

PROCEEDINGS OF THE EIGHTH GOVERNING BODY MEETING OF KARNATAKA EVALUATION AUTHORITY

No: **KEA 142 GBM 2014**

Dated: **31st March 2015**

The Eighth Governing Body Meeting of Karnataka Evaluation Authority (KEA) was held on **31st March 2015** from **11.30 AM** in **Room No. 252**, MS Building, Bangalore, under the Chairpersonship of the President, KEA and Principal Secretary to Government, Planning, Programme Monitoring and Statistics Department. The list of members present in the meeting is annexed. The Member Secretary and Chief Evaluation Officer (CEO), KEA welcomed the President, KEA Governing Body, and all members to the meeting. After discussions, the following resolutions were made and decisions taken in the meeting.

AGENDA SUBJECT 1

To confirm the resolutions and the actions taken on resolutions of the Seventh Governing Body meeting of KEA held on 25th August 2014.

Discussion: The CEO of KEA submitted the actions taken on each resolution of the previous meeting to the Governing Body. The Technical Manual (now printed and titled Training Manual on Evaluation as the name occurred in the contract for writing the manual) was provided to all members of the Governing Body. The President, KEA requested the CEO, KEA, to get a detailed Training Manual prepared in the coming year. As regards the new website being designed by KEONICS, the CEO, KEA, informed that it is ready but not launched because,

- (a) The security audit is pending
- (b) The default page in Kannada is to be done
- (c) The Linux server space in Centre for e-Governance is not fully ready.

Resolution: *The decisions taken in the Seventh Governing Body meeting were confirmed and action taken on each resolution were noted.*

AGENDA SUBJECT 2

Fixing the remuneration payable to Independent Assessors for assessing and grading of evaluation reports.

Discussion: The CEO, KEA, informed the Governing Body that this subject was kept in the previous meeting but got deferred to this meeting. The cause of deferment was the statement of one of the members of the Governing Body that independent assessment of studies was being done by the Social Welfare and the Women and Child Development departments, leading to the resolution that rates followed by these departments may be looked into, before arriving at a rate for KEA. However, the Commissioner of Social Welfare had, vide letter no. ಸಕನಿ:ಪಜಾಲುಯೋ-2/ಸಿಆರ್-66/2014-15 dated 23rd March 2015 and the Director of Women and Child Development department had, vide letter no. ಮಮಇ:ಯೋಜನೆ:40/2012-13 dated 17th March 2015, informed the KEA that no work of independent assessment of studies was being done in their departments. (Copies of the letters had been enclosed to the agenda notes). CEO suggested that with the experience of having got the evaluation studies assessed in 2014-15, it seems that a remuneration of Rs. 5000 for assessing a study costing less than Rs. 5 lacs, and Rs. 7500 for those costing more than Rs. 5 lacs may be appropriate. The President, KEA Governing Body, opined that in case of bilingual reports, only the report in the language the Independent Assessor is more comfortable in, may be sent for assessment. The President, KEA Governing Body stated that no Independent Assessor should be given more than five evaluation reports in a year for assessment, as too much assessment work by a single individual may affect the quality of assessment.

Resolution: *It was resolved that, until further orders, the remuneration/honoraria for payable to Independent Assessors would be Rs. 5000 for assessing each evaluation study costing less than Rs. 5 lakh, and Rs. 7500 for those costing more than Rs. 5 lakh, subject to a maximum of five studies per year per Independent Assessor. In case of bilingual reports, the report to be sent to the Independent Assessor should be in the language in which Independent Assessors is comfortable.*

AGENDA SUBJECT 3

Furnishing the accounts of current receipts and disbursements of the year 2014-15 up to February 2015.

Resolution: *The accounts furnished were gone through and noted.*

AGENDA SUBJECT-4

Regarding the proposal of dropping the HRMS evaluation study made by the Centre for e- Governance.

Discussion: The President, KEA Governing Body, desired to know as to when the Terms of Reference of the study was sanctioned and when the study was outsourced. The CEO, KEA, informed that the study was requested for by the E-Governance department vide a letter dated 14th August 2012, the Terms of Reference were sanctioned on 16th January 2013 and the study outsourced in March 2014. She expressed concern in the delay that had taken in the process. The Director, KSSDA, said that in the event of HRMS getting upgraded, an evaluation study of the older version is very much desirable, as its findings are likely to guide the contents of the upgraded version. If the HRMS 2 version is not yet launched, the study (of HRMS 1) may be continued. Abandoning the study at this juncture may result in a claim, by the agency to whom the study was given, of making good the cost incurred by it until the preparation of the Inception report.

After further discussion, the consensus was on the following –

Resolution: *KEA should find out as to what is the stage at which HRMS 2 is in. If it is not yet launched or it is otherwise possible to study HRMS version 1, the evaluation study should continue.*

AGENDA SUBJECT-5

Revising the contract modality and engagement of Consultant (Evaluation) for one more year.

Discussion: As far as the need for the service of Consultant (Evaluation) in the absence of a regular Associate Director (the 5 sanctioned posts of KEA vide Government of Karnataka order number PD 90 KEA 2012 dated 16th April 2013, against one of which the present incumbent is engaged) the CEO, KEA, submitted that an incumbent on that post is very much required since the sanction of Terms of Reference of evaluation studies and the dissemination of their findings are core activities of KEA which are taken care by the incumbent. The Governing Body agreed to this and advised that KEA may engage a capable incumbent following the procedure prescribed in the Government Order creating the post, for a period of two to three years. The Governing Body went through the contents of the second paragraph dealing with appointment of personnel on the posts created vide Government of Karnataka order number PD 90 KEA 2012 dated 16th April 2013. In that it is provided that in the absence of filling up of the post by deputation, an incumbent can be taken “...appointed through an open and competitive process on contract basis.....” with an exception made in the seventh paragraph of the said Government Order providing that with the approval of the Governing Body “retired government servants may be appointed to any post in Karnataka Evaluation Authority if they have the required skills and expertise on such terms and conditions as may be deemed appropriate.” Subject to the rules. The

government order provides in the eighth paragraph that “*the Principal Secretary, Planning Department shall be the competent authority to make any appointments to a vacant post or newly created post in Karnataka Evaluation Authority*”. said The engagement of the present Consultant (Evaluation) Mr S.A. Katarki, it was felt by the Governing Body, can be made against one vacant post of Associate Director in accordance with paragraph 7 of the order cited before. Till such process is complete, the services of present incumbent be continued through manpower agency on the same terms and conditions applicable to the said post.

Resolution: *The Governing body recommends the appointment/ engagement of Mr S.A. Katarki against one vacant post of Associate Director to be called as Consultant (Evaluation), in Karnataka Evaluation Authority in accordance with paragraph seven of Government of Karnataka order number PD 90 KEA 2012 dated 16th April 2013. The said appointment can be for a period of two to three years or until a regular incumbent is posted to the said post, whichever is earlier. Till the process is complete, he may be allowed to continue on the said post, working through man power providing agency, on the terms and conditions applicable to that post.*

AGENDA SUBJECT 6

Renewing the contract period of Karnataka Institute of Public Auditors for one year.

Resolution: *KEA is permitted to go ahead with extending the contract period with Karnataka Institute of Public Auditors for providing services of an Accounts Officer to KEA for a period of one year from the date of expiry of the previous contract on prevalent term and conditions of the contract.*

AGENDA SUBJECT 7

Extending the contract period of M/s Spywell Agencies by 4 months.

Discussion: The CEO, KEA informed the Governing Body that KEA has engaged 8 administrative personnel against the 9 posts sanctioned vide Government of Karnataka order number PD 90 KEA 2012 dated 16th April 2013. These are engaged through two manpower providing agencies namely, M/s Spywell Agencies and M/s S.A.Manpower Services. The contract period of the former has ended on 06th February 2015, whereas the contract period of the latter expires on 31st May 2015. KEA plans to call for tenders in April/May 2015 for getting all manpower through a single agency, rather than having two agencies. Hence a services of M/s Spywell Agencies be extended until 31st May 2015 on the existing term and conditions.

Resolution: *It is approved to extend the contact period of M/s Spywell Agencies till 31st May 2015 on the existing term and conditions.*

AGENDA SUBJECT 8

Approval for converting 12 Internal evaluation studies to External evaluation.

Discussion: The CEO, KEA, informed the Governing Body that in case of 12 Terms of Reference (ToR) sanctioned by the Technical Committee for Internal evaluation, in case of three studies the concerned departments have remitted the full cost of evaluation to KEA and requested that KEA carry out the study on their behalf. In another three, part of the evaluation cost is paid to KEA by the concerned departments with a request that KEA carry out the study on their behalf contributing the balance from its funds. In yet another six, the departments have requested that KEA carry out the study on their behalf, using KEA funds, citing lack of funds with the departments. The President, KEA Governing Body, said there should not be any objection in the first case (full cost paid). In the third case (no cost paid), given the 1% provision of budget for evaluations, lack of funds for evaluation seems difficult to believe. However, as a special case we can permit the

change of evaluations from Internal to External. But in the case of evaluations where costs are partly paid, it may not be possible to permit the change.

President KEA asked the CEO to write to all departments and Directors of the Planning Department to inform the KEA by the end of April 2015 about the schemes and programmes which they would like to get evaluated in the year 2015-16 at their cost (Internal evaluation) and those which they want to get evaluated at KEA cost (External evaluation), so that a clear plan of action can be made for the year and the mid-year conversion of Internal evaluation to External and vice versa is avoided.

Resolution:

- A. As proposed in the subject agenda, the three Internal evaluation studies where full cost of evaluation is paid to KEA by the concerned department are permitted to be converted to External. As for the six Internal evaluation studies where no cost has been paid to KEA, they are permitted to be converted to External, as a special case. In case of the three where part cost has been paid to KEA, the concerned departments be asked to pay the balance amount to KEA.*
- B. The CEO, KEA, should write to all departments and Directors of Planning Department to inform the KEA by the end of April 2015 about the schemes and programmes which they would like to get evaluated in the year 2015-16 at their cost (Internal evaluation), and those which they want to get evaluated at KEA cost (External evaluation). Based upon the information received, the Annual Action Plan of Evaluations may be prepared.*

AGENDA SUBJECT 9

To provide for the payment of a “satisfactory service allowance” to office staff and driver in KEA.

Discussion: The President of the KEA Governing Body directed the CEO, KEA, to ensure that in case of administrative staff (office staff and driver) engaged through man power providing agency, the remuneration paid to the personnel is in consonance with the rate prescribed by the Minimum Wages Act, 1948. As regards the payment of a “satisfactory service allowance”, the Governing Body agreed that it may be paid at the rate and terms at which it had been agreed to be paid to Consultants for Evaluation and Procurement in subject number 7 of the Seventh Governing Body meeting held on 25th August 2014. But satisfactory services allowance would be applicable and computed only on or after the 01st of April 2015 only and no arrears will be payable.

Resolution:

- A. *The Governing Body resolves to give a “Satisfactory Service Allowance” to office staff and driver at the rate of 5% for every completed year of satisfactory service engagement in KEA, computed from/after and with effect from 01st April 2015 and later, without any arrears payable. The CEO of KEA should carry out appraisal of their satisfactory service and record it, before allowing the payment of the 5% allowance.*
- B. *The remuneration paid to each person engaged through manpower agency should be in consonance with the rate prescribed by the Minimum Wages Act, 1948.*

AGENDA SUBJECT 10

(Subject permitted by the Chair)

To permit KEA getting ISO certification for its activities.

Discussion: The CEO, KEA, informed the Governing Body about the targets and achievements of KEA in the year 2014-15. All the targets are reported by him to have been achieved or exceeded. He submitted that notwithstanding the fact that the process and procedures followed by the KEA in the conducting of Evaluation studies in accordance with the terms of the Memorandum of Association, Manuals and directions of the Governing and General Bodies being professional, fair and transparent, a recognized international third party body accreditation would validate the claim. The International Standards Organization (ISO) standards ISO 9001:2008 dealing with Quality Management Systems are applicable to KEA. KEA intends to seek its accreditation. Preliminary enquiries indicate that the cost of the process (documentation, training, application etc.) would be around Rs. 80000 to 90000, and the time taken around 3 months. After getting ISO certification, the long term plan of KEA will be to seek national/international recognition/awards for its efforts. Hence CEO, KEA seeks the approval of the Governing Body to proceed for ISO certification.

Resolution: *The Governing Body approves KEA to go ahead and seek accreditation of the International Standards Organization (ISO) standards ISO 9001:2008 for itself.*

The meeting ended with a vote of thanks to the President and all members of the KEA Governing Body.

(V Manjula IAS)
President KEA, and
Principal Secretary to Government,
Planning, Programme Monitoring
and Statistics department