

*By Special Messenger*



**GOVERNMENT OF KERALA**  
**Finance (Performance Budget) Department**  
**CIRCULAR**

No. 43/2017/Fin

Thiruvananthapuram,  
Dated: 29/05/2017.

**Sub** : Guidelines for the preparation of Performance Budget 2016-17 and Concurrent Evaluation and Monitoring of Schemes 2017-18 -reg

**Ref** : 1. GO (Rt) No.465/2014/Fin.Dated 18/01/2014.  
2. Circular No. 77/2014/Fin. Dated 23/08/2014  
3. Circular No. 70/2015/Fin Dated 30/07/2015  
4. Circular No. 70/2016/Fin Dated 17/08/2016

On the basis of recommendation of Public Accounts Committee in the 140<sup>th</sup> Report (2008-2011), Government have re-introduced Performance Budget in selected Departments. As per the instructions issued in Circulars referred above, Performance Budget of 2013-14, 2014-15 & 2015-16 of Agriculture, Forest & Wild Life and Water Resources Departments were prepared and placed before the Legislative Assembly along with other budget documents. Government have decided to prepare the Performance Budget of 2016-17 in the above three departments separately in respect of all Demands/Appropriations controlled by them. The exercise will focus on developmental schemes and related expenditure only and not on routine administrative expenses. It will be ensured that the figures of budget allocation, expenditure etc. included in the documents will conform to those adopted in the budget documents and related documents of Government. The Performance Budget will broadly indicate the physical dimensions of the financial budget and also the actual physical performance in 2016-17 and the targeted performance during 2017-18 and will comprise the following six chapters:

### **Chapter-I**

#### **Introduction**

This chapter will give a brief introductory note on the functions of the department, its goals/objectives, major achievements and organizational set up and a list of major programmes/ schemes implemented by the department.

## **Chapter –II**

### **Financial outlays and quantifiable deliverables**

This will contain a tabular format, which may be visualized as “Vertical compression and Horizontal expansion” of statement of budget estimates (ANNEX-I). The main objective is to establish a one to one correspondence between financial budget 2016-17 and Performance/outcome budget 2016-17.

## **Chapter-III**

### **Reform measures and performances**

This will detail reform measures and policy initiatives, if any, taken by the department and how these relate to the intermediate outputs and financial outcome in various areas/fields, such as public private partnerships, alternate delivery mechanisms, social and women empowerment processes, greater decentralization, transparency etc .

## **Chapter –IV**

### **Review of past performance**

This should indicate the performance of the department during the year 2015-16 in terms of targets already set. It reviews the scheme wise past performance of various programmes and activities undertaken by the department. (A graphical representation showing the comparison of performance/outcome during the financial year 2014-15 and 2015-16 for various programmes/schemes may be included) (ANNEX-II)

## **Chapter-V**

### **Financial Review**

Financial review covering overall trends in expenditure vis-a-vis Budget Estimate/Revised Estimates/Actual expenditure for the last three financial years, including the current year, ie., 2017-18 (Scheme wise, object head wise and institution wise in the case of autonomous institutions) and the position of outstanding utilization certificate and unspent balances with departments and implementing agencies. (The performance/outcome for the financial year 2013-14,

2014-15 and 2015-16 may be compared using suitable graphical representations for each programme/schemes) (ANNEX-III)

## **Chapter –VI**

### **Review of performance of autonomous bodies**

This will include the review of performance of autonomous and statutory bodies under the administrative control of the department. Each autonomous/statutory institutions should furnish the details in five chapters as detailed above.

### **2. Concurrent Evaluation and Monitoring of Schemes-2017-18**

In addition to performance budgeting, Government have decided to implement Concurrent Evaluation and Monitoring of Schemes for the year 2017-18 in selected departments. Concurrent Evaluation and Monitoring of Schemes will act as a corrective force and offer real time analysis of the programmes/schemes. Since concurrent evaluation is a simultaneous examination of schemes and programmes in terms of physical outcomes, timely detection of irregularities and problems faced by the departments to implement the schemes will be possible. This will ensure that “money is well spent”. Besides, concurrent evaluation team could serve as a liaison between the Government and the implementing Department/Agencies. This team could evaluate the trend and suggestions of the beneficiaries. The Concurrent Evaluation and Monitoring of Schemes have a greater significance in the above context. If the various stages of implementation of the schemes are evaluated concurrently, the inputs given and outputs and outcome delivered may be analysed and evaluated periodically and positively in a time bound manner so as to make necessary corrective action during the period of implementation to ensure quality in output/outcome and to achieve the desired goals. In the above context, Government have decided to implement Concurrent Evaluation and Monitoring of Schemes in the following departments for selected schemes for the year 2017-18.

1. Agriculture Department
2. Forest & Wildlife Department
3. Public Works Department

4. Water Resources Department
5. Higher Education Department
6. Health Department.
7. Schedule Castes Development Department
8. Schedule Tribes Development Department
9. Social Justice Department

3. Concurrent Evaluation and Monitoring of Scheme shall be undertaken every year during the course of implementation of the scheme. This will pave the way to ascertain the effectiveness of the targeted activities to identify the strength and weakness of the programme and the factors responsible for the same. The main objective of introducing Concurrent Evaluation and Monitoring of Scheme is to ensure that allocation and release of funds are made in adequate and timely manner to utilize it economically and effectively in accordance with the scheme provision and physical performance is in terms of planned and targeted manner. It also aims for timely completion of work and to avoid delay in implementing the schemes, non payment, procedural lapse, incorrect reporting of expenditure/progress report, diversion of fund, non execution of all the envisaged components, deviation from project guidelines etc. The development of website for the effective implementation of the CEMS is under progress. The duties and responsibilities of Finance (Performance Budget) Department, wings concerned in Finance Department, Administrative Departments, Heads of Department and General Public will be issued in due course.

4. For Concurrent Evaluation and Monitoring of Schemes 2017-18 eight schemes have been selected from nine departments mentioned at para 2 of this circular. The details of the scheme will be intimated in due course. The departments shall furnish the details of the schemes in the prescribed formats as appended in ANNEX IV, V & VI. On the basis of the observations made during the field visits, Finance Department shall prepare and forward status reports to the administrative departments concerned for taking timely action. Administrative Department should give appropriate direction to the heads of department concerned and furnish Action Taken Report on the recommendations/suggestions in the Status Report forwarded by the Finance department within the time frame.

5. All the heads of department/Public Sector Undertaking are directed to take

immediate steps to furnish the details required for the preparation of Performance Budget 2016-17 in six chapters as detailed at para 1 above on or before 10<sup>th</sup> August 2017 and the details of the schemes selected by Finance Department for Concurrent Evaluation and Monitoring of Schemes 2017-18 in Annex IV, V & VI of this circular as per the time scheduled intimated to the departments/ Public Sector Undertakings concerned from time to time.

6. All Heads of Department/ Public Sector Undertaking are requested to comply with the above instructions scrupulously. Any laxity in this regard will be viewed seriously.

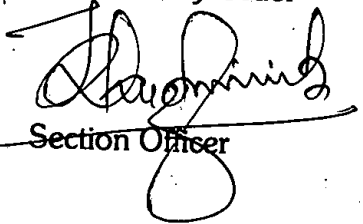
**DR.K.M.ABRAHAM**  
Additional Chief Secretary (Finance)

To

The Principal Accountant General (A&E) Kerala,  
Thiruvananthapuram  
The Principal Accountant General (G&SSA) Kerala,  
Thiruvananthapuram  
The Accountant General (E&RSA) Kerala,  
Thiruvananthapuram  
The Secretary, Agriculture Department  
The Secretary, Forest & Wildlife Department  
The Secretary, Higher Education Department  
The Secretary, Public Works Department  
The Secretary, Water Resources Department  
The Secretary, Health & Family Welfare Department  
The Secretary, SC/ST Development Department.  
The Secretary, Social Justice Department.  
The Director, Agriculture Development and Farmers Welfare  
Department  
The Managing Director, Kerala Land Development Corporation/  
Kerala Agro Industries Corporation.  
The Mission Director, Kerala State Horticulture Products  
Development Corporation.  
The Chief Executive Officer, Vegetable & Fruits Promotion  
Council Kerala (VFPCCK)/ Kerala State Warehousing Corporation.  
The Principal Chief Conservator of Forests and Head of Forest Force  
The Managing Director, Kerala Forest Development Corporation Ltd.  
The Chief Engineer, (Roads and Bridges/Buildings/ National  
Highways) Public Works Department  
The Chief Engineer, (Irrigation and Administration/Project-I/  
Project-II) Irrigation Department  
The Chief Engineer, Kuttanad package/Investigation Design &  
Research Board/ Mechanical (Irrigation)

The Director, Ground Water Department,  
The Managing Director, Kerala Water Authority/ Kerala  
Irrigation Infrastructure Development Corporation (KIIDC).  
The Executive Director, Jananidhi.  
The Director, Health Services  
The Director, Collegiate Education/Technical Education.  
The Director, SC Development Department.  
The Director, ST Development Department.  
The Director, Social Justice Department.  
The Director, Medical Education.  
The Director, Information and Public Relations Department.  
Finance (Budget Wing /Secret Section/Agriculture/Industries & PWD/  
Health & Labour/Education/Welfare) Department)  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
The Stock file/ Office Copy.

Forwarded/By Order

  
Section Officer

**FORMAT OF TABLES IN CHAPTER II OF PERFORMANCE BUDGET 2016-17**

Rupees in Lakh

Sl. No.	Name of Scheme	Objectives	Outlay 2016-17				Quantifiable Deliverables/ Physical outputs	Target fixed		Target Achieved		Projected outcomes	Period of implementation	Remarks/ Risk factors
1	2.	3.	4.				5.	6.		7.		8.	9.	10.
			4 (i)	4 (ii)	4 (iii)	4 (iv)		Physical	Financial	Physical	Financial			
			Non Plan Budget	Plan Budget	Complementary Extra Budgetary Resources	Central Assistance if any								

**Note:**

- Items in column 2 shall be as per Detailed Budget Estimates. Major programmes listed in the Detailed Budget Estimates and Plan write up may be shown separately, while smaller items may be conveniently clubbed.
- In column 5 the activities performed to achieve the objectives within the financial outlay may be furnished.
- In column 6/7 the percentage of total activities proposed/performed upon the targeted objectives may be furnished.

**Statement of Outlays/Outcomes/Target 2015-16 and Actual Achievement 2015-16**  
**PLAN/MAJOR SCHEMES**

Rupees in Lakh

Sl.No.	Name of the Scheme/ Programme	Objective/ outcome	Budget Outlay 2015-16	Expenditure 2015-16	Deliverables/ Physical outputs	Achievement	Reason for variation
1	2	3	4	5	6	7	8



## Annex-III

**Trends in Expenditure vis-a-vis Budget Estimates /Revised Estimate/Actual Expenditure in recent years of PLAN Schemes**

Rupees in Lakh

No.	Scheme/ programme	Major Head	Budget Estimates				Revised Estimates			Actual Expenditure		
			4				5			6		
1	2	3	2014- 15	2015- 16	2016- 17	2017- 18	2014-15	2015- 16	2016- 17	2014- 15	2015- 16	2016- 17

\* Separate proforma should be furnished for Plan and Non plan Schemes/programmes

DESIGN MATRIXCONCURRENT EVALUATION AND MONITORING OF SCHEMES 2017-18

Rupees in Lakh

Administrative part						Financial part					
Name of Scheme	Budget Outlay	Allotment Amount	Date of working group & amount proposed	AS No. Date & amount	Date of proceedings	Date & amount of the proposal from the HOD	Date of receipt of the proposal by the AD	Proposed amount by AD	Amount agreed by FD	Date and order no of AD	Date & amount released by the director to the implementing officers/agencies
1	2	3	4	5	6	7	8	9	10	11	12

**DESIGN MATRIX**  
**CONCURRENT EVALUATION AND MONITORING OF SCHEMES 2017-18**  
**PROGRESS REPORT OF THE SCHEMES AS ON .....**

Sl.No	Name of the scheme	Head of Account	Budget Outlay (Rs in Lakh)	Objectives	Implementing officer & contact no	Component wise details	Remarks if any
1	2	3	4	5	6	7	8

**DESIGN MATRIX**  
**CONCURRENT EVALUATION AND MONITORING OF SCHEMES 2017-18**  
**PROGRESS REPORT OF THE SCHEMES AS ON .....**

(Rs in Lakh)

Sl. No	Name of the scheme	Present status	Activities performed	Target fixed		Target achieved		Physical outcome / Actual benefit	Risk factors, if any	Suggestions/ Remarks to improve the Scheme
				Physical	Financial	Physical	Financial			
1	2	3	4	5		6		7	8	9