



सत्यमेव जयते

NITI Aayog



DEVELOPMENT MONITORING AND EVALUATION OFFICE

SOP: OOMF Review Meeting

September 2021

1. Background

- 1.1. Since 2020, annual review meetings of the Output Outcome Monitoring Framework (OOMF) of Ministries/ Departments are undertaken by the Hon'ble Vice Chairman and Members, NITI Aayog along with Secretaries of Ministry/ Department, DG DMEO and concerned NITI Senior Advisers/ Advisers.
- 1.2. In pursuance of the above, OOMF compliance and progress notes for all Ministries/ Departments of the previous financial year are to be shared with all concerned Ministries/ Departments by DMEO.
- 1.3. The OOMF notes are to be also shared with the concerned NITI Verticals, with a request to schedule review meetings with Ministries/ Departments.

2. Discussion points at OOMF Review

- 2.1. **OOMF Compliance** by Ministry/ Department for previous FY
- 2.2. **Budget Analysis** (BE, RE, AE for all three periods), including allocation analysis
- 2.3. Progress on **key indicators** against targets
- 2.4. **Reasonability** of targets set
- 2.5. Activities undertaken by Ministry/ Department in relation to exercise on monitoring select Global Indices to drive Reforms and Growth (**GIRG**)
 - As nodal Ministry/ Department
 - As line Ministry/ Department
- 2.6. Action taken on **Data Governance Quality Index**
- 2.7. Action items from **previous review meetings**
- 2.8. **Other issues/challenges** of the sector/schemes/MD that may need to be discussed, if any (UCSS Evaluation findings, CS evaluation status, CST related issues etc.)
- 2.9. Presentation by concerned **NITI vertical**
- 2.10. Presentation by **Ministry/Department**

3. OOMF Review – Suggested Agenda

3.1. It is suggested that an OOMF review meeting be scheduled for 60 min. A **suggested agenda** for presentations is placed below.

- Presentation by concerned DMEO team member: 30 min
- Presentation by concerned NITI vertical: 15 min
- Presentation by Ministry/ Department: 15 min

4. Pre-meeting activities

Scheduling meeting

- NITI Vertical seeks meeting date and time (**T**) from VC/ Member and Ministry/ Department (M/D) Secretary, and issues meeting notice

Inputs for review meeting presentation

- Presentation to include OOMF compliance, along with budget allocation analysis (scheme wise), brief summary of related UCSS evaluation report (if applicable), brief about indicator rationalization, and relevant recommendations from Parliamentary Standing Committee reports, if applicable

Review of presentation

- Presentation shared with DG, DMEO for review: **T - 7 days**
- Approval of presentation by DG, DMEO: **T - 6 days**
- DMEO Vertical head shares presentation with Secretary of M/D, concerned NITI Vertical: **T - 6 days**

5. Post-meeting activities

Issuance of meeting minutes

- Sharing draft minutes by DMEO with NITI Vertical: **T + 7 days**
- ATR sent to DG, DMEO for DMEO related action points in minutes after approval by Vertical: **15 days** after issuance of minutes or **21 days** after date of meeting, whichever is earlier
- Seeking action taken report from NITI Vertical on action items emanating from VC/Member meeting: **60 days** after minutes are issued by NITI vertical

Appendix I: Format for draft minutes of OOMF meeting

A meeting (through video conferencing) to review the Output Outcome Monitoring Framework (OOMF) for the Ministry/ Department of <insert name> was chaired by Shri <insert name>, Vice Chairman/ Member, NITI Aayog on <insert date>. The meeting was attended by Shri <insert name>, Secretary, Ministry/ Department of <insert name>, Dr. Sekhar Bonu, DG, DMEO, Shri <insert name>, Adviser, NITI Aayog and Shri <insert name>, DDG/Director, DMEO, NITI Aayog. The complete list of attendees at the meeting is placed as **Annexure I**.

List of discussions at the meeting:

1. <Discussion item 1>
2. <Discussion item 2>
3. <Discussion item 3>

List of action points emanating from the meeting:

1. <Action item 1 along with person responsible (Ministry/NITI Vertical/DMEO)>
2. <Action item 2 along with person responsible (Ministry/NITI Vertical/DMEO >
3. <Action item 3 along with person responsible (Ministry/NITI Vertical/DMEO >



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