# Indicative Action Plan Matrix for State Institution for Transformation <State Name>
## Major Budget Head – State Institution for Transformation (SIT)

*This is an indicative Action Plan; which States/UTs need to submit while raising fund request under State Support Mission. This document has 6 separate indicative Action Plans for each of the major financial heads defined under SSM. States/UTs can send Actions Plans individually or together as per their requirement.*

States/UTs may ensure following before raising request for mentioned budget head

- Official communication to NITI Aayog regarding establishment of SIT or reimagining the role of existing department/board concerned; as per the SSM Guidelines
- Every State/UT should submit an Annual Action Plan highlighting the major tasks planned, expected output and outcome; separately for each of the financial year.
- Prepare and communicate the structure of SIT established or the structure of existing Department/Board which will drive the State Support Mission in the State/UT
- Identify and communicate the priority sectors to NITI Aayog for which State/UT desire to hire human resource (Project Implementation Unit; PIU)
- Final Terms of Reference (TOR)/guidelines for hiring the PIU need to be sent along with the fund request for the budget head concerned.

All communications from States/UTs regarding SSM must be done on ssm-niti@gov.in.

**Action Plan to be submitted while raising fund request* under the Budget Head - State Institution for Transformation (SIT):**

| S. No | Budget Sub-Head | Per unit cost | Duration for which fund is sought (in months) | Past payment done (in months) | Whether Utilisation Certificate submitted (Yes/No) | Total financial requirement (in Rs) | Budget requirement under SSM (in Rs) | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | *[monthly salary of the member has to be mentioned]* | *[time period for which fund has been sought to be mentioned]* | *[mention the number of months for which payment has already been done to the member; applicable from 2ⁿᵈ fund request]* | *[mention the status of UC of previously released fund under this head]* | *[mention total fund State/UT is allocating for the activity]* | *[mention total fund expected from permissible fund, allocated under this head in SSM]* | *[mention any additional information related to the head]* |
| 1 | Salary of Team Leader | | | | | | | |
| 2 | Salary of \<sector name> expert | | | | | | | |
| 3 | | | | | | | | |

| S. No | Budget Sub-Head | Brief description | Per unit cost | Total financial requirement (in Rs) | Budget requirement under SSM (in Rs) | Past expenses done (in Rs) | Whether Utilisation Certificate submitted (Yes/No) | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | *[highlight the purpose/need for this expense]* | *[mention per unit cost of the head concerned]* | *[mention total fund State/UT is allocating for the head concerned]* | *[mention total fund expected from permissible fund, allocated under this head in SSM]* | *[mention the amount which has already been allocated by SSM under this head; applicable from 2nd fund request]* | *[mention the status of UC of previously released fund under this head]* | *[mention any additional information related to the head]* |
| 1 | Travel Expenses | | | | | | | |
| 2 | Office Expenses | | | | | | | |
| 3 | Publications | | | | | | | |
| 4 | Advertising and Publicity | | | | | | | |
| 5 | Other Administrative Expenses | | | | | | | |
| 6 | Any other Sub-head | | | | | | | |

*(Table header spanning all columns:)* **B. Administrative expenditure of Programme Implementation Unit (PIU)**

| S. No | Budget Sub-Head | Brief description | Expected Output | Major process/activates planned | Total financial requirement (in Rs) | Budget requirement under SSM (in Rs) | Past expenses done (in Rs) | Whether Utilisation Certificate submitted (Yes/No) | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | *[highlight the purpose/need for this activity]* | *[mention specific outputs expected; if any under this head]* | *[mention major activities planned to achieve the mentioned outputs]* | *[mention total fund State/UT is allocating for the activity]* | *[mention total fund expected from permissible fund, allocated under this head in SSM]* | *[mention the amount which has already been allocated by SSM under this head; applicable from 2nd fund request]* | *[mention the status of UC of previously released fund under this head]* | *[mention any additional information related to the head]* |
| 1 | Salary of M&E Professionals/Consultants | | | | | | | | *[provide ToR for hiring of M&E Professionals/ Consultants; as applicable]* |
| 2 | Software procurement | | | | | | | | *[provide detail of equipment required]* |
| 3 | Hardware procurement | | | | | | | | *[provide detail of equipment required]* |
| 4 | Surveys/ Studies | | | | | | | | |
| 5 | Dashboard development | | | | | | | | |
| 6 | Any other Sub-head | | | | | | | | |

| S. No | Budget Sub-Head | Brief description | Expected Output | Major process/activates planned | Number of participants | Total financial requirement (in Rs) | Budget requirement under SSM (in Rs) | Past expenses done (in Rs) | Whether Utilisation Certificate submitted (Yes/No) | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| D. Projects, Research Studies, Workshops, Conferences and any other Capacity Building activities*** | | | | | | | | | | |
| | | *[highlight the purpose/need for this activity]* | *[mention specific outputs expected; if any under this head]* | *[mention major activities planned to achieve the mentioned outputs]* | *[mention number of participants to be benefitted from this activity]* | *[mention total fund State/UT is allocating for the activity]* | *[mention total fund expected from permissible fund, allocated under this head in SSM]* | *[mention the amount which has already been allocated by SSM under this head; applicable from 2nd fund request]* | *[mention the status of UC of previously released fund under this head]* | *[mention any additional information related to the head]* |
| 1 | Workshop | | | | | | | | | |
| 2 | Conference | | | | | | | | | |
| 3 | Research Study | | | | | | | | | |
| 4 | Project | | | | | | | | | |
| 5 | Any other Sub-head | | | | | | | | | |

| E. Milestone based Incentive/reward/recognition | | | | | |
|---|---|---|---|---|---|
| S. No | Milestone**** | Eligibility Criteria | Date of achievement of milestone | Whether proposal submitted to MIC (Yes/No) | Remarks |
| | | *[mention the status of State/UT against each of eligibility criteria for the milestone concerned]* | *[specify the date when State/UT achieved the milestone concerned]* | *[specify whether State/UT has submitted proposal to MIC regarding achievement of the milestone]* | *[mention any additional information related to the head]* |
| 1 | Establishment of SIT (within 5 months from issuance of SSM guidelines) | | | | |
| 2 | Establishment of M&E Unit/ strengthening existing M&E Systems | | | | |
| 3 | Establishment of Data Analytics Unit | | | | |
| 4 | Development of comprehensive development strategies/roadmap | | | | |

*Fund requests must be made within the prescribed limit of the head in the SSM Guidelines
**Salary of each member of SIT need to be specified separately
***Proposal for any such activity has to be submitted to NITI Aayog and will be approved by Mission Implementation Committee (MIC); as specified in the SSM Guidelines.
****Milestones as defined in SSM Guidelines (Annexure – C)

# Indicative Action Plan Matrix for Lead Knowledge Institutions (LKI)
## \<State with which LKI is associated with>
## Major Budget Head – State Institution for Transformation (SIT)

<u>Lead Knowledge Institution may ensure following before raising request for mentioned budget head</u>
- Any official communication to NITI Aayog regarding association with States/UTs for State Support Mission; for the roles and responsibilities as described in the SSM Guidelines
- Communicate the team structure of the Institution; who will be driving the proposed activities under the State Support Mission

All communications regarding SSM must be done on [ssm-niti@gov.in](mailto:ssm-niti@gov.in).

**Action Plan to be submitted while raising fund request\* under the Budget Head – Support to Lead Knowledge Institution:**

| F. Support to Lead Knowledge Institutions | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| S. No | Budget Sub-Head | Brief description | Expected Output | Major process/activates planned | Number of participants | Total financial requirement (in Rs) | Budget requirement under SSM (in Rs) | Past expenses done (in Rs) | Whether Utilisation Certificate submitted (Yes/No) | Remarks |
| | | *[highlight the purpose/need for this activity]* | *[mention specific outputs expected; if any under this head]* | *[mention major activities planned to achieve the mentioned outputs]* | *[mention number of participants to be benefitted from this activity]* | *[mention total fund State/UT is allocating for the activity]* | *[mention total fund expected from permissible fund, allocated under this head in SSM]* | *[mention the amount which has already been allocated by SSM under* | *[mention the status of UC of previously released fund under this head]* | *[mention any additional information related to the head]* |

| | | | | | | | | *this head; applicable from 2nd fund request]* | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Workshop | | | | | | | | | |
| 2 | Conference | | | | | | | | | |
| 3 | Research Study | | | | | | | | | |
| 4 | Project | | | | | | | | | |
| 5 | Salary of Staff/Research Officers | | | | *NA* | | | | | *[provide ToR for hiring of staff/Research Officers; as applicable]* |
| 6 | Any other Sub-head | | | | | | | | | |

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