**FORMAT FOR EFC/SFC MEMORANDUM FOR APPRAISAL OF SCHEME**

1. **Scheme Outline**
2. **Title of the proposal.**
3. **Sponsoring agency (Ministry/ Department/ Autonomous Body or Undertaking).**

Ministry of Electronics & Information Technology.

1. **Total cost of the proposed Scheme.**
2. **Proposed duration of the proposal/scheme.**
3. **Nature of scheme: Central Sector Scheme/ Centrally Sponsored Scheme**

Central Sector Scheme.

1. **For Central Sector Schemes, sub-schemes/components, if any, may be mentioned. For Centrally Sponsored Schemes, central and state components, if any, may be mentioned.**
2. **Whether a New or a continuing Scheme? In case of Continuing Scheme, whether the old scheme was evaluated and what were the main findings?**
3. **Whether In-principle approval is required? If yes, has it been obtained?**
4. **Whether a Concept Paper or a Detailed Paper has been prepared and stakeholders consulted? In case of new Centrally Sponsored Schemes, whether the State Governments have been consulted?**
5. **Which existing schemes/sub-schemes are being dropped, merged or rationalized?**
6. **Is there an overlap with an existing scheme/sub-scheme? If so, how duplication of effort and wastage of resources are being avoided?**
7. **In case of an umbrella scheme (program) give the details of schemes and sub-schemes under it along with the proposed outlay component-wise.**

**2. Outcomes and Deliverables**

1. **Stated aims and objectives of the Scheme**
2. **Indicate year-wise outputs/deliverables in a tabular form.**
3. **Indicate Outcomes of the Scheme in the form of measurable indicators which can be used to evaluate the proposal periodically. Baseline data or survey against which such outcomes should be benchmarked should also be mentioned.**
4. **Indicate other schemes/sub-schemes being undertaken by Ministries/Departments which have significant outcome overlap with the proposed scheme. What convergence framework has been evolved to consolidate outcomes and save public resources?**
5. **Target Beneficiaries**
6. **If the scheme is specific to any location, area and segment of population, please give the details and basis for selection.**
7. **Please bring out specific interventions directed in favour of social groups, namely SC, ST, differently abled, minorities and other vulnerable groups.**
8. **If the scheme has any gender balance aspects or components specifically directed at welfare of women, please bring them out clearly?**
9. **Please bring out special interventions, if any, in North East, Himalayan, LWE, Island territories and other backward areas.**
10. **In case of beneficiary-oriented schemes, indicate the mechanism for identification of target beneficiaries and the linkage with Aadhaar/UID numbers.**
11. **Wherever possible, the mode of delivery should involve the Panchayati Raj Institutions and Urban Local Bodies. Where this is intended, the preparedness and ability of the local bodies for executing the proposal may also be examined.**
12. **Cost Analysis**
13. **Cost estimates for the scheme duration: both year-wise, component-wise segregated into non-recurring and recurring expenses.**
14. **The basis of these cost estimates along with the reference dates for normative costing.**
15. **In case pre-investment activities or pilot studies are being carried out, how much has been spent on these?**
16. **In case the scheme involves pay out of subsidy, the year wise and component wise expected outgo may be indicated.**
17. **In case the land is to be acquired the details of cost of land and cost of rehabilitation/resettlement, if any.**
18. **In case committed liabilities, are created, who will or has agreed to bear the legacy burden? In case assets are created, arrangements for their maintenance and upkeep?**
19. **Scheme Financing**
20. **Indicate the sources of finance for the Scheme: budgetary support, extra-budgetary sources, external aid, state share, etc.**
21. **If external sources are intended, the sponsoring agency may indicate, as also whether such funds have been tied up?**
22. **Indicate the component of the costs that will be shared by the State Governments, local bodies, user beneficiaries or private parties?**
23. **Approvals and Clearances**
24. **Requirement of mandatory approvals and clearances from various local, state and national bodies and their availability may be indicated in a tabular form (land acquisition, environment, forestry, wildlife etc.)**

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| **S. No.** | **Approvals/Clearances** | **Agency Concerned** | **Availability(Y/N)** |
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1. **Human Resource**
2. **Indicate the administrative structure for implementing the Scheme. Usually creation of new structures, entities etc. should be avoided.**
3. **Manpower requirement, if any. In case posts, permanent or temporary, are intended to be created, a separate proposal may be sent on file to Pers. Division of Department of Expenditure (such proposals may be sent only after the main proposal is recommended by the appraisal body).**
4. **In case outsourcing of services or hiring of consultants is intended, brief details of the same may be provided.**
5. **Monitoring & Evaluation**
6. **Please indicate the monitoring framework for the Scheme and the arrangements for statutory and social audit (if any)**
7. **Please indicate the arrangement for third party/independent evaluation? Please note that evaluation is necessary for extension of scheme from one period to another.**

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1. **Comments of the Financial Advisor, NITI Aayog, Department of Expenditure and other Ministries/Departments may be summarized in tabular form along with how they are being internalized and used to improve this proposal.**
2. **Approvals Sought:**

**(----------------------------------------------)**

Joint Secretary to the Government of India

Tel No. -----------

Fax: -----------

Email: ------------

Please attach an Executive summary along with the Concept/Detailed paper outlining the main elements and overall architecture of the proposed scheme