

No. 66(59) PFC-II/2018-Pt  
Government of India  
Ministry of Finance  
Department of Expenditure

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North Block, New Delhi  
22<sup>nd</sup> May, 2019

**OFFICE MEMORANDUM**

**Sub: Sample ToR of Central Sector Schemes**

Please find enclosed final Standard Terms of Reference (ToR) Template for Central Sector Schemes prepared by NITI Aayog in consultation with Department of Expenditure as communicated vide their OM No. I-19011/33/2019-DMEO dated 16.5.2019. The first part of the template outlines the structure of the report and the second part is the explanatory memorandum. With the issue of this template which is generic in nature, individual vetting of each Central Sector scheme by NITI Aayog will not be required. However, in the opinion of the Ministry/Department, if any particular scheme so demands, the Ministry/Department may like to approach NITI for specific addendum or revision in this template.

2. This issues with the approval of Secretary (Expenditure).

*Harsha Dass*  
Harsha Dass 22/5/2019  
Director (PFC-II)  
Tel. No. 23092578

**Financial Advisors  
All Ministries/Departments of Government of India**

**Encl: As above**

Copy to:  
DG/DMEO w.r.t. OM Mo.I-19011/33/2019-DMEO dated 16.5.2019



## Template for Evaluation of Central Sector Scheme: [Scheme Name]

Name of Department / Name of Ministry

### 1 EXECUTIVE SUMMARY

### 2 OVERVIEW OF THE SCHEME

#### 2.1 Background of the scheme

- a) Brief write up on the scheme including Objectives, Implementation Mechanism, Scheme architecture / design
- b) Name of Sub-schemes / components
- c) Year of commencement of scheme
- d) Present status with coverage of scheme (operational / non-operational)
- e) Sustainable Development Goals (SDG) Served
- f) National Development Plans (NDP) Served

#### 2.2 Budgetary allocation and expenditure pattern of the scheme

Sub-scheme / Component	[Year 1]			[Year 2]			[Year3]			[Year 4]			[Year 5]		
	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual

#### 2.3 Summary of past evaluation since inception of scheme

Year of Evaluation	Agency hired for Evaluation	Recommendations made and accepted	Recommendations made but not accepted

### 3. METHODOLOGY

3.1 Approach (Methodology adopted), Division of country into 6 Geographical Regions / Zones (North, South, East, West, North East and Central) as classified by NSSO.

3.2 Sample size and sample selection process, tools used: field study / questionnaire, primary and secondary data.

### 4. OBJECTIVE OF THE STUDY

4.1 Performance of the scheme based on the Output / Outcome indicators