

## Agenda Subject- I

**Action taken reports as per the proceedings of the 12<sup>th</sup> Governing Body  
meeting of Karnataka Evaluation Authority held on 03-01-2017  
(Action not reported in the 13<sup>th</sup> Governing Body)**

Agenda Item no.	Pending Subject of 12 <sup>th</sup> GB	Resolution passed by 12 <sup>th</sup> GB	Action Taken on the resolution of the 12 <sup>th</sup> GB																														
III	To furnish accounts of current receipts and Disbursements for the year 2016-17 (w.e.f 01.04.2016 to 30.11.2016)	<p>The matter was discussed by the members. Clarification regarding Interest accrued on FDs, Refund, Transfer of un-encashed/ cancelled cheques, Bank charges, Audit charges, vehicle hire charges and Income tax related issues including income tax exemption to KEA, were sought by the members. These were clarified by the Account officer of KEA.</p> <p>President desired to know about the delegation of powers for keeping the KEA funds in FD/MOD/SB account. It was informed that there is no specific delegation of power in this respect. The KEA funds are to be</p>	<p>A brief note on the Financial status of Karnataka Evaluation Authority as on 03.01.2017 has been submitted to the Additional Chief Secretary to Government of Karnataka, Planning Programme Monitoring and Statistics Department on 20.02.2017 vide no.KEA 06 ADM 2017.</p> <p>The present status of deposits as on 31.10.2017 is as follows:</p> <table><tr><th>Account Number</th><th>Nature of Deposit</th><th>Balance as on 31.10.2017</th></tr><tr><td>64084919361</td><td>SB A/c</td><td>863.01</td></tr><tr><td>64216378288</td><td>STD (MOD)</td><td>1470708.00</td></tr><tr><td>64215131842</td><td>STD (MOD)</td><td>1612000.00</td></tr><tr><td>37172994047</td><td>STD (MOD)</td><td>3891000.00</td></tr><tr><td>64215630909</td><td>STD (MOD)</td><td>5833875.00</td></tr><tr><td>64216242860</td><td>STD (MOD)</td><td>5833875.00</td></tr><tr><td>64169187138</td><td>STD (MOD)</td><td>5892803.00</td></tr><tr><td>64169304206</td><td>STD (MOD)</td><td>6599940.00</td></tr><tr><td>64169187230</td><td>STD (MOD)</td><td>6835652.00</td></tr></table>	Account Number	Nature of Deposit	Balance as on 31.10.2017	64084919361	SB A/c	863.01	64216378288	STD (MOD)	1470708.00	64215131842	STD (MOD)	1612000.00	37172994047	STD (MOD)	3891000.00	64215630909	STD (MOD)	5833875.00	64216242860	STD (MOD)	5833875.00	64169187138	STD (MOD)	5892803.00	64169304206	STD (MOD)	6599940.00	64169187230	STD (MOD)	6835652.00
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		<p>managed as per para (4.4) of chapter-4 of Manual for Finance and Accounting of KEA. The President desired to place the details of KEA funds in FD/MOD/SB account before him.</p> <p>Matter will be re-considered in the next Governing Body Meeting.</p>	<table><tr><td>37225056353</td><td>FD</td><td>8469015.00</td></tr><tr><td>37198091748</td><td>FD</td><td>9000000.00</td></tr><tr><td>37200424860</td><td>FD</td><td>9000000.00</td></tr><tr><td>37209509610</td><td>FD</td><td>9000000.00</td></tr><tr><td>37211027996</td><td>FD</td><td>9000000.00</td></tr><tr><td>37218611580</td><td>FD</td><td>9000000.00</td></tr><tr><td>37220183002</td><td>FD</td><td>9000000.00</td></tr><tr><td colspan="2"><b>TOTAL</b></td><td><b>100439731.00</b></td></tr></table> <p><b>The above said details are placed before the Governing Body for kind information.</b></p>	37225056353	FD	8469015.00	37198091748	FD	9000000.00	37200424860	FD	9000000.00	37209509610	FD	9000000.00	37211027996	FD	9000000.00	37218611580	FD	9000000.00	37220183002	FD	9000000.00	<b>TOTAL</b>		<b>100439731.00</b>
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<b>VII</b>	Empanelment of Consultant Organizations and Independent Assessors, Kannada Translators and Manpower Supplying Agencies.	Governing Body noted this. Regarding empanelment of Manpower supplying agencies Governing Body resolved that such agencies should be engaged through tender instead of empanelling them. Transparency in administration and public accountability by following KTPP Act need be fully ensured by CEO, KEA.	<p>Based on the resolution of the GB, the proposals sought for Empanelment of Manpower supplying agencies and Kannada Translators through notification bearing no. KEA 288 EVN 2016 Dated: 04.11.2016 is removed from the website of KEA. There by KEA will not accept any proposals from these agencies for Empanelment in future.</p> <p>Also empanelled Kannada Translators are de-empanelled by this office order dated: 18.11.2017.</p> <p>Tender was called as per KTPP Act-1999 by issuing notification bearing no. KEA 84 EVN 2017, dated: 21-06-2017 to fulfill requirement of staff and drivers to KEA and selected Manpower service provider M/s Spywell Detective Agency-Bengaluru.</p> <p><b>The resolution passed by the GB is given effect as mentioned above placed for kind information.</b></p>																								
<b>VIII</b>	Enhancement of	Governing Body	The resolution of the GB is given effect,																								

	<p>sitting fees to the external members of Technical Committee of KEA from Rs.3000/- to Rs.5000/- per day including conveyance/travel allowance to the external experts.</p>	<p>resolve to enhance the sitting fee from Rs.3000/- to Rs.5000/- per day including conveyance/travel allowance to the external subject expert engaged as Technical Committee member by KEA on their attending the Technical Committee Meeting of KEA.</p>	<p>by giving a sitting fee of Rs.5000/- per day including Conveyance/Travel allowance to the External subject expert attending the Technical Committee Meeting of KEA as a Member.</p> <p><b>The action taken by the KEA on this issue is placed before the Governing Body for kind information.</b></p>
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**Action taken reports as per the proceedings of the 13<sup>th</sup> Governing Body  
meeting held on 23-05-2017**

<b>Agenda Item No.</b>	<b>Pending Subject of 13<sup>th</sup> GB</b>	<b>Resolution passed by 13<sup>th</sup> GB</b>	<b>Action Taken on the resolution of the 13<sup>th</sup> GB</b>
<b>II</b>	Action taken report on the proceedings of the 13 <sup>th</sup> Governing Body.	<p><b>Approval to fund the evaluation study-2 cases.</b></p> <p><b>Governing Body resolved that the letter may be written to the concerned Authority for funding the below mentioned 2 evaluation studies by them.</b></p> <p>a) Socio Economic Development of Dairying Women under phase VIII of STEP scheme of the Government of India in Karnataka.</p> <p>b) Evaluation of “Ksheera Sanjeevini Project for Socio economic Development of women through dairying implemented by Karnataka Milk Federation Ltd-Bengaluru.</p>	<p>A letter dated: 01.06.2017 is written to the Principal Secretary, Animal Husbandry and Fisheries Department by the then PS, PPMS to make arrangements for the Funds to bear the cost of Evaluation. KEA is yet to receive the said amount.</p> <p><b>The said details are placed before the Governing Body for kind information</b></p>
<b>III</b>	The Budget of KEA for the year 2017-18	The Budget of KEA was placed before Governing Body for the year 2017-18. The Governing Body resolved that the proposed budget needs to be categorized under specific heads. It was suggested to review the budget items 5,6,7,8 and submit the restructured budget. The President was authorized to approve the restructured Budget. In the budget the provision for printing and other related requirements for the State Human Development Report to be finalized after getting the requirement from	The restructured Budget for the year 2017-18 is <b>placed for approval vide Annexure-I.</b>

		the HDD.	
V	<b>Changes in MOU conditions (Existing)</b> <u><b>Clause 3</b></u> The study shall be completed and final report submitted within a period of five months from the day of commencement of this contract.	<u><b>Clause 3</b></u> The study shall be completed and the Final Draft Report of the study to be approved by the Technical Committee of KEA within the period of the duration mentioned in the TOR unless specifically prescribed.	Approved
	<u><b>Clause 4 (e)</b></u> TEN hard copies and Five soft copies of the approved final report along with five soft copies of raw field data. Data collection instruments and processed data outputs should be submitted to the KEA.	<u><b>Clause 4 (e)</b></u> Fifteen hard copies in English and Fifteen hard copies in Kannada along with three soft copies PDF & DOC format each of the approved final report (in English as well as Kannada) and with three soft copies and one hard copy of raw field data. Data collection instruments and processed data outputs should also be submitted of the KEA.	Approved
	<u><b>Clause 4(g)</b></u>	<u><b>Clause 4(g)</b></u> The evaluation report should generally conform to the United Nations	Approved
			<p>Amendment/modification approved by the Governing Body for the Clauses- 3, 4(e), 4(g), 12(e) of the MoU are incorporated and revised MoU is prepared.</p> <p>The revised MoU is used to execute contract agreement with M/S CSTEP, Consultant Organization to whom 6 projects are entrusted by the Government.</p> <p>Also the said revised MoU is used to execute contract agreement with M/s Siri Institute for Rural Development, Mandya for an evaluation study.</p> <p><b>The revised MoU is placed before the Governing Body as <i>Annexure-II</i> for kind information.</b></p>

		<p>Evaluation Guidelines (UNEG) “Standards for Evaluation in the UN System” &amp; “Ethical Standards for Evaluation.” The report should be complete &amp; logically organized in a clear but simple</p>		
	<b><u>Clause 12(e)</u></b>	<p><b><u>Clause 12 (e)</u></b>  Any action taken by the KEA under this agreement to protect the public and government interest shall stand fully indemnified &amp; he/she/it shall not be liable personally to pay any compensation or face criminal action even if the Consultant is entitled to launch such proceedings.</p> <p>Any appeal in this regard shall lie with the ACS/Principal Secretary of the Administrative Secretariat concerned and his/ her decision shall be final and binding on the Consultant.</p>	Approved	
<b>VII</b>	Appointment of New	The Governing Body approved this.		A Request for Proposal (RFP)

	Auditor to Audit the accounts of KEA.		<p>notification dated: 03.03.2017 was sent to seven chartered accountants companies to submit the Technical &amp; Financial proposals. M/s Geetha Chandrakanth &amp; Co a single organization submitted their proposal, the same was accepted. The total payment to be made to said company as per their quote amounts to Rs.28750/-. The said Chartered Accountant company has completed the task assigned to them through this office work order dated: 23.03.2017 and submitted their final Audit report on date: 29.07.2017.</p> <p><b>The Audit report for the year 2016-17 submitted by the Auditors is placed before the Governing Body for kind information in Annexure- III.</b></p>
<b>VIII</b>	Finalizing the topic/ schemes for Evaluation from those proposed by various Departments and Parastatals in 2016-17 to be taken in 2017-18.	<p>1. KEA to take up 20-30 studies during a year.</p> <p>2. For the 108 studies approved by previous Governing Body 64 studies were not be taken up and returned to the departments for action at their end and a letter should be written to the concerned</p>	<p>KEA is already completed 16 Evaluation Studies upto 31.10.2017.</p> <p>These details are enclosed in <i>Annexure-IV for kind information of the Governing Body.</i></p> <p>Out of 108 studies, 5 proposals were not evaluation proposals, hence only 103 proposals were considered. Out of these, 64 studies are sent back to the Departments</p>

		<p>Departments for remaining studies to re-examine and inform KEA whether still department is willing to take up evaluation of these.</p>	<p>to be taken at their end. Hence the remaining studies were placed for perusal in the meeting of PS, PPMS Dept. &amp; President, Governing body and CEO, KEA in the meeting held on 13<sup>th</sup> July 2017.</p> <p><b>Out of the above said proposals, 5 schemes are approved by the 3 members committee headed by the President of the Governing Body and the PS to Govt. PPMS Department held on 13-07-2017 as per the powers delegated under Agenda Subject-VIII (3) of 13<sup>th</sup> Governing Body meeting are shown in <i>Annexure-V</i>, placed before Governing Body for approval.</b></p> <p><b>Proceedings of the said Committee meeting is marked as <i>Annexure-V (A)</i>, placed before Governing Body for information.</b></p>
		<p>3. It was informed to the body that a letter is written to all the departments to send proposals for taking up evaluation studies during the year 2017-18 giving a time line for submission of proposals up to 31<sup>st</sup> May 2017. The Governing Body authorized the Chairperson to finalize the proposals for evaluation during the year 2017-18 in consultation with CEO, KEA.</p>	<p>As per the decision in General Body Meeting held on 10<sup>th</sup> April 2017, a letter was sent to all the Departments (40) to send proposals for evaluation of Programmes/ Schemes with outlay more than 10 Crores to Karnataka Evaluation Authority within the time schedule of 31<sup>st</sup> May 2017. Further, a reminder was also sent on 16<sup>th</sup> May 2017 to</p>

			<p>expedite the process of sending the Programmes/ Schemes for evaluation. In response to this, letters have been received from 23 Departments about 86 schemes for evaluation. The details about the studies sent by different Departments were placed for perusal in the meeting of PS Planning &amp; Chairperson Governing Body and CEO, KEA in the meeting held on 13<sup>th</sup> July 2017.</p> <p><b>Out of these, 14 proposals are approved by the above said Committee for evaluation, are listed in Annexure-VI placed before the Governing Body for information.</b></p>
		<p>4. Efforts should be made to complete the evaluation studies in the same year, the proposals are received.</p>	<p>The ToRs for the above 19 studies are in process. ToRs for 4 studies are completed and these are ready for RFP. For the remaining studies the information are in preparation process.</p> <p><b>These details are furnished for kind approval of GB in Annexure-V &amp; Annexure-VI.</b></p>
		<p>5. KEA needs to develop in house capacity for preparing the TORs and taking up evaluation studies. For this purpose KEA can appoint more Consultants and supporting staff.</p>	<p>KEA issued an office order dated: KEA 284 EVN 2016 Dated: 05.08.2017 absorbing Dr. M.A. Shankar as Consultant (Policy &amp; Extension) to focus on in house Evaluation studies.</p>

		<p>The said Consultant has made correspondence with Line Departments to select schemes and forward them to KEA with justification to take up for evaluation.</p> <p>Meanwhile Dr. M.A. Shankar, Consultant (Policy &amp; Extension) resigned from the post and relieved of his duties on 30-11-2017.</p> <p><b>These particulars are brought to the notice of Governing Body for kind information.</b></p> <p>6. KEA may take up on its own any scheme/schemes for evaluation with the approval of the Governing Body.</p> <p>In order to comply with the decision of the 13<sup>th</sup> Governing Body, certain schemes referred by the concerned Line Departments.</p> <p><b>5 schemes are listed for approval by this Governing Body shown in <i>Annexure-VII</i>.</b></p>
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### **Agenda Subject-III**

#### **Status of Evaluation Studies completed/ongoing**

During the F.Y. 2016-17 KEA has completed 30 evaluation studies whose details are furnished in the *Annexure-VIII*.

During the F.Y. 2017-18 KEA has completed 16 evaluation studies up to 31-10-2017 whose details are furnished in the *Annexure-IV*.

Details of 20 ongoing evaluation studies to be completed before 31-03-2018 are furnished in the *Annexure-IX*.

**These details are placed before the Governing Body for kind information.**

## **Agenda Subject- IV**

### **Evaluation studies taken up by KEA in the F.Y. 2017-18**

**A.** Based on the powers delegated under Agenda Subject-VIII (3) of 13<sup>th</sup> Governing Body meeting, 3 members committee headed by the President of the Governing Body and the PS to Govt. PPMS Department conducted the meeting on 13-07-2017 and approved the following schemes for evaluation during 2017-18.

- 5 studies approved with the status are furnished in the **Annexure-VII**
- 14 studies approved with status are furnished in the **Annexure-VI**

**This is placed for kind information of the Governing Body**

**B.** 5 studies selected by KEA/referred by the line Departments marked as **Annexure-V.**

**This is placed for kind approval of the Governing Body.**

## **Agenda Subject- V**

### **Evaluation Consultant Organizations seeking extension of time for submission of Final Evaluation Report, beyond a month's time**

Some of the Evaluation Consultant Organizations (ECO's) are submitting requests to Karnataka Evaluation Authority, seeking extension of time up to 3 months, beyond the period mentioned in the Memorandum of Understanding (MoU), for the submission of Final Evaluation Report (FER).

The Governing Body has given approval for the MoU to execute with ECO's to complete the study. As per clause 9 (c) of the said MoU the Chief Evaluation Officer (CEO), KEA is entitle to extend one month for the submission of FER, over and above the period mentioned under clause (3) of MoU. Some of the ECO's have requested KEA for extension of time due to problems faced at the time of primary data collection from the field.

In such a situation it is proposed to empower the CEO, KEA, to grant 2 months extension at the stage of field visit/primary and secondary data collection based on the valid justification and the documentary evidences and 1 month in general as per existing provision of MoU.

**Details is placed before the Governing Body for their decision.**

## **Agenda Subject-VI**

### **Approval Terms of Reference by the Technical Committee meeting of Karnataka Evaluation Authority**

The 13<sup>th</sup> Governing Body of KEA in its meeting dated: 23-05-2017 has passed the resolution that the Terms of Reference (ToR) and Inception Reports can be approved by CEO, KEA in consultation with Principal Secretary, Planning Secretary, Planning department and President of Governing Body.

KEA is making a request before the Governing Body that the ToR being important guiding document containing the objectives, the questions, Methodology, Deliverables, purpose and scope etc of the scheme/ Programme for evaluation and also the rule clause 22 (b) of Karnataka Evaluation Authority Rules, contemplate that the ToR has to be approved by the Technical Committee of KEA, the Governing Body may review its decision made on the 23-05-2017 to restore the power of approval of ToR by the Technical Committee.

**Matter is placed before the Governing Body for approval**

## **Agenda Subject- VII**

### **Conducting workshops for Evaluation Consultant Organizations and line Departments Officers**

On 04-09-2017 Karnataka Evaluation Authority conducted the workshop for the Line Departments on **Action Taken Reports** on the recommendations/ suggestions given by the ECO's in the Final Evaluation Reports, at Institution of Agricultural Technologists, Queens Road-Bengaluru. 85 participants attended the workshop. Total Evaluation Reports referred to the line Department for action: **93 no's**. Action Taken Reports received: **52 no's**.

On 17-11-2017 at Conference Hall, Vikasa Soudha-Bengaluru, another workshop was conducted for Evaluation Consultant Organizations for the review of recommendations made in the FER's and to inculcate values for improvement of the quality evaluation reports, to build capacity and to introduce the concept of electronic survey device for field data collection. In said workshop 65 participants have attended.

**The successful conducting of workshops is placed before the Governing Body for kind information.**

### Agenda Subject-VIII

Details of summary of receipts and expenditure of KEA for F.Y. 2017-18  
(up to 30-11-2017)

In Rupees	
Opening Balance as on 01.04.2017	9,78,74,633.56
<b>Receipts</b>	
a) Grant in Aid by State Government	1,10,00,000.00
c) Interest on Bank Deposits	66,21,410.00
d)EMD from Agencies	1,45,000.00
e) Refunds from Zilla Panchayats on Human Development Reports	4,97,540.00
f) Miscellaneous (application & processing fee, etc)	47,000.00
g) Refund from Income Tax Department	1,61,050.00
h)Transfer of un-encashed/ cancelled cheques	12,443.00
<b>Total</b>	<b>1,84,84,443</b>
<b>Grand total</b>	<b>11,63,59,076.56</b>

Sl. No	Expenditure	Amount in INR
1	Schemes Evaluation Expenses	1,54,14,121.00
2	Salary & Allowances	27,68,808.00
3	Salary for Outsource Staff(KEA)	30,62,045.00
4	Workshop, Training, Seminar & Meeting Expenses	86,736.00
5	Payment to Resource Persons	1,07,000.00
6	Meeting Expenses KEA (Technical Meeting)	55,436.00
7	Notification Expenses (Advertisement)	1,18,718.00
8	Printing & Stationery & Consumables	1,55,092.00
9	Telephone & Postage	57,140.00
10	Office Expenses & Postage	75,321.00
11	Vehicle Maintenance	1,59,347.00
12	Petrol KEA	1,14,537.00
13	Bank Charges	2,193.00
14	Audit charges	27,840.00
15	Vehicle hire	4,63,844.00
16	Medical Reimbursement	7,798.00
17	Refund of EMD	1,75,000.00
18	Renewal of KEA society	1,27,650.00
19	Equipments to KEA.	1,67,256.00
20	Legal charges	7,500.00
	<b>Total</b>	<b>2,31,53,382.00</b>
	<b>Closing balance</b>	<b>9,32,05,694.56</b>

The said receipt and expenditure statements are placed before the Governing Body for kind information.