



सत्यमेव जयते

**NITI Aayog**



DEVELOPMENT MONITORING AND EVALUATION OFFICE

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# **SOP: Change of M/D Nodal Officer for OOMF**

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**September 2021**

## 1. Background

- 1.1. The scope of work as part of the Output Outcome Monitoring Framework (OOMF), requires continuous engagement between the DMEO and the Ministry/Departments (M/Ds) and thus, it becomes critical to have a single point of contact to establish a communication channel that helps facilitate completion of work in a timely and efficient manner.
- 1.2. In this context, a nodal officer is the single point of contact nominated by the M/Ds to establish a strong liaison with the DMEO for any work related to OOMF.
- 1.3. The objective of this document is to provide a set of guidelines to be followed by the M/Ds with respect to any changes of the nodal officer.

## 2. Process for the change of OOMF Nodal Officer

### At the Ministry/Department level:

- 2.1. To initiate the change of nodal officer, a letter from the Secretary of the respective M/D is to be sent to DG, DMEO regarding change of the nodal officer.
- 2.2. The letter should mention all the relevant details of the newly nominated nodal officer (Name, email id, contact no.) for OOMF.
- 2.3. It is advised that adequate hand-holding and handover of all the relevant OOMF related activities and documents of the respective M/Ds have been undertaken by the old nodal officer to the newly nominated nodal officer.

### At the DMEO level:

- 2.4. Upon receiving the request letter for change from M/Ds, the DMEO nodal person for the respective M/Ds is to update the OOMF contact repository with the new changes and acknowledge the update to M/Ds (within a week).
- 2.5. The DMEO nodal person is required to review and share the updated list of resources and upcoming activities along with timelines to the newly nominated nodal person at the respective M/D (within a week).
- 2.6. The DMEO nodal is required to extend support for any further assistance for smooth transitioning on the OOMF related activities.



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