



R F D

(Results-Framework Document)

for

(Department of Personnel and Training)

(2011-2012)

Section 1: Vision, Mission, Objectives and Functions

Vision

To create an enabling environment for the development and management of human resources of the government for efficient, effective, accountable, responsive and transparent governance.

Mission

Providing a dynamic framework of personnel policies and procedures for the effective functioning of the government. Developing competence and innovation in government. Building capacity of human resources at all levels of government for efficient delivery of public services. Inculcating and supporting a culture of transparency accountability and zero tolerance of corruption in public affairs. Institutionalizing a system for a constructive ongoing engagement with stakeholders.

Objective

- 1 Define an over arching credible and transparent Personnel Policy
- 2 IT based planning and forecasting of manpower
- 3 Strengthening institutional mechanism for prevention and detection of corruption against public servants
- 4 Build capacity of civil servants and sensitize them, with special emphasis on "Ethics"
- 5 Create fair and credible standards for appraisal of individual's performance
- 6 Enrich the work environment to maximize system effectiveness and optimize Human Resource utilisation
- 7 Secure adequate and effective representation of SC/ST/OBC/PWD groups
- 8 Introduction of ICT in Cadre Management
- 9 Institutionalise Cadre Training Plan (CTP) for CSSS
- 10 Strengthen demand side of RTI through awareness generation.
- 11 Institutionalise system for effective implementation of provisions for suo-motu disclosure by Public Authorities
- 12 Reviewing and amending the Rules and procedures regulating Regular Departmental Action (RDA) cases to ensure that violators are dealt with surely and sternly.

Functions

- 1 Recruitment for All India and Central Services.
- 2 Cadre Management of Indian Administrative Service (IAS) and three Secretariat Services (CSS, CSSS, CSCS).
- 3 Capacity Building/Training.
- 4 Administrative vigilance - to oversee and provide necessary directions to the Government's programme of maintaining discipline and eradicating corruption from public services.

Section 1: Vision, Mission, Objectives and Functions

- 5 Formulation and implementation of the policy related to RTI.
- 6 Effective Managment of Administrative Tribunals.
- 7 Placement of Successful candidates to various Services/Cadres; Officers under Central Staffing Pattern.
- 8 Formulation and implemtation of policy of reservation in services under the Government of India.
- 9 Increasing the efficiency of public services along with the well-being of the employees through Joint Consultative Machinery
- 10 Framing personnel policies in respect of various service matters applicable to the Central Government employees.
- 11 Welfare of Central Government Employees.

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] Define an over arching credible and transparent Personnel Policy	11.00	[1.1] Revision of guidelines for allocation of staff (other than AIS) as a result of re-organisation of States	[1.1.1] Preparation of draft guidelines	Date	1.00	31/07/2011	15/08/2011	31/08/2011	15/09/2011	30/09/2011
			[1.1.2] Consultation with States	Date	1.00	30/09/2011	14/10/2011	15/11/2011	15/12/2011	30/12/2011
			[1.1.3] Submission of final draft for approval of competent authority	Date	1.00	30/12/2011	31/01/2012	24/02/2012	15/03/2012	30/03/2012
		[1.2] Drafting of Civil Services Performance Standard and Accountability Bill	[1.2.1] Consultation with concerned Ministries/State Governments	Date	2.00	30/12/2011	16/01/2012	30/01/2012	15/02/2012	29/02/2012
			[1.2.2] Submission of note for the Cabinet	Date	3.00	01/03/2012	08/03/2012	16/03/2012	23/03/2012	30/03/2012
		[1.3] Amendment in Rule 16(3) of AIS (DCRB) Rules, 1958 and framing guidelines for premature retirement of AIS officers	[1.3.1] Approval of the draft Rules by the Department	Date	1.00	31/07/2011	31/08/2011	30/09/2011	31/10/2011	30/11/2011
			[1.3.2] Consultation with states/cadres	Date	1.00	30/11/2011	31/12/2011	31/01/2012	15/02/2012	29/02/2012
			[1.3.3] Notification of the Rules/guidelines	Date	1.00	31/01/2012	29/02/2012	10/03/2012	20/03/2012	31/03/2012
[2] IT based planning and forecasting of manpower	3.00	[2.1] Development of software module for monitoring of Board level vacancies in Public Sector Undertakings.	[2.1.1] Operationalisation of the software	Date	3.00	30/09/2011	31/10/2011	30/11/2011	30/12/2011	31/01/2012
[3] Strengthening institutional mechanism for prevention and detection of corruption against public servants	15.00	[3.1] Placement of Individual Property Returns (IPR) of IAS officers in Public domain	[3.1.1] Scanning and digitizing the IPRs	Date	2.00	30/05/2011	30/06/2011	29/07/2011	31/08/2011	30/09/2011

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Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
			[3.1.2] Placement of the IPRs in public domain	Date	2.00	31/07/2011	31/08/2011	30/09/2011	31/10/2011	30/11/2011
		[3.2] Setting up of Additional Special Courts for CBI cases	[3.2.1] Issue of sanction order	Number	3.00	12	10	8	6	4
		[3.3] Finalisation of guidelines for selection of CVC	[3.3.1] Drafting of the guidelines	Date	2.00	30/04/2011	31/05/2011	30/06/2011	31/07/2011	31/08/2011
			[3.3.2] Submission of draft guidelines for approval of competent authority	Date	1.00	30/06/2011	31/07/2011	31/08/2011	30/09/2011	31/10/2011
		[3.4] Preparation of new Plan Scheme for comprehensive modernization of CBI	[3.4.1] Obtaining in-principle approval of Planning Commission	Date	1.00	30/09/2011	31/10/2011	30/11/2011	30/12/2011	31/01/2012
			[3.4.2] Holding EFC meeting	Date	1.00	30/12/2011	30/03/2012	29/02/2012	15/03/2012	30/03/2012
			[3.4.3] Issue of sanction	Date	1.00	01/03/2012	07/03/2012	14/03/2012	26/03/2012	30/03/2012
		[3.5] E-Governance Plan Scheme of CBI	[3.5.1] Obtaining in - principle approval of Planning Commission	Date	1.00	31/07/2011	31/08/2011	30/09/2011	31/10/2011	30/11/2011
			[3.5.2] Holding EFC meeting	Date	0.50	31/10/2011	30/11/2011	30/12/2011	16/01/2012	31/01/2012
			[3.5.3] Issue of sanction	Date	0.50	30/12/2011	31/01/2012	29/02/2012	15/03/2012	30/03/2012
[4] Build capacity of civil servants and sensitize them, with special emphasis on "Ethics"	16.00	[4.1] National Training Policy	[4.1.1] Finalisation of the National Training Policy	Date	10.00	30/12/2011	31/01/2012	29/02/2012	15/03/2012	30/03/2012
		[4.2] Intensive Training Programme in 10 Districts	[4.2.1] Issue of common guidelines, preparation of	Date	3.00	30/12/2011	31/01/2012	29/02/2012	15/03/2012	30/03/2012

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Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
			modules and Training of Trainers							
			[4.2.2] Completion of training programmes commenced in 2010-11	Date	2.00	05/03/2012	15/03/2012	20/03/2012	25/03/2012	31/03/2012
		[4.3] Sponsoring of training programme on Ethics, Commitment and Values	[4.3.1] Organisation of programmes	Number	1.00	25	20	18	15	12
[5] Create fair and credible standards for appraisal of individual's performance	3.00	[5.1] Review of APAR format to incorporate fair and credible standards of appraisal	[5.1.1] Issue of revised executive instructions	Date	3.00	30/12/2011	31/01/2012	15/02/2012	29/02/2012	30/03/2012
[6] Enrich the work environment to maximize system effectiveness and optimize Human Resource utilisation	3.00	[6.1] Construction of new Civil Services Officer's Institute (CSOI) Complex at Vinay Marg, New Delhi	[6.1.1] Operationlisation of CSOI	Date	3.00	30/12/2011	31/01/2012	29/02/2012	15/03/2012	30/03/2012
[7] Secure adequate and effective representation of SC/ST/OBC/PWD groups	8.00	[7.1] Filling up of backlog vacancies of SCs, STs OBCs and PWDs to the extent of availability of qualified candidates	[7.1.1] Conclusion of special recruitment drive	Date	3.00	31/08/2011	16/09/2011	30/09/2011	31/10/2011	30/09/2011
			[7.1.2] Submission of report to Cabinet	Date	2.00	31/10/2011	30/11/2011	30/12/2011	29/02/2012	30/03/2012
		[7.2] Publication of updated compendium on reservation	[7.2.1] Finalisation of updated compendium by the department	Date	2.00	31/08/2011	30/09/2011	31/10/2011	30/11/2011	30/12/2011
			[7.2.2] Publication of updated compendium	Date	1.00	31/10/2011	30/11/2011	30/12/2011	31/01/2012	29/02/2012
[8] Introduction of ICT in Cadre Management	6.00	[8.1] Development of web based IT system for cadre management of CSS, CSSS and CSCS	[8.1.1] Approval of the project	Date	2.00	31/10/2011	30/11/2011	31/12/2011	31/01/2012	30/11/2011

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Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
		[8.2] Creation and maintenance of e-service book system infrastructure for Government of India	[8.1.2] Selection of implementing agency and assignment of work	Date	1.00	30/12/2011	31/01/2012	29/02/2012	16/03/2012	30/03/2012
			[8.2.1] Formulation of detailed requirement specifications	Date	1.00	30/09/2011	31/10/2011	30/11/2011	30/12/2011	31/01/2012
			[8.2.2] Selection of agency for software design/development	Date	1.00	30/11/2011	15/12/2011	30/12/2011	16/01/2012	31/01/2012
			[8.2.3] Design /Development of Software Ver. 1.0 (Structure data to capture basic employee details)	Date	1.00	01/03/2012	07/03/2012	16/03/2012	26/03/2012	30/03/2012
[9] Institutionalise Cadre Training Plan (CTP) for CSSS	3.00	[9.1] Implementation of cadre training plan for CSSS	[9.1.1] Approval of the CTP	Date	1.00	31/08/2011	30/09/2011	31/10/2011	30/11/2011	30/12/2011
			[9.1.2] Number of programmes conducted in the year 2011-12	Number	2.00	6	5	4	3	2
[10] Strengthen demand side of RTI through awareness generation.	8.00	[10.1] Operationalisation of Communication strategy	[10.1.1] Draft report on communication strategy submitted by Consultant	Date	2.00	30/06/2011	30/07/2011	16/08/2011	31/08/2011	15/09/2011
			[10.1.2] Approval of strategy by the competent authority	Date	1.00	30/07/2011	31/08/2011	15/09/2011	30/09/2011	17/10/2011
			[10.1.3] Preparation of audio-video material and rolling out of RTI	Date	1.00	30/12/2011	31/01/2012	15/02/2012	29/02/2012	15/03/2012

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Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
			campaign							
		[10.2] Setting up of a Portal for on-line filing of RTI applications/appeals	[10.2.1] Preparation of RFP	Date	1.00	30/06/2011	31/07/2011	31/08/2011	30/09/2011	30/09/2011
			[10.2.2] Selection of implementing agency	Date	1.00	31/10/2011	30/11/2011	31/12/2011	15/01/2012	31/01/2012
			[10.2.3] RTI portal functional	Date	2.00	01/03/2012	10/03/2012	20/03/2012	25/03/2012	31/03/2012
[11] Institutionalise system for effective implementation of provisions for suo-motu disclosure by Public Authorities	3.00	[11.1] Strengthening of suo-motu disclosure	[11.1.1] Submission of report by Task Force	Date	1.00	31/08/2011	30/09/2011	31/10/2011	30/11/2011	31/12/2011
			[11.1.2] Approval of guidelines and their notification	Date	1.00	31/10/2011	30/11/2011	30/12/2011	31/01/2012	29/02/2012
			[11.1.3] Development of a Tool Kit for audit of suo-motu disclosure	Date	1.00	30/12/2011	31/01/2012	24/02/2012	15/03/2012	30/03/2012
[12] Reviewing and amending the Rules and procedures regulating Regular Departmental Action (RDA) cases to ensure that violators are dealt with surely and sternly.	6.00	[12.1] Review and streamline the existing mechanism for handling of complaints against Government Servants	[12.1.1] Preparation of revised draft	Date	1.00	30/12/2011	15/01/2012	31/01/2012	15/02/2012	29/02/2012
			[12.1.2] Issue of revised guidelines	Date	1.00	01/03/2012	07/03/2012	15/03/2012	23/03/2012	30/03/2012
		[12.2] Implementation of the recommendations of the Hota Committee for suggesting measures to expedite disposal of disciplinary/vigilance cases.	[12.2.1] Submission of recommendation of Hota Committee for approval of competent authority	Date	2.00	30/09/2011	31/10/2011	30/11/2011	30/12/2011	31/01/2012
			[12.2.2] Issue of executive order for implementation	Date	2.00	01/03/2012	07/03/2012	14/03/2012	23/03/2012	30/03/2012

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						100%	90%	80%	70%	60%
			and identification of Acts/Rules requiring amendments and initiation of action							
* Efficient Functioning of the RFD System	3.00	Timely submission of Draft for Approval	On-time submission	Date	2.0	07/03/2011	08/03/2011	09/03/2011	10/03/2011	11/03/2011
		Timely submission of Results	On- time submission	Date	1.0	01/05/2012	03/05/2012	04/05/2012	05/05/2012	06/05/2012
* Improving Internal Efficiency / Responsiveness / Service delivery of Ministry / Department	10.00	Implementation of Sevottam	Resubmission of revised draft of Citizens' / Clients' Charter	Date	2.0	15/12/2011	20/12/2011	25/12/2011	28/12/2011	31/12/2011
			Independent Audit of Implementation of Grievance Redress Mechanism	%	2.0	100	95	90	85	80
		Ensure compliance with Section 4(1) (b) of the RTI Act, 2005	No. of items on which information is uploaded by February 10, 2012	No	2.0	16	15	14	13	12
		Identify potential areas of corruption related to departmental activities and develop an action plan to mitigate them	Finalize an action plan to mitigate potential areas of corruption.	Date	2.0	10/02/2012	15/02/2012	20/02/2012	24/02/2012	29/02/2012
		Develop an action plan to implement ISO 9001 certification	Finalize an action plan to implement ISO 9001 certification	Date	2.0	10/02/2012	15/02/2012	20/02/2012	24/02/2012	29/02/2012
* Ensuring compliance to the Financial Accountability Framework	2.00	Timely submission of ATNS on Audit Paras of C&AG	Percentage of ATNS submitted within due date (4 months) from date of presentation of Report to Parliament by CAG during the year.	%	0.5	100	90	80	70	60
		Timely submission of ATRs to the PAC Sectt. on PAC Reports.	Percentage of ATRs submitted within due date (6 months) from	%	0.5	100	90	80	70	60

* Mandatory Objective(s)

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Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
			date of presentation of Report to Parliament by PAC during the year.							
		Early disposal of pending ATNs on Audit Paras of C&AG Reports presented to Parliament before 31.3.2011.	Percentage of outstanding ATNs disposed off during the year.	%	0.5	100	90	80	70	60
		Early disposal of pending ATRs on PAC Reports presented to Parliament before 31.3.2011	Percentage of outstanding ATRs disposed off during the year.	%	0.5	100	90	80	70	60

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
[1] Define an over arching credible and transparent Personnel Policy	[1.1] Revision of guidelines for allocation of staff (other than AIS) as a result of re-organisation of States	[1.1.1] Preparation of draft guidelines	Date	--	--	15/08/2011	--	--
		[1.1.2] Consultation with States	Date	--	--	14/10/2011	--	--
		[1.1.3] Submission of final draft for approval of competent authority	Date	--	--	31/01/2012	--	--
	[1.2] Drafting of Civil Services Performance Standard and Accountability Bill	[1.2.1] Consultation with concerned Ministries/State Governments	Date	--	31/03/2011	16/01/2012	--	--
		[1.2.2] Submission of note for the Cabinet	Date	--	--	08/03/2012	--	--
	[1.3] Amendment in Rule 16(3) of AIS (DCRB) Rules, 1958 and framing guidelines for premature retirement of AIS officers	[1.3.1] Approval of the draft Rules by the Department	Date	--	--	31/08/2011	--	--
		[1.3.2] Consultation with states/cadres	Date	--	--	31/12/2011	--	--
		[1.3.3] Notification of the Rules/guidelines	Date	--	--	29/02/2012	--	--
[2] IT based planning and forecasting of manpower	[2.1] Development of software module for monitoring of Board level vacancies in Public Sector Undertakings.	[2.1.1] Operationalisation of the software	Date	--	--	31/10/2011	--	--
[3] Strengthening institutional mechanism for prevention and detection of corruption against public servants	[3.1] Placement of Individual Property Returns (IPR) of IAS officers in Public	[3.1.1] Scanning and digitizing the IPRs	Date	--	--	30/06/2011	--	--

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
	domain							
		[3.1.2] Placement of the IPRs in public domain	Date	--	--	31/08/2011	--	--
	[3.2] Setting up of Additional Special Courts for CBI cases	[3.2.1] Issue of sanction order	Number	--	35	10	--	--
	[3.3] Finalisation of guidelines for selection of CVC	[3.3.1] Drafting of the guidelines	Date	--	--	31/05/2011	--	--
		[3.3.2] Submission of draft guidelines for approval of competent authority	Date	--	--	31/07/2011	--	--
	[3.4] Preparation of new Plan Scheme for comprehensive modernization of CBI	[3.4.1] Obtaining in-principle approval of Planning Commission	Date	--	--	31/10/2011	--	--
		[3.4.2] Holding EFC meeting	Date	--	--	30/03/2012	--	--
		[3.4.3] Issue of sanction	Date	--	--	07/03/2012	--	--
	[3.5] E-Governance Plan Scheme of CBI	[3.5.1] Obtaining in -principle approval of Planning Commission	Date	--	--	31/08/2011	--	--
		[3.5.2] Holding EFC meeting	Date	--	--	30/11/2011	--	--
		[3.5.3] Issue of sanction	Date	--	--	31/01/2012	--	--
[4] Build capacity of civil servants and sensitize them, with special emphasis on "Ethics"	[4.1] National Training Policy	[4.1.1] Finalisation of the National Training Policy	Date	--	--	31/01/2012	--	--

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
	[4.2] Intensive Training Programme in 10 Districts	[4.2.1] Issue of common guidelines, preparation of modules and Training of Trainers	Date	--	--	31/01/2012	--	--
		[4.2.2] Completion of training programmes commenced in 2010-11	Date	--	10	15/03/2012	--	--
	[4.3] Sponsoring of training programme on Ethics, Commitment and Values	[4.3.1] Organisation of programmes	Number	--	--	20	--	--
[5] Create fair and credible standards for appraisal of individual's performance	[5.1] Review of APAR format to incorporate fair and credible standards of appraisal	[5.1.1] Issue of revised executive instructions	Date	--	--	31/01/2012	--	--
[6] Enrich the work environment to maximize system effectiveness and optimize Human Resource utilisation	[6.1] Construction of new Civil Services Officer' s Institute (CSOI) Complex at Vinay Marg, New Delhi	[6.1.1] Operationlisation of CSOI	Date	--	--	31/01/2012	--	--
[7] Secure adequate and effective representation of SC/ST/OBC/PWD groups	[7.1] Filling up of backlog vacancies of SCs, STs OBCs and PWDs to the extent of availability of qualified candidates	[7.1.1] Conslusion of special recruitment drive	Date	--	--	16/09/2011	--	--
		[7.1.2] Submission of report to Cabinet	Date	--	--	30/11/2011	--	--
	[7.2] Publication of updated compendium on reservation	[7.2.1] Finalisation of updated compendium by the department	Date	--	--	30/09/2011	--	--

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
		[7.2.2] Publication of updated compendium	Date	--	--	30/11/2011	--	--
[8] Introduction of ICT in Cadre Management	[8.1] Development of web based IT system for cadre management of CSS, CSSS and CSCS	[8.1.1] Approval of the project	Date	--	--	30/11/2011	--	--
		[8.1.2] Selection of implementing agency and assignment of work	Date	--	--	31/01/2012	--	--
	[8.2] Creation and maintenance of e-service book system infrastructure for Government of India	[8.2.1] Formulation of detailed requirement specifications	Date	--	--	31/10/2011	--	--
		[8.2.2] Selection of agency for software design/development	Date	--	--	15/12/2011	--	--
		[8.2.3] Design /Development of Software Ver. 1.0 (Structure data to capture basic employee details)	Date	--	--	07/03/2012	--	--
[9] Institutionalise Cadre Training Plan (CTP) for CSSS	[9.1] Implementation of cadre training plan for CSSS	[9.1.1] Approval of the CTP	Date	--	--	30/09/2011	--	--
		[9.1.2] Number of programmes conducted in the year 2011-12	Number	--	--	5	--	--
[10] Strengthen demand side of RTI through awareness generation.	[10.1] Operationalisation of Communication strategy	[10.1.1] Draft report on communication strategy submitted by Consultant	Date	--	--	30/07/2011	--	--

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
		[10.1.2] Approval of strategy by the competent authority	Date	--	--	31/08/2011	--	--
		[10.1.3] Preparation of audio-video material and rolling out of RTI campaign	Date	--	--	31/01/2012	--	--
	[10.2] Setting up of a Portal for on-line filing of RTI applications/appeals	[10.2.1] Preparation of RFP	Date	--	--	31/07/2011	--	--
		[10.2.2] Selection of implementing agency	Date	--	--	30/11/2011	--	--
		[10.2.3] RTI portal functional	Date	--	--	10/03/2012	--	--
[11] Institutionalise system for effective implementation of provisions for suo-motu disclosure by Public Authorities	[11.1] Strengthening of suo-motu disclosure	[11.1.1] Submission of report by Task Force	Date	--	--	30/09/2011	--	--
		[11.1.2] Approval of guidelines and their notification	Date	--	--	30/11/2011	--	--
		[11.1.3] Development of a Tool Kit for audit of suo-motu disclosure	Date	--	--	31/01/2012	--	--
[12] Reviewing and amending the Rules and procedures regulating Regular Departmental Action (RDA) cases to ensure that violators are dealt with surely and sternly.	[12.1] Review and streamline the existing mechanism for handling of complaints against Government Servants	[12.1.1] Preparation of revised draft	Date	--	--	15/01/2012	--	--
		[12.1.2] Issue of revised guidelines	Date	--	--	07/03/2012	--	--

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
	[12.2]Implementation of the recommendations of the Hota Committee for suggesting measures to expedite disposal of disciplinary/vigilance cases.	[12.2.1] Submission of recommendation of Hota Committee for approval of competent authority	Date	--	--	31/10/2011	--	--
		[12.2.2] Issue of executive order for implementation and identification of Acts/Rules requiring amendments and initiation of action	Date	--	--	07/03/2012	--	--
* Efficient Functioning of the RFD System	Timely submission of Draft for Approval	On-time submission	Date	--	05/03/2010	07/03/2011	--	--
	Timely submission of Results	On- time submission	Date	--	29/04/2011		--	--
* Improving Internal Efficiency / Responsiveness / Service delivery of Ministry / Department	Implementation of Sevottam	Resubmission of revised draft of Citizens' / Clients' Charter	Date	--	--		--	--
		Independent Audit of Implementation of Grievance Redress Mechanism	%	--	--		--	--
	Ensure compliance with Section 4(1) (b) of the RTI Act, 2005	No. of items on which information is uploaded by February 10, 2012	No	--	--		--	--
	Identify potential areas of corruption related to departmental activities and develop an action plan to mitigate them	Finalize an action plan to mitigate potential areas of corruption.	Date	--	--		--	--

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
	Develop an action plan to implement ISO 9001 certification	Finalize an action plan to implement ISO 9001 certification	Date	--	--		--	--
* Ensuring compliance to the Financial Accountability Framework	Timely submission of ATNS on Audit Paras of C&AG	Percentage of ATNS submitted within due date (4 months) from date of presentation of Report to Parliament by CAG during the year.	%	--	100		--	--
	Timely submission of ATRs to the PAC Sectt. on PAC Reports.	Percentage of ATRs submitted within due date (6 months) from date of presentation of Report to Parliament by PAC during the year.	%	--	100		--	--
	Early disposal of pending ATNs on Audit Paras of C&AG Reports presented to Parliament before 31.3.2011.	Percentage of outstanding ATNs disposed off during the year.	%	--	100		--	--
	Early disposal of pending ATRs on PAC Reports presented to Parliament before 31.3.2011	Percentage of outstanding ATRs disposed off during the year.	%	--	100		--	--

* Mandatory Objective(s)

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

Section -4

Sl. No.	Column 1	Col 2	Column 3	Column 4	Column 5
	Objective	Wt.	Actions	Success Indicators	Explanation
1.	Define an overarching credible and transparent Personnel Policy	11	Revision of guidelines for allocation of staff (other than AIS) as a result of re-organisation of states	Preparation of draft guidelines	The activity has been divided into clearly identifiable steps. The revision of guidelines for allocation of staff (other than AIS) as a result of re-organisation of States is a time bound one time activity. These actions are considered essential for transparent personnel policy. Similarly, preparation of civil services performance standard and accountability bill is also considered essential for achieving the said objective.
				Consultation with States	
				Submission of final draft for approval of competent authority	
			Drafting of Civil Services Performance Standard and Accountability Bill.	Consultation with concerned Ministries/ State Governments	
				Submission of note for the Cabinet	
			Amendment in Rule 16(3) of AIS)(DCRB) Rules, 1958 and framing guidelines for premature retirement of AIS officers	Approval of the draft rules by the Department	
				Consultation with states/ cadres	
				Notification of the Rules/ guidelines	

2.	IT based planning and forecasting of manpower	3	Development of software module for monitoring of Board level vacancies in the Public Sector Undertakings	Operationalisation of the software	Development of software module for monitoring of board level vacancies in public sector undertaking is considered to be helpful in IT based planning and forecasting of man power. It is a time bound, one time, activity and hence the specific process based activities have been taken as success indicators.
3.	Strengthening institutional mechanism for prevention and detection of corruption against public servants	15	<div>Placement of Individual Property Returns (IPR) of IAS officers in Public domain</div> <div>Setting up of Additional Special Courts for CBI cases</div> <div>Finalisation of guidelines for</div>	<div>Scanning and digitizing the IPRs</div> <div>Placement of the IPRs in public domain</div> <div>Issue of Sanction order</div> <div>Drafting of the guidelines</div>	Strengthening institutional mechanism for prevention and detection of corruption amongst public servants is one of the strategies/strategic action for strengthening

			selection of CVC	Submission of draft guidelines for approval of competent authority	vigilance administration in the Government. Accordingly, the activities have been divided into clearly identifiable steps.				
			Preparation of new Plan Scheme for comprehensive modernization of CBI	Obtaining in - principle approval of Planning Commission					
				Holding EFC meeting					
				Issue of sanction					
			E-Governance Plan Scheme of CBI	Obtaining in - principal approval of Planning Commission					
				Holding EFC meeting					
				Issue of sanction					
			4.	Build capacity of civil servants and sensitize them, with special emphasis on “Ethics”		17	National Training Policy	Finalization of the National Training Policy	The activities have been divided into clearly identifiable steps in order to achieve the objective. Evolution of National Training Policy is considered essential for achieving the objective of
							Intensive Training Programme in 50 Districts	Issue of common guidelines preparation of modules and Training of Trainers	
								Completion of training programmes commenced in 2010-11	

			Sponsoring of training programme on Ethics, Commitment and Values	Organisation of programmes	building capacity of civil servants and sensitizing them.
5.	Create fair and credible standards for appraisal of individual's performance	3	Review of APAR format to incorporate fair and credible standards of appraisal	Issue of revised executive instructions	Incentivising excellence is one of the strategic goals of the Department. It is considered essential to have fair and credible standards for appraisal of individual's performance in order to provide some basic inputs for the same.
6.	Enrich the work environment to maximize system effectiveness	3	Construction of new Civil Services Officer's Institute (CSOI) Complex at Vinay Marg, New Delhi	Operationalisation of CSOI	Enriching the work environment to maximize system effectiveness and optimize Human Resource utilisation is considered essential for attainment of the strategic goal of attracting the most suitable.

7.	Secure adequate and effective representation of SC/ST/OBC/PWD groups	7	Filling up of backlog vacancies of SCs, STs, OBCs and PWDs to the extent of availability of qualified candidates	Conclusion of special recruitment drive	Securing adequate and effective representation of SC/ST/OBC/PWD groups is considered essential element of inclusive growth and commitment of the Government towards the deprived section of the society. Attracting the most suitable from every community is considered feasible through the activities as mentioned against the objective in the first column.
			Publication of updated compendium on reservation	Submission of report to Cabinet	
				Finalisation of updated compendium by the department	
				Publication of updated compendium	
8.	Introduction of ICT in cadre management	6	Development of web based IT system for cadre management of CSS, CSSS and CPCS	Approval of the project	IT based cadre management system is considered essential in revitalising junior and
				Selection of implementing agency & assignment of work.	

			Creation and maintenance of e-service book system infrastructure for Government of India	Formulation of detailed requirement specifications	middle management in Central Secretariat. This is proposed to be achieved through activities as listed in column
				Selection of agency for software design/development	
				Design Development of Software Ver.1.0 (Structure data to capture basic employee details)	
9.	Institutionalise cadre training plan (CTP) for CSSS	3	Implementation of cadre training plan for CSSS	Approval of the CTP	Institutionalising cadre training plan for CSSS is considered essential in revitalising junior and middle management in Central Secretariat.
				Number of programmes conducted in the year 2011-12	
10	Strengthen demand-side of RTI through awareness generation	8	Operationalisation of Communication strategy	Draft report on communication strategy submitted by Consultant	One of the strategic goals of the Department is to bring greater

				Approval of strategy by the competent authority	transparency in public affairs. It is considered essential to Strengthen demand-side of RTI through awareness generation in order to achieve this goal.
				Preparation of Audio Video material and Rolling out of RTI campaign	
			Setting up of a Portal for on-line filing of RTI applications/ appeals	Preparation of RFP	
				Selection of implementing agency	
				RTI Portal functional	
11	Institutionalise system for effective implementation of provisions for suo-motu disclosure by Public Authorities	3	Strengthening of suo-motu disclosure	Submission of report by Task Force	One of the strategic goals of the Department is to bring greater transparency in public affairs. It is considered essential to institutionalise system for effective implementation of provisions for suo-motu disclosure by Public Authorities for achieving this goal.
				Approval of guidelines and their notification	
				Development of a Tool Kit for audit of suo-motu disclosure	
12	Reviewing and amending the	6	Review and streamline the	Review of existing system.	Reviewing and amending the

	Rules and procedures regulating Regular Departmental Action (RDA) cases to ensure that violators are dealt with surely and sternly		existing mechanism for handling of complaints against Government Servants.	Preparation of revised draft	Rules and procedures regulating Regular Departmental Action (RDA) cases to ensure that violators are dealt with surely and sternly are considered to be essential for strengthening vigilance administration in the Government. Accordingly, the activities have been divided into clearly identifiable steps.
			Implementation of the recommendations of the Hota Committee for suggesting measures to expedite disposal of disciplinary/vigilance cases.	Issue of revised guidelines	
				Submission of recommendation of Hota Committee for approval of competent authority	
				Issue of executive order for implementation and identification of Acts/Rules requiring amendments and initiation of action	

Section 5: Specific Performance Requirements from other Departments

Section V: Specific performance requirements from other Departments that are critical for delivering agreed results.

Department /Ministry	Relevant Success Indicator	What do you need?	Why do you need?	How much do you need?	What happens if you don't get it?
State Governments	1.(I) (B) Consultation with a States for revision of guidelines for allocation of a staff	Timely inputs from the State Government	In order to achieve the target timely inputs from the are required within a specific time frame.	Full Adherence to the prescribed time schedule	If the inputs are delayed the whole process will get delayed
Planning Commission	3 (IV) (A) & 3 (V) (A) Obtaining in principle approval of Planning Commission for preparation of new plan scheme for comprehensive modernization of CBI	Timely Approval from Planning Commission	In order to achieve the target the approvals are required within a specific time frame.	Full Adherence to the prescribed time schedule	If approvals are delayed the whole process will get delayed
NIC	8 (II) © Design development of Software for creation and maintenance of E-Service Book system.	Technical support from NIC	In order to achieve the target the requisite technical support is required within a specific time frame.	Full Adherence to the prescribed time schedule	If technical support is delayed the whole process will get delayed

Ministries/ Departments concerned	7(1) (A) Conclusion of special recruitment drive by various Ministries/ Departments	Timely completion of the special recruitment drive	In order to achieve the target the completion of exercise is essential	Full Adherence to the prescribed time schedule	If the recruitment drive is delayed the whole process will get delayed
Department of Telecommunic ation	10 (II) © For making RTI portal functional for on-line filing of RTI applications/ap peals	Timely approval	In order to achieve the target the requisite approvals are required within a specific time frame.	Full Adherence to the prescribed time schedule	If approvals are delayed the whole process will get delayed

Section 6: OutCome/Impact of Department/Ministry

OutCome/Impact of Department/Minist	Jointly responsible for influencing this outcome / impact with the following department (s) / ministry(ies)	Success Indicator	Unit	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
1 Improved vigilance administration through faster disposal of complaints and better investigation and quicker prosecution	Planning Commission	Obtaining in-principle approval of Planning Commission for comprehensive modernisation of CBI		--	--	30/09/2011	--	--
2 Better cadre management through development of web based IT system for cadre management and creation and maintenance of e-service book system infrastructure	NIC	Design and development of software		--	--	01/03/2012	--	--
3 More capable staff	State Governments/ ATIs	Completion of training programmes commenced in 2010-11		--	--	10/03/2012	--	--
4 Improved Cadre Development	Lal Bahadur Shastri National Academy of Administration , Institute of Secretariat Training and Management	in service Training conducted	Number(in batches)	--	46	76	--	--
		Cadre Reviews done	Number	--	13	7	--	--
5 Improved Employee Satisfaction	null	Human resources added during the year (IAS,CSS, CSSS and CSCS)	Percentage	--	0.81	3.6	--	--
		Human resources who have obtained Professional Qualification	Percentage	--	3.00	7.40	--	--
		Human Resources who have obtained Special Skill	Percentage	--	0.08	0.08	--	--