

# **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 **28<sup>th</sup> 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 usually be completed by **25<sup>th</sup> March, 2013**.
- The final versions of all RFDs/approved RFDs will be put up on the websites of the respective Departments by the **31<sup>st</sup> 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 1<sup>st</sup> May, 2014.
- After scrutiny by the *High Power Committee on Government Performance*, these results will be placed before the Cabinet for information by 1<sup>st</sup> June, 2014.

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

<b>STEP</b>	<b>WHAT</b>	<b>WHEN</b>	<b>WHO</b>	<b>WHERE</b>
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