DGQI FAQ

About DGQI

1. What is the need for DGQI exercise?
   Answer:
   - To enable the availability of high-quality, granular, real-time data for decision making and driving the use of data-based insights for policy making
   - To ensure efficient use of limited government resources in delivery of schemes and programmes by improving data-driven accountability through cutting-edge technology-use.
   - To ensure good quality data for regular monitoring of inputs, activities, outputs and outcomes of government interventions.
   - To facilitate the use of data-based insights for redesign and mid-course corrections in implementation of government interventions.
   - To build and improve the IT ecosystem to enable use of evidence to inform the design of new schemes, programmes and policies.
   - To gradually strengthen evidence-based policy making.

2. What was the background behind DGQI exercise being undertaken by DMEO, NITI Aayog?
   Answer:
   - An assessment of IT-based monitoring of several Ministries/ Departments (M/Ds) was undertaken by DMEO NITI Aayog internally in 2019.
   - The digital dashboards of CS/CSS schemes, available in public domain, were assessed; and their monitoring maturity was determined based on five key parameters viz., transparency, granularity of data collected, data updation frequency, use of technology and, financial and physical progress monitoring done using IT based tools etc.
   - From this exercise, it was observed that there was a glaring disparity in terms of the levels of data preparedness of scheme monitoring systems within the M/Ds across various CS/CSS schemes.
   - Subsequently, the need for a comprehensive assessment of data preparedness of all the M/Ds emerged.
   - The DMEO, NITI Aayog, with support from NIC, was tasked with conducting an extensive review of the current state of data preparedness of all M/Ds by Sh. Bhaskar Khulbe, Advisor to Hon'ble PM.
   - In this manner, Data Governance and Quality Index (DGQI) was conceived based on a self-diagnosis by M/Ds on the use of information technology for data monitoring by the M/Ds through a detailed online survey, and a Data Governance Quality Index scorecard was prepared.
   - The survey tool was opened up for M/Ds from May to July 2020. The draft report of DGQI 2020 was shared with M/Ds in September, 2020. After incorporation of comments from several M/Ds, the final report of DGQI 2020 was shared with M/Ds in February, 2021.

3. What are the objectives of the DGQI exercise?
   Answer:
   - DGQI aims to improve the maturity of data systems of M/Ds by giving them an opportunity to learn how to improve their data systems by filling up the self-assessment questionnaire, providing a distance-to-frontier (5/5 score) with areas of improvements and facilitating this learning from documented good practices of other M/Ds.
   - It would also be an integral step for measuring data quality of the data reported by schemes of M/Ds on the Prayas Dashboard.
   - It is in essence, a benchmarking tool for the processes that underpin the diverse IT systems which generate disparate data across the government, as well as, a forward-looking mechanism to motivate M/Ds to move towards near real-time, granular, high-quality, integrated data systems.

4. What was the scope of DGQI 2020?
   Answer:
   - In 2020, 65 M/Ds participated in DGQI and provided data on their data preparedness levels for 249 CS/CSS schemes via an online portal.

5. What are the next steps under the DGQI exercise?
   Answer:
   - After the final report of DGQI 2020 was shared in Feb 2021, Ministries/Departments were requested to prepare an action plan/ data strategy for reaching frontier DGQI 5.0 scores by Dec 2022.
   - They were also requested to set up a Data and Strategy Unit headed by senior officials directly reporting to the Secretary within each Ministry/Department to steer the development and implementation of the action plan.
   - It was also decided that DGQI would be a regular exercise for monitoring the progress towards end-to-end digitization and ensuring availability of high-quality administrative data.
   - DGQI 2.0 rankings to be integrated with Prayas Dashboard for review at the highest level.
   - Tracking of action plan and consequent improvements in data preparedness would also be undertaken via quarterly reviews by PMO with the help of an online DGQI 2.0 dashboard which will be newly developed.

6. What is the difference between DGQI 1.0 and DGQI 2.0?
   Answer:
   - Horizontal scope expansion: There are 3 pillars under the DGQI exercise - Data Strategy, Data System and Data driven outcomes. DGQI 1.0 focused only on Data Systems Pillar, while DGQI 2.0 will focus on Data Strategy and Data driven outcomes also.
   - Vertical scope expansion: Under DGQI 1.0, M/Ds provided information on data systems for few CS/CSS schemes. Under DGQI 2.0, M/Ds must include all their

CS/CSS schemes under DGQI. Further, if they run any other Non-Schematic Interventions (NSI) such as sector level monitoring dashboards, SDG monitoring systems etc. they can also be included under DGQI 2.0.

- DGQI 2.0 is envisaged as a regular exercise with quarterly reviews for driving reforms rather than just being a benchmarking exercise.
- DGQI 2.0 scores would also be integrated with Prayas dashboard.

7. Which institutions are involved in the DGQI exercise apart from DMEO? What is their role and responsibility?
Answer: The Prime Minister's Office under the leadership of Shri. Bhaskar Kulbe (Adviser to PM) would be involved in reviewing the progress of the M/Ds under the exercise. NIC and NICSI are involved in DGQI dashboard development.

8. Which M/Ds are included under DGQI 2.0?
Answer: DGQI 2.0 covers **78 M/Ds.**

9. Do other institutions, especially PMO, review the DGQI exercise? If yes, what is the frequency for this review? When is the next review scheduled?
Answer: Yes. PMO reviews are proposed to be held on a quarterly basis starting September 2021 onwards. A review webinar was held under the chairmanship of Sh. Bhaskar Khulbe, Advisor to Hon'ble PM on 14th July 2021, where status of M/Ds with regards to setting up of Data Strategy Units and Action Plans was reviewed.

DGQI 1.0 Actionables: Data & Strategy Unit and Action Plan

10. What is the Data & Strategy Unit?
Answer:
In order to create better mechanisms for digitization of processes related to implementation and monitoring of Central Sector/Centrally Sponsored Schemes and other non-schematic interventions of Ministries/Departments, an institutional mechanism in the form of a "Data and Strategy Unit" may be set up within each Ministry/Department. The Data and Strategy Unit shall drive the process of building and harnessing existing as well as augmenting the monitoring, statistical, technological and data analytics capabilities of the respective Ministry/ Department. The underpinning rationale for such a unit is to assess the potential for improving the overall Ministries/Departments' data maturity by not just improving individual scheme-specific data systems but also building a coherent PAN-ministry strategy and driving inter-agency collaboration both within and across Ministries/Departments.

11. What is the ToR for Data & Strategy Unit?
Answer:
In order to provide guiding details of the structure, indicative strength and key roles and responsibilities of the unit members, a detailed Terms of Reference (ToR) for Data & Strategy Unit at M/Ds has been developed by DMEO.

The ToR can be accessed here - https://dmeo.gov.in/sites/default/files/2021-08/DGQI_2.0_Data_and_Strategy_Unit_ToR.pdf

12. Is the DSU to be formed at M/D level or scheme level?
    Answer: M/D Level

13. What is action plan/data strategy?
    Answer:
    M/D may develop an action plan/data strategy as an exhaustive and coherent document to be used for listing down actionables that are required for improving their data preparedness levels and ensuring that the Ministry/Department reaches 5/5 frontier DGQI score by Dec' 2022.

14. What is the indicative outline of action plan?
    In order to provide guiding details on how they can develop an action plan using DGQI themes, an indicative outline of the action plan has been developed by DMEO. This can be used to develop a roadmap to achieve higher, systemic, ministry-wide data preparedness levels and make provisions for human and financial resources for using technology and analytics to improve service delivery.
    The outline can be accessed here -
    https://dmeo.gov.in/sites/default/files/2021-08/DGQI_2.0_Action_plan_outline.pdf

15. Since the timeline is to have a 5.0 score by Dec 2022, will the action plans only be created for the duration ended 2022?
    Answer: Yes, Action Plans have to be prepared for period ending Dec' 22.

16. What are the timelines for M/Ds to set up DSU and develop action plans?
    Answer:
    ● Constitution of DSU - 30th Apr '21
    ● Appointment of head of DSU - 30th Apr '21
    ● Definition of roles and responsibilities of DSU - 15th May '21
    ● Staffing of DSU – Phase I - 15th June '21
    ● Staffing of DSU – Phase II - Ongoing
    ● Customization of indicative ToR for DSU of the M/D for building action plan/strategy - 5th July '21
    ● Development of action plan/strategy - 31st July '21

DGQI 2nd Edition

17. What is the scope of DGQI 2.0?
    DGQI 2.0 covers **78 M/Ds.**

Each M/D must include all their CS/CSS schemes under DGQI 2.0. Further, if they run any other Non-Schematic Interventions (NSI) such as sector level monitoring dashboards, SDG monitoring systems etc. they can also be included under DGQI 2.0.

Methodologically, DGQI 2.0 will cover all three pillars: Data Strategy, Data System and Data driven outcomes for assessing all these schemes/NSI and M/Ds.

18. What can the M/D do if they want to exclude themselves from DGQI?
DMEO cannot offer any exemption to any M/D from DGQI. M/Ds may write such requests to PMO with a copy to DMEO, along with reasons, after which a final call may be undertaken in consultation with PMO.

19. What can the M/D do if they want to get certain CS/CSS schemes excluded from DGQI?
Answer: Ideally, all CS/CSS schemes must be included in the DGQI exercise**.** However, if M/Ds have a strong rationale that the DGQI exercise is not relevant to the scheme as it has been closed down or is not getting new budgetary outlays, then it may send the same in writing in the form of a D.O. letter along with reasons to concerned DMEO nodal officers. DMEO would evaluate the feasibility of exemption and confirm yes/no to the M/D via a D.O. letter.

20. Can you expand a bit more on non-schematic interventions w.r.t. DGQI exercise?
Answer: Many M/D maintain IT systems for sector level initiatives, and have systems for SDG tracking, E-services, etc. Hence, M/Ds have monitoring systems which are not just at scheme level. M/Ds can include these NSI in DGQI in two forms:
If they feel that the Part B questionnaire is relevant for the NSI (for any MIS/dashboard, it will be largely relevant), they can add NSI in Q4 of Part A and then fill up Part B for this NSI also.
Alternatively, if Part B is not relevant for the NSI (let's say, an e-service), the M/D can highlight it as a good practice in Section H, Part A of the questionnaire.

21. How well/efficiently the ministries use OOMF Dashboard or Sector dashboard of DMEO, will these dashboards be factored in any question under any one of the themes? Let's say under the "inter-agency collaboration" theme?
Answer: No. The purpose of DGQI is to improve data preparedness levels of their own MIS of M/Ds and ensure inter-agency collaboration at large and not just DMEO specific activities.

22. What pillars and themes are included under DGQI 2.0?
Methodologically, DGQI 2.0 will cover all three pillars: Data Strategy, Data System and Data driven outcomes.

Within data strategy, there are two themes -
1. Data & Strategy Unit

2. Action Plan.

Within data systems, there are six themes -
1. Data generation
2. Data quality
3. Data analysis, use & dissemination
4. Use of technology
5. Data security & HR capacity
6. Data management

Within data driven outcomes, there are four themes-
1. Synergistic data use within M/D
2. Inter-agency data collaboration
3. Prescriptive analytics
4. Good practices

23. Please explain about DGQI 2.0 self-assessment questionnaire and how is the same to be responded to?
   ● DGQI 2.0 self-assessment questionnaire has two main parts : Part A (to be filled at M/D level) and Part B (to be filled at scheme/NSI level - for each CS/CSS scheme/NSI).
   ● Hence, Part A is to be filled only once by each M/D. However, each M/D has to fill up as many Part Bs as they have CS/CSS/NSI.
   ● Part A covers two main pillars: Data strategy and data driven outcomes. It also has a small portion of data management relevant at M/D level.
   ● Part B covers the data systems pillar.
   ● M/Ds are to fill up questions provided in both these parts of the questionnaire.
   ● The same is available here for reference - https://dmeo.gov.in/sites/default/files/2021-08/DGQI_2.0_Questionnaire.pdf

24. Where can the M/Ds fill in the questionnaire?
   Answer: The questionnaire would be available for the M/Ds to fill in, via the DGQI dashboard (https://dmeo.gov.in/dgqi). Link and credentials to the dashboard have been shared with M/D nodal officers. No hard copy/emails are entertained to submit the questionnaire.

   For further assistance on pillars, themes, how to fill up the questionnaire via the portal, access the training videos here -
   https://www.youtube.com/watch?v=56andVZppxU&list=PL-Khx3WOaqQmbYsE3PMQypyyKtqPVQRz-

25. What are the timelines for filling up the DGQI 2.0 questionnaire?
   The DGQI 2.0 questionnaire is to be first filled up by 15th September, 2021.
   Thereafter, the portal would be opened up after the end of every quarter for making regular quarterly updates.

26. What is the action plan excel template mentioned in Section C-7 of Part A of the questionnaire? Will it be separately provided?
The excel template is directly visible on the DGQI 2.0 portal when the M/D logins and opens up the relevant section. This template would be used by M/Ds to provide the action points documented in their action plans, their timelines by which they are to be completed and their current status - whether they are not yet started i.e. pending, or in progress or completed.

27. Are M/Ds allowed to change the responses to the questionnaire in general?
The responses can be changed only when saved as draft. Once submitted, they are not allowed to be changed for that quarter. Post that, any changes can be made only next quarter when updates would again be allowed.

28. Are M/Ds allowed to amend the action points in the action plan excel template mentioned in Section C-7 of Part A of the questionnaire?
The responses can be changed only when saved as draft. Once submitted, they are not allowed to be changed for that quarter. Post that, any changes can be made only next quarter when updates would again be allowed.

29. Is there a separate template for timelines of action plan?
No, the same excel template explained in Q 26 above is to be used for filling up all details about action plan.

30. Are M/Ds allowed to change the timelines of action plan?
The responses can be changed only when saved as draft. Once submitted, they are not allowed to be changed for that quarter. A final chance would be opened to edit the timelines after the first quarter review meeting with PMO.

31. Can M/Ds upload timelines of action plan before Aug 2021?
Yes

32. In Sec C, pt. 7 excel template, data has to be provided scheme wise or total?
Scheme wise or general - depending on the nature of the action point.

33. The word limit on case studies is 300 words according to the questionnaire. However, the dashboard says it's 5000 characters or 3000 words. Which one to follow? Also, is it an upper limit or lower limit?
Follow the word limit of 5000 characters on the dashboard. This is an upper limit.

34. Clarification about Part-B. Section C (Data Analysis, Use & Dissemination) Q.4 No scheme has power to do budgetary allocations at any level and of any periodicity.
Scheme may not have power, but M/D can use data analysis done by scheme divisions to guide inter-scheme budgetary allocations. Hence, the question can be responded to.

35. What if you want any change in the options/ questions in the questionnaire?
The draft questionnaire was already shared with all M/Ds for comments and they have been suitably incorporated in the final questionnaire now. Hence, no changes can be made at this stage.

36. What if some question/option that should have been automatically disabled based on the skipping patterns provided in the questionnaire but the same is not happening on the portal?
Please reach out to the DMEO M/D nodals. We will get the portal error fixed. Though all such skipping patterns have been incorporated in the portal, some error may be causing them to not function properly.

DGQI Portal

37. Where can the M/Ds fill in the questionnaire?
Answer: The questionnaire would be available for the M/Ds to fill in, via the DGQI dashboard (https://dmeo.gov.in/dgqi). Link and credentials to the dashboard have been shared with M/D nodal officers. No hard copy/emails are entertained to submit the questionnaire.

For further assistance on pillars, themes, how to fill up the questionnaire via the portal, access the training videos here -
https://www.youtube.com/watch?v=56andVZppxU&list=PL-Khx3WOaqQmbYsE3PMQypyyKtqPVQRz-

38. Will separate divisions of M/Ds get separate logins?
No, only one username per M/D is allowed which is allocated to M/D nodal officer. Other divisions may use the same depending upon the decision of the M/D nodal officer. For purposes of authenticating information on the portal, M/D nodal officers are considered responsible from our end.

39. Whether more than one user can log in simultaneously using the same user id?
No.

40. There is no bifurcation of the Department within the Ministry on the dashboard. One Department is concerned that due to this even if they complete the work in time and the other Department of the Ministry doesn't, their status will be shown as pending?
No, separate login for each Ministry/Department is created. Hence, within the same Ministry, if there are two Departments, they have separate credentials and are separately tracked.

41. What if you face trouble logging in?
Link and credentials to the dashboard have been shared with M/D nodal officers. The password must be changed after logging in for the first time. If you still face any issues,

please reach out to the concerned nodal officer in DMEO via e-mail and a screenshot of the error. **Please note DMEO would only share credentials with MD nodal officers via e-mail for security purposes.**

42. What if you face any other trouble on the portal?
Detailed assistance on each section of the portal has been provided in training videos - https://www.youtube.com/watch?v=56andVZppxU&list=PL-Khx3WOaqQmbYsE3PMQypyyKtqPVQRz- **.**

User manual is also available on the portal.

Please refer to these resources first. They will most likely solve your problems. If not, please reach out to the concerned nodal officer in DMEO via e-mail and a screenshot of the error.

DGQI Capacity Building

43. Has DMEO organized any capacity building workshops/webinars/activities organized for the M/Ds?
Answer: Yes, DMEO regularly organizes such workshops for MDs. Past few webinars conducted are as followed

Date	Description/Purpose
5th March, 2021	Webinar with M/Ds to explain role of DSU and action plan in detail
29th June, 2021	Webinar to explain ToR of DSU and revised questionnaire
14th July, 2021	Webinar with MDs to review status of DSU and action plan
Ongoing	One on one meetings with M/Ds to cater their queries

44. Where can I find the recordings and PPTs for workshops/webinars/activities?
Answer: Recordings and PPTs for all the workshops/webinars/activities can be here. Folders are created by the date of the webinar and contain all the relevant details corresponding to the same.

45. When is the next webinar?
Answer: Next webinar with all M/Ds is scheduled on 8th Sept, 2021 to explain the mechanism of filing up DGQI 2.0 questionnaire using the dashboard.

46. Is there any compendium of best practices for achieving DGQI score of 5/5 by December 2022?

Answer: The best practices are shared annually when DGQI report is compiled and shared with M/Ds. Some good practices have been documented in DGQI 1.0 final report.

DGQI More Queries

47. What to do if I still have some queries/concerns?
    Every MD is mapped to a nodal officer in DMEO. The MD officials may reach out to concerned MD nodal officer in case of further queries.
    Contact details are available here:
    https://dmeo.gov.in/sites/default/files/2021-08/DGQI_2.0_List_of_officials_from_DMEO_as_Nodals_for_Ministry.pdf

48. Where to find all the relevant resources related to DGQI exercise?
    All relevant documents are available on DMEO website -
    https://dmeo.gov.in/content/dgqi-overview
    Quick Links:

Document	Link
Overview of DGQI	**https://dmeo.gov.in/content/dgqi-overview**
Indicative outline of action plan	**https://dmeo.gov.in/sites/default/files/2021-08/DGQI_2.0_Action_plan_outline.pdf**
ToR for DSU	**https://dmeo.gov.in/sites/default/files/2021-08/DGQI_2.0_Data_and_Strategy_Unit_ToR.pdf**
Webinar Recordings	
DGQI 2.0 Questionnaire	**https://dmeo.gov.in/sites/default/files/2021-08/DGQI_2.0_Questionnaire.pdf**
Training videos on DGQI 2.0 Questionnaire and portal	**https://www.youtube.com/watch?v=56andVZppxU&list=PL-Khx3WOaqQmbYsE3PMQypyyKtqPVQRz-**
List of MD nodals	**https://dmeo.gov.in/sites/default/files/2021-08/DGQI_2.0_List_of_officials_from_DMEO_as_Nodals_for_Ministry.pdf**