RFDs/approved RFDs will be put up on the websites of the respective Departments by the **31st March, 2013**.
- The Results Framework of each Department will take into account budget provisions and in particular the Outcome Budget. The Results-Framework Documents will be drawn up in such a manner that half-yearly monitoring becomes possible. Half-yearly reports will be submitted to the Department of Personnel & Administrative Reforms (Good Governance Cell).

B. Half yearly review

- After six months i.e by the end of September, 2013, the Results Framework as well as the achievements of each Ministry/Department against the performance goals laid down at the beginning of the year, will be reviewed by "High Power Committee on Government Performance" consisting of *Chief Secretary, Principal Secretary to Chief Minister, Finance Secretary, Planning Secretary, DP & AR Secretary and, if required, the Secretary of the Department concerned*. At this stage, the Results-Framework Documents 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 or *force majeure* circumstances such as drought conditions, natural calamities or epidemics. The report of the High Power Committee on Government Performance will be submitted to the Chief Minister for further action as deemed necessary.

C. Compilation & Assessment of Performance

- At the end of current financial 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 required to be finalized by the 1st May, 2014.
- After scrutiny by the *High Power Committee on Government Performance*, these results will be placed before the Cabinet for information by 1st June, 2014.

**SCHEDULE FOR IMPLEMENTATION OF RESULTS FRAMEWORK
DOCUMENT 2013-2014**

STEP	WHAT	WHEN	WHO	WHERE
1.	Deadline for receiving revised draft of RFDs in light of the RFD workshop discussion	28 February	State Nodal Agency/State Departments	Aizawl
2.	Review of revised RFDs by ATF	4 - 10 March	State Nodal Agency/PMD	Delhi
3.	Correction of RFD, if any, by State Departments	11 - 17 March	Concerned State Departments	Aizawl
4.	Meeting of ATF to approve finalized RFDs	18 - 25 March	State Government/ State Nodal Agency	Aizawl
5.	Upload RFDs on departmental websites	31 March	State Departments	Aizawl