



R F D

(Results-Framework Document)
for

Department of ARI & Trainings
(2012-2013)

Section 1: Vision, Mission, Objectives and Functions

Vision

- i) Facilitating expeditious and transparent recruitment in the State.ii) Quality printing.

Mission

- i) Facilitating finalization of service rules of various Departments in a time bound manner.ii) Maximum capacity utilization of men and machinery to achieve quality printing.iii) Ensuring timely execution of orders for supply of printed material/stationery items. iv) Promoting use of ICT for improving quality and efficiency of printing.

Objectives

- 1 For maintaining transparency in the recruitment process the service recruitment rules need to be finalized in a time bound manner.
- 2 To carry out inspections of various offices for improving the delivery system
- 3 To ensure timely supply of stationery items at reasonable rates
- 4 To maximize the utility of men and machinery in the printing presses of Jammu and Srinagar for timely completion of the jobs.
- 5 Improving internal efficiency responsiveness and service delivery
- 6 Introducing ICT for improving efficiency and delivery system.

Functions

- 1 To examine the draft recruitment rules received from the various Government Departments, process the same and convey necessary decision/approval to the concerned departments.
- 2 To consider the amendments proposed by the Departments to the existing Service Recruitment Rules and to organize meetings of the Standing Committees for deliberating on the issue and convey necessary authorization to the Department.
- 3 To procure quality stationary items for supplying the same to various Governemnt Departments on reasonable rates after completion of codal formalities.
- 4 To procure press material and paper for carrying out printing jobs viz-a-viz forms, reigsters, budget speech, assembly materials, journals, Government Gazette, Law Volumes etc
- 5 To ensure timely publication of Government Gazette.
- 6 To carry out process of printing of various documents connected with the legislature business.
- 7 To carry out inspection of various Government Departments and field offices.

Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
[1] For maintaining transparency in the recruitment process the service recruitment rules need to be finalized in a time bound manner.	15.00	[1.1] Examination of proposals received from various Departments for finalization of rules	[1.1.1] Time taken to convey decisions	days	9.00	20	23	26	30	35
			[1.1.2] Percentage of proposals disposed off.	%	6.00	100	90	85	80	75
[2] To carry out inspections of various offices for improving the delivery system	15.00	[2.1] Carrying out office inspections	[2.1.1] Number of offices inspected	%	11.00	100	95	90	85	80
		[2.2] Submission of inspection report and conveying same to the concerned department	[2.2.1] Average number of days for sending reports to the Departments	days	4.00	7	10	15	20	30
[3] To ensure timely supply of stationery items at reasonable rates	25.00	[3.1] Despatch of material	[3.1.1] Average number of days for making supplies to the Departments from where orders were received	days	15.00	15	20	25	30	45
			[3.1.2] Percentage of revenue realized	%	10.00	90	85	80	75	70
[4] To maximize the utility of men and machinery in the printing presses of Jammu and Srinagar for timely completion of the jobs.	25.00	[4.1] Receipt of material viz-a-viz printing material, paper etc	[4.1.1] Complete survey and inspection of supplies/material received within 15 days	days	9.00	15	20	25	30	35
		[4.2] Timely printing of various assignments	[4.2.1] Printing of Government Gazette (fortnightly)	days	4.00	7	8	9	10	15
			[4.2.2] Printing of Law Volumes 6,7,8 and 9	days	3.00	60	70	75	80	90

Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
			[4.2.3] Printing of budget speeches, budget documents, legislature business, booklets within one week after receipt of documents	days	4.00	7	10	15	25	30
		[4.3] Maintenance and modernization of machinery	[4.3.1] Maintenance and modernization of machinery within three months	days	5.00	45	55	65	70	80
[5] Improving internal efficiency responsiveness and service delivery	9.00	[5.1] Prepare action plan for all field offices and ensure its timely implementation	[5.1.1] The action plans shall be received within one week from the field offices and progress shall be monitored accordingly	days	9.00	7	15	20	25	30
[6] Introducing ICT for improving efficiency and delivery system.	5.00	[6.1] For improving efficiency and minimizing the paper work the records of offices shall be computerized in phased manner	[6.1.1] Providing of computers and softwares to field offices in phased manner	Number	5.00	4	3	2	1	0
* Efficient functioning of RFD system	6.00	Timely submission of Draft for Approval	On-time submission	Date	2.0	26/12/2012	27/12/2012	28/12/2012	29/12/2012	30/12/2012
		Implementation of Sevottam	Create a compliant system to implement, monitor and review Citizen's / Client's Charter	Date	2.0	24/03/2013	25/03/2013	26/12/2013	27/12/2013	28/03/2013

* Mandatory Objective(s)

Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
			Create a Compliant system to redress and monitor public Grievances	Date	2.0	24/03/2013	25/03/2013	26/03/2013	27/03/2013	28/03/2013

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value	Actual Value	Target Value	Projected Value for	Projected Value for
				FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15
[1] For maintaining transparency in the recruitment process the service recruitment rules need to be finalized in a time bound manner.	[1.1] Examination of proposals received from various Departments for finalization of rules	[1.1.1] Time taken to convey decisions	days	--	--	23	--	--
		[1.1.2] Percentage of proposals disposed off.	%	--	--	90	--	--
[2] To carry out inspections of various offices for improving the delivery system	[2.1] Carrying out office inspections	[2.1.1] Number of offices inspected	%	--	--	95	--	--
	[2.2] Submission of inspection report and conveying same to the concerned department	[2.2.1] Average number of days for sending reports to the Departments	days	--	--	10	--	--
[3] To ensure timely supply of stationery items at reasonable rates	[3.1] Despatch of material	[3.1.1] Average number of days for making supplies to the Departments from where orders were received	days	--	--	20	--	--
		[3.1.2] Percentage of revenue realized	%	--	--	20	--	--
[4] To maximize the utility of men and machinery in the printing presses of Jammu and Srinagar for timely completion of the jobs.	[4.1] Receipt of material viz-a-viz printing material, paper etc	[4.1.1] Complete survey and inspection of supplies/material received within 15 days	days	--	--	25	--	--
	[4.2] Timely printing of various assignments	[4.2.1] Printing of Government Gazette (fortnightly)	days	--	--	8	--	--

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value	Actual Value	Target Value	Projected Value for	Projected Value for
				FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15
		[4.2.2] Printing of Law Volumes 6,7,8 and 9	days	--	--	70	--	--
		[4.2.3] Printing of budget speeches, budget documents, legislature business, booklets within one week after receipt of documents	days	--	--	10	--	--
	[4.3] Maintenance and modernization of machinery	[4.3.1] Maintenance and modernization of machinery within three months	days	--	--	55	--	--
[5] Improving internal efficiency responsiveness and service delivery	[5.1] Prepare action plan for all field offices and ensure its timely implementation	[5.1.1] The action plans shall be received within one week from the field offices and progress shall be monitored accordingly	days	--	--	15	--	--
[6] Introducing ICT for improving efficiency and delivery system.	[6.1] For improving efficiency and minimizing the paper work the records of offices shall be computerized in phased manner	[6.1.1] Providing of computers and softwares to field offices in phased manner	Number	--	--	3	--	--
* Efficient functioning of RFD system	Timely submission of Draft for Approval	On-time submission	Date	24/12/2012	24/12/2012	27/12/2012	28/12/2012	29/12/2012
	Implementation of Sevottam	Create a compliant system to implement, monitor and	Date	--	--	25/03/2013	--	--

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 10/11	Actual Value FY 11/12	Target Value FY 12/13	Projected Value for FY 13/14	Projected Value for FY 14/15
		review Citizen's / Client's Charter						
		Create a Compliant system to redress and monitor public Grievances	Date	--	--	25/03/2013	--	--

* Mandatory Objective(s)

Section 4: Acronym

Sl.No	Acronym	Description
1	ARI	Administrative Reforms and Inspections
2	DPC	Departmental Promotion Committee
3	ICT	Information and Communication Technology

Section 4: Description and Definition of Success Indicators and Proposed Measurement Methodology

SI.No	Success indicator	Description	Definition	Measurement	General Comments
1	[1.1.1] Time taken to convey decisions	The finalization of service rules will help in maintaining transparency in recruitments and for promotions	Once the proposal is received from the Departments, the ARI Department has to examine the same, convene meeting of the standing committee and convey decision to the concerned department	Meetings to be held as per the time schedule as indicated above	The targets can be achieved on the basis of the proposals received from departments. The number of which cannot be anticipated in advance

Section 5 : Specific Performance Requirements from other Departments

Location Type	State	Organisation Type	Organisation Name	Relevant Success Indicator	What is your requirement from this organisation	Justification for this requirement	Please quantify your requirement from this Organisation	What happens if your requirement is not met.
			Department of Finance	Printing of budget speeches, budget documents, legislature business, booklets within one week after receipt of documents	Providing of requisite material for printing	Without the material job of printing cannot be carried out	Providing of material in time and availability of funds	It will be difficult to complete the job within time
			Department of Law, Justice & Parliamentary affairs	Printing of Law Volumes 6,7,8 and 9	The documents required for printing in connection with legislature business needs to be provided in time so that printing is carried out. Also the Law Department needs to provide various documents which are required for printing of law volumes	Unless the documents are not provided job of printing cannot be carried out	They have to ensure providing of documents in time so that schedule of Legislature is met	The smooth functioning of the Legislature can get affected
			All Administrative Departments	[1.1.1] Time taken to convey decisions	Submission of cases along with all requisite documents	without requisite documents the cases cannot be processed	The cases supported with requisite documents will facilitate in formulation of rules and will save time in completion of the process	Without complete proposals cases cannot be finalized

Section 6: Outcome/Impact of Department/Ministry

Outcome/Impact of Department/Ministry	Jointly responsible for influencing this outcome / impact with the following department (s) / ministry(ies)	Success Indicator	Unit	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15
1 Finalization of rules for recruitment will help the concerned Departments to make recruitments in a time bound manner and in a transparent way. Also the rules will help in convening of DPCs for according promotions to the employees in time and will stop the adhocism	All Departments	Timely disposal of cases as per schedule worked out	Number					
2 Timely supply of Stationery and printed material to the indenting Departments. Also achieving efficiency in printing and reduction in cost by utilization of full capacity of men, material and machinery.	Finance Department and Law Department	Meeting the requirement of the various Departments and the Legislature as per the schedule	Date					