

RESEARCH PRIORITY SETTING, MONITORING AND EVALUATION (PME) CELL



**CENTRAL TOBACCO RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
RAJAHMUNDRY-533105**



E-mail: rmcctri@rediffmail.com; pmectri@gmail.com

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CIRCULAR

The Prime Minister approved the outline of a “Performance Monitoring and Evaluation System (PMES) for Government Departments” vide PMO I.D. No. 1331721/PMO/2009-Pol dated 11.9.2009. Under PMES, each department is required to prepare a Results-Framework Document (RFD).

An RFD provides a summary of the most important results that a department / ministry expect to achieve during the financial year. This document has two main purposes: (a) move the focus of the department from process-orientation to results-orientation, and (b) provide an objective and fair basis to evaluate department’s overall performance at the end of the year.

Each RFD contains department’s key objectives, actions, and success indicators to measure progress in implementation and targets for the year. In addition to success indicators proposed by the department in their individual RFDs, there is a set of mandatory indicators proposed by the Government that are included in RFDs of all departments. As part of the mandatory indicators under RFD 2013-14, it is intended that all the departments / ministries are required to prepare Action Plan for Innovation to promote administrative and managerial innovation. However, it is not meant to achieve isolated and random innovations. Innovation can be defined as the implementation of a significant change in the way the Government operates or in the products and services it provides. Keeping this in view, CTRI also prepared Innovation Action Plan for creating work culture where innovation is encouraged and rewarded. As part of the CTRI action plan, Innovation Action Plan of CTRI and the guidelines for preparing the Innovation Action Plan are enclosed herewith for creating awareness among the staff of CTRI, its Research Stations and AINPT Centres. This may be circulated, discussed among the staff members. The action taken may be sent to the undersigned within one month.

This issues with the approval of the Competent Authority.

NODAL OFFICER, RFD

To

The Head, Div. of Crop Improvement / Crop Production/ Crop Protection/ Crop Chem. & Soil Science/ Principal Scientist, Ag. Extension/ Nodal Officer, AINPT/ Seed Production Officer/ PC, KVK, Kalavacharla/ Kandukur/ Head, CTRI Research Station, Guntur/Kandukur/ Hunsur/ Veda sandur/ Dinhata

Copy to Scientist I/c. AINPT Centres, Shimoga/ Nipani/ Anand/ Ladol/ Berhampur/ Nandyal/ Araul