

## **Monitoring and Evaluation**

### **I. Objective / purpose**

#### **Vision / Mission Statement**

Monitoring Division does not have any separate Mission/Vision other than the Ministry as this Division is providing management support services.

#### **Brief history**

The Administrative Intelligence (AI) Section was setup to manage information on programmes at the initial stage of the Ministry of Rural Development, who was known as Department of Community Development earlier. Subsequently, the Ministry was renamed as Department of Rural Development and Reconstruction and now it is renamed Ministry of Rural Development

#### **Duties**

- Servicing the offices of the Department and Ministry in regard to the general statistical information on rural development;
- Liaison with CSO, NSSO, Planning Commission and other Ministries, Departments, agencies and the States/UTs in regard to statistical matters handled in the Section.
- Preparation of graphs, charts and maps for annual publications brought out by the Division and preparation & updating of graphs boards for depicting the progress of various programmes of the Department.
- Examination of research proposals and evaluation studies concerning different programmes of the Ministry
- Preparation of technical papers for National and international conferences/seminars etc. and taking follow up action on the recommendations.
- Designing and examination of Performa/schedules for collection of data/information etc. as per requirement
- Field visits for verification of information reported by States/DRDA/Surveying Institutes for evaluation studies.
- Coordination with different Divisions for collection of information on key indicators of progress including targets in respect of all programmes of the Deptt. For preparation of brief analysis for Hon`ble Minister/Secretary.
- Qualitative analysis of programmes of the Department. Based on the Monitoring reports.
- Matters in respect of these areas of rural development in which the department has specific scheme/programmes.
- Preparation of background material for High Level Seminars/Conferences/Workshops.
- Organising of Performance Review Committee (PRC) with the State Governments and Union Territories to review the progress of Rural Development Programmes and Action Taken to achieve targets.
- Quick Evaluation, Rapid Rural Appraisal and such other Studies.
- Minister (RD)`s Review Meetings with the State Chief Ministers/Senior Officers
- Analytical Reports on Evaluation Studies
- Participatory Rural Appraisal for BPL Pilot Survey
- Parliamentary matters including Questions/Standing Committees for Demand for Grants
- DMU Report to PMO

- Area specific (one of groups of districts/States) monitoring.

**Main activities/functions**

Monitoring and Evaluation of all the Rural Development Programmes of the Ministry.

**List of services being provided with a brief write-up on them**

NA

**Organizational Structure Diagram at various levels namely State, directorate, region district, block etc**

NA

**Expectation from the public for enhancing its effectiveness and efficiency.**

To provide feedback on the implementation of the Scheme and to highlight any irregularities

**Arrangements and methods made for seeking public participation/contribution.**

NA

**II. Please provide details of the powers and duties of officers and employees of the organization.**

**III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.**

The Monitoring Division provides instructions and Manual to the concerned Research Organisations to conduct field survey, tabulation plan, and chapterisation plan for various all India report of various Evaluation Studies

**IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

No

**V. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others").**

There is no such specific document for Concurrent Evaluation of Rural Development Programmes.

**VI. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format**

NA

**VII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Department Appellate Authority of the Public authority**

<b>Name Designation &amp; Address of CPIO</b>	<b>Phone No. E-Mail Fax No.</b>	<b>Appellate Authority Name, Designation, Address Phone No. E-Mail</b>
Shri Vum Mang Under Secretary (Mon.) Krishi Bhawan New Delhi	011-23381711	Shri N.K.Sahu Director (Mon.)/NE 011-23383006 <a href="mailto:nksahu.tribal@nic.in">nksahu.tribal@nic.in</a>

**VIII. What is the procedure followed to take a decision for various matters? ( A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)**

Due procedure is followed to take decision on various matters

**IX. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?**

As per procedure, cases are submitted by the Assistant Director to Director then Chief Economic Adviser and finally Secretary (RD), depending upon nature of case.

**X. What are the arrangements to communicate the decision to the public?**

NA

**XI. Who are the offices at various levels whose opinions are sought for the process of decision making?**

The Monitoring Division seeks opinion from concerned Central Ministries i.e. Planning Commission, Ministry of Statistics and Programme Implementation etc.

**XII. Who is the final authority that vets the decision?**

Secretary (Rural Development)

**XIII. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Director (Monitoring) and Chief Economic Adviser

**XIV. Directory of Officers and Employees**

Given under chapter heading "Directory of Officers"

**XV. Please provide information about the details of the budget for different activities under different schemes in the given format**

See the website.

**XVI. The Manner of Execution of Subsidy Programmes**

NA

**XVII. Particulars of Recipients of concessions, permits or authorization granted by it**

NA

**XVIII. Please provide the details of the Norms/Standards set by the Department for execution of various activities /programmes.**

NA

<b>S. No.</b>	<b>Item of work</b>	
1.	Receipt of manuscript from author for publication	NA
2.	Planning processing of the proposal of book	-NA-
3.	Composing of book and designing of cover	-NA-
4.	Checking of proofs/rechecking of final proofs	-NA-
5.	Final Printings	-NA-
6.	Payment of Bills	-NA-
7.	Mailing of books	-NA-
8.	Subscribers of Journals/Employment News	-NA-
9.	Complaints & suggestions from readers	-NA-
10.	Grievance redressal	.

**XIX. Please provide the details of the information related to the various schemes which are available in the electronic format.**

Programme Divisions provide details. In addition finding of the evaluation studies also uploaded on the website of the ministry.

**XX. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

The main findings of the Evaluation Studies of Rural Development Programmes are uploaded on website of the Ministry for dissemination.

**XXI. Frequently Asked Questions (FAQs)**

Not applicable

**XXII. Related to seeking Information**

Not Applicable

XXIII. **With relation to training imparted to public by Public Authority**

Not Applicable