



# R F D

(Results-Framework Document)

for

Department of Personnel and Training

(2012-2013)

## 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

1. To attract the most suitable, to develop them to deliver the best and to provide better opportunities of excellent career advancement with the objectives to retain and maintain the spirit of excellence of Public Service for effective and efficient delivery. 2. To provide a dynamic framework of personnel policies and procedures for the effective functioning of the Government. 3. To develop competence and innovation in Government by building capacity of human resources at all levels of Government for efficient delivery of Public Service. 4. To inculcate and support a culture of transparency, accountability and zero tolerance of corruption in public affairs and to institutionalise a system of constructive on-going engagement with stakeholders to have the desired result for taking India to a new height.

### Objective

- 1 Define an overarching credible, accountable and transparent Personnel Policy.
- 2 Make the recruitment and placement process more objective by specifying job description with pre-defined and widely disseminated selection criteria and eliminate elements of arbitrariness.
- 3 Secure adequate and effective representation of SC/ST/OBC/PWD groups.
- 4 Improving transparency and accountability through RTI.
- 5 HR Management of CSS, CSSS and CSCS through use of ICT.
- 6 Capacity building of civil servants at all levels with special focus on building of competency framework and module on Ethics and Values in Governance.
- 7 Incentivising innovation and recognize extraordinary performance.
- 8 Strengthening institutional mechanism for prevention and detection of corruption among public servants.
- 9 Improving public and media perception of the Government by highlighting the achievements and making an example of those punished.
- 10 IT based manpower planning for CPSEs.
- 11 Improvement in efficient functioning of RFD system of Responsibility Centres

### Functions

- 1 Recruitment for All India and Central Services through Civil Services Examination.
- 2 Placement of successful candidates to various Services/ Cadres; officers under Central Staffing Scheme.
- 3 Cadre Management of Indian Administrative Service (IAS) and three Secretariat Services (CSS, CSSS and CSCS).

## Section 1: Vision, Mission, Objectives and Functions

- 4 Administrative vigilance - to oversee and provide directions to the Government's programme of maintaining discipline and eradicating corruption from Public Services.
- 5 Formulation and implementation of the policy related to RTI.
- 6 Formulation and implementation of policy of Reservation in Services.
- 7 Welfare of Central Government employees.
- 8 Effective management of Administrative Tribunals.
- 9 Increasing the efficiency of Public Services for well being of the employees through Joint Consultative Machinery.
- 10 Capacity Building /Training.
- 11 Framing personnel policies in respect of service matters applicable to the 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 overarching credible, accountable and transparent Personnel Policy.	6.00	[1.1] Concept Note on Civil Services Performance & Accountability Authority	[1.1.1] Submission of Concept Note for approval of Competent Authority.	Date	2.00	31/12/2012	31/01/2013	15/02/2013	28/02/2013	31/03/2013
		[1.2] Review of provisions relating to Proforma Promotion	[1.2.1] Seeking approval of Competent Authority.	Date	2.00	30/11/2012	31/12/2012	31/01/2013	28/02/2013	31/03/2013
		[1.3] Formulation of Personnel Policy for AIS officers	[1.3.1] Submission of proposal to Competent Authority for change in method of promotion from State Services to AIS.	Date	2.00	31/12/2012	31/01/2013	15/02/2013	28/02/2013	31/03/2013
[2] Make the recruitment and placement process more objective by specifying job description with pre-defined and widely disseminated selection criteria and eliminate elements of arbitrariness.	7.00	[2.1] Development of Standard Operating Procedure (SOP) for Service Allocation	[2.1.1] Approval of SOP by competent authority.	Date	2.00	31/12/2012	31/01/2013	15/02/2013	28/02/2013	31/03/2013
		[2.2] Policy Guidelines on contract appointment in Government.	[2.2.1] Submission of COS note for consideration.	Date	1.00	30/11/2012	31/12/2012	31/01/2013	28/02/2013	31/03/2013
			[2.2.2] Submission of Cabinet Note.	Date	1.00	28/02/2013	15/03/2013	20/03/2013	25/03/2013	31/03/2013
		[2.3] Development and implementation of Integrated PAR and Empanelment Processing System (IPEPS) for Central Staffing Scheme at JS Level	[2.3.1] System Study & Designing the system	Date	1.00	31/08/2012	30/09/2012	31/10/2012	30/11/2012	31/12/2012
			[2.3.2] Implementation & validation of system.	Date	2.00	31/12/2012	31/01/2013	15/02/2013	28/02/2013	31/03/2013

## 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%
[3] Secure adequate and effective representation of SC/ST/OBC/PWD groups.	6.00	[3.1] Filling up of backlog vacancies of SCs, STs, OBCs and PwDs.	[3.1.1] Compilation of data.	Date	1.00	31/07/2012	31/08/2012	30/09/2012	31/10/2012	30/11/2012
			[3.1.2] Submission of Report to the Cabinet	Date	2.00	31/10/2012	30/11/2012	31/12/2012	31/01/2013	28/02/2013
		[3.2] Development and Operationalisation of software and Online collection of information.	[3.2.1] Development of Software	Date	1.00	31/10/2012	30/11/2012	31/12/2012	31/01/2013	28/02/2013
			[3.2.2] Initiation of Data Entry by different Ministries/ Departments.	Date	2.00	28/02/2013	08/03/2013	15/03/2013	22/03/2013	31/03/2013
[4] Improving transparency and accountability through RTI.	12.00	[4.1] Setting up of an RTI Call Centre and Portal for facilitating access to information.	[4.1.1] Selection of agency for implementation.	Date	1.00	30/09/2012	31/10/2012	30/11/2012	31/12/2012	31/01/2013
			[4.1.2] Operationalisation of Portal.	Date	2.00	31/01/2013	15/02/2013	28/02/2013	15/03/2013	31/03/2013
			[4.1.3] Operationalisation of Call Centre.	Date	2.00	01/03/2013	10/03/2013	20/03/2013	25/03/2013	31/03/2013
		[4.2] Facilitating access to best practices on RTI.	[4.2.1] Holding of convention on RTI.	Date	2.00	31/01/2013	15/02/2013	28/02/2013	15/03/2013	31/03/2013
		[4.3] Capacity building for RTI.	[4.3.1] Upgradation of present English online certificate course.	Date	1.00	31/07/2012	31/08/2012	30/09/2012	31/10/2012	30/11/2012
			[4.3.2] Translation and launch of course in Hindi.	Date	1.00	30/11/2012	31/12/2012	31/01/2013	28/02/2013	31/03/2013
			[4.3.3] Translation and launch of course in one Regional language.	Date	1.00	01/03/2013	10/03/2013	20/03/2013	25/03/2013	30/03/2013

## 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%
		[4.4] Strengthening of suo motu disclosure by Public Authorities.	[4.4.1] Approval of guidelines and their notifications.	Date	2.00	31/12/2012	31/01/2013	28/02/2013	15/03/2013	31/03/2013
[5] HR Management of CSS, CSSS and CSCS through use of ICT.	8.00	[5.1] Implementation of Cadre Training Plan for Central Secretariat Stenographers Service (CSSS).	[5.1.1] Number of Induction Training Programmes conducted during 2012-13.	number	2.00	6	5	4	3	2
			[5.1.2] Number of Training Programmes other than Induction Training conducted as per CTP during 2012-13.	number	2.00	7	6	5	4	3
		[5.2] Development of web based IT system for Cadre Management of CSS.	[5.2.1] Application, design and development of software for CSS.	Date	2.00	28/02/2013	15/03/2013	20/03/2013	25/03/2013	31/03/2013
			[5.2.2] Validation, user acceptance of software, training and workshops.	Date	2.00	31/03/2013	--	--	--	--
[6] Capacity building of civil servants at all levels with special focus on building of competency framework and module on Ethics and Values in Governance.	14.00	[6.1] Development of a common competency framework to guide Cadre Controlling Authorities and organisations in pursuance of implementation of National Training Policy, 2012.	[6.1.1] Finalisation and approval of the framework.	Date	3.00	01/03/2013	10/03/2013	20/03/2013	25/03/2013	31/03/2013
		[6.2] Intensive Training Programme.	[6.2.1] Completion of Training Programmes commenced in various districts	Number	2.00	50	40	30	25	20

## 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%
			in 2011 - 12.							
			[6.2.2] Commencement of training programmes in additional districts.	Number	2.00	60	50	40	30	20
		[6.3] Preparation of module on 'Ethics and Values' and 'Training of Trainers (ToT)' module.	[6.3.1] Preparation of a module on 'Ethics and Values in Public Governance'	Date	2.00	30/09/2012	31/10/2012	30/11/2012	31/12/2012	31/01/2013
			[6.3.2] Development of trainers and their certification in Central / State Training Institutions.	Number	2.00	25	20	15	10	5
		[6.4] Sensitization of Government functionaries with regard to issues relating to 'Minorities'.	[6.4.1] Organisation of programmes	Number	3.00	25	20	15	10	5
[7] Incentivising innovation and recognize extraordinary performance.	4.00	[7.1] Formulation of Policy on out of turn promotion of Sportspersons.	[7.1.1] Finalisation of out of turn promotion policy for Sportspersons.	Date	2.00	31/12/2012	31/01/2013	28/02/2013	15/03/2013	31/03/2013
		[7.2] Preparation of Guidelines for Performance Related Incentive Scheme.	[7.2.1] Submission of draft guidelines to the competent authority.	Date	2.00	31/01/2013	15/02/2013	28/02/2013	15/03/2013	31/03/2013
[8] Strengthening institutional mechanism for prevention and detection of corruption among public servants.	16.00	[8.1] Processing of Second Report of the Group of Ministers on Corruption.	[8.1.1] Seeking approval of the competent authority on the recommendations of the 2nd Report of the GoM on Corruption.	Date	2.00	31/07/2012	31/08/2012	30/09/2012	31/10/2012	30/11/2012
			[8.1.2] Issue of advisory to the concerned	Date	2.00	30/09/2012	31/10/2012	30/11/2012	31/12/2012	31/01/2013

## 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%
			stakeholders.							
		[8.2] Strengthening of Vigilance Administration of various Ministries.	[8.2.1] Collection of data regarding present vigilance set up.	Date	2.00	30/09/2012	31/10/2012	30/11/2012	31/12/2012	31/12/2012
			[8.2.2] Formulation of proposal for assessment parameters	Date	2.00	30/11/2012	31/12/2012	31/01/2013	28/02/2013	31/03/2013
		[8.3] Foreign Bribery Bill, 2011 - follow up action (processing of recommendations of the Standing Committee of Parliament).	[8.3.1] Submission for approval of competent authority for the official amendments of the Bill.	Date	2.00	30/11/2012	31/12/2012	31/01/2013	28/02/2013	31/03/2013
		[8.4] Constitution of the High Power Committee for fast tracking pending old cases of CBI.	[8.4.1] Appointment of Chairman & Members and issue of terms of reference of the HPC.	Date	2.00	31/12/2012	31/01/2013	15/02/2013	28/02/2013	31/03/2013
		[8.5] Modernisation of CBI under Plan Scheme.	[8.5.1] Issue of Sanction Order for purchasing of land for infrastructural requirement.	Date	2.00	31/05/2012	30/06/2012	31/07/2012	31/08/2012	30/09/2012
		[8.6] Setting up of Additional Special Courts for CBI.	[8.6.1] Operationalisation of Additional Special Courts set up during 2011 - 12.	number	2.00	12	10	8	6	4
[9] Improving public and media perception of the Government by highlighting the achievements and making an example of those punished.	3.00	[9.1] Regular Departmental Action cases to ensure violators are dealt with strictly.	[9.1.1] Framing of Guidelines for monitoring implementation of disciplinary action.	Date	3.00	30/11/2012	31/12/2012	31/01/2013	28/02/2013	31/03/2013



## 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%
[10] IT based manpower planning for CPSEs.	4.00	[10.1] Development of monitoring system for proposals of appointment to Board level vacancies in CPSEs.	[10.1.1] Development of system.	Date	2.00	31/10/2012	30/11/2012	31/12/2012	31/01/2013	28/02/2013
			[10.1.2] Operationalisation and validation of system.	Date	2.00	31/01/2013	15/02/2013	28/02/2013	15/03/2013	31/03/2013
[11] Improvement in efficient functioning of RFD system of Responsibility Centres	5.00	[11.1] Preparation of RFD by Responsibility Centres.	[11.1.1] Preparation and uploading of RFD.	Date	5.00	15/04/2012	31/05/2012	30/06/2012	31/07/2012	31/08/2012
* Efficient Functioning of the RFD System	3.00	Timely submission of Draft for Approval	On-time submission	Date	2.0	05/03/2012	06/03/2012	07/03/2012	08/03/2012	09/03/2012
		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
* Administrative Reforms	6.00	Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	2.0	100	95	90	85	80
		Implement ISO 9001 as per the approved action plan	Area of operations covered	%	2.0	100	95	90	85	80
		Identify, design and implement major innovations	Implementation of identified innovations	Date	2.0	05/03/2013	06/03/2013	07/03/2013	08/03/2013	09/03/2013
* Improving Internal Efficiency / responsiveness / service delivery of Ministry / Department	4.00	Implementation of Sevottam	Independent Audit of Implementation of Citizen's Charter	%	2.0	100	95	90	85	80
			Independent Audit of implementation of public grievance redressal system	%	2.0	100	95	90	85	80
* 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

\* 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%
		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.	%	0.5	100	90	80	70	60
		Early disposal of pending ATNs on Audit Paras of C&AG Reports presented to Parliament before 31.3.2012.	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 31.3.2012	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 10/11	Actual Value FY 11/12	Target Value FY 12/13	Projected Value for FY 13/14	Projected Value for FY 14/15
[1] Define an overarching credible, accountable and transparent Personnel Policy.	[1.1] Concept Note on Civil Services Performance & Accountability Authority	[1.1.1] Submission of Concept Note for approval of Competent Authority.	Date	--	--	31/01/2013	--	--
	[1.2] Review of provisions relating to Proforma Promotion	[1.2.1] Seeking approval of Competent Authority.	Date	--	--	31/12/2012	--	--
	[1.3] Formulation of Personnel Policy for AIS officers	[1.3.1] Submission of proposal to Competent Authority for change in method of promotion from State Services to AIS.	Date	--	--	31/01/2013	--	--
[2] Make the recruitment and placement process more objective by specifying job description with pre-defined and widely disseminated selection criteria and eliminate elements of arbitrariness.	[2.1] Development of Standard Operating Procedure (SOP) for Service Allocation	[2.1.1] Approval of SOP by competent authority.	Date	--	--	31/01/2013	--	--
	[2.2] Policy Guidelines on contract appointment in Government.	[2.2.1] Submission of COS note for consideration.	Date	--	--	31/12/2012	--	--
		[2.2.2] Submission of Cabinet Note.	Date	--	--	15/03/2013	--	--
	[2.3] Development and implementation of Integrated PAR and Empanelment Processing System (IPEPS) for Central Staffing Scheme at JS Level	[2.3.1] System Study & Designing the system	Date	--	--	30/09/2012	--	--
		[2.3.2] Implementation & validation of system.	Date	--	--	31/01/2013	--	--

### 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
[3] Secure adequate and effective representation of SC/ST/OBC/PWD groups.	[3.1] Filling up of backlog vacancies of SCs, STs, OBCs and PwDs.	[3.1.1] Compilation of data.	Date	--	--	31/08/2012	--	--
		[3.1.2] Submission of Report to the Cabinet	Date	--	--	30/11/2012	--	--
	[3.2] Development and Operationalisation of software and Online collection of information.	[3.2.1] Development of Software	Date	--	--	30/11/2012	--	--
		[3.2.2] Initiation of Data Entry by different Ministries/ Departments.	Date	--	--	08/03/2013	--	--
[4] Improving transparency and accountability through RTI.	[4.1] Setting up of an RTI Call Centre and Portal for facilitating access to information.	[4.1.1] Selection of agency for implementation.	Date	--	--	31/10/2012	--	--
		[4.1.2] Operationalisation of Portal.	Date	--	--	15/02/2013	--	--
		[4.1.3] Operationalisation of Call Centre.	Date	--	--	10/03/2013	--	--
	[4.2] Facilitating access to best practices on RTI.	[4.2.1] Holding of convention on RTI.	Date	--	--	15/02/2013	--	--
	[4.3] Capacity building for RTI.	[4.3.1] Upgradation of present English online certificate course.	Date	--	--	31/08/2012	--	--
		[4.3.2] Translation and launch of course in Hindi.	Date	--	--	31/12/2012	--	--
		[4.3.3] Translation and launch of course in one Regional language.	Date	--	--	10/03/2013	--	--

### 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
	[4.4] Strengthening of suo motu disclosure by Public Authorities.	[4.4.1] Approval of guidelines and their notifications.	Date	--	--	31/01/2013	--	--
[5] HR Management of CSS, CSSS and CSCS through use of ICT.	[5.1] Implementation of Cadre Training Plan for Central Secretariat Stenographers Service (CSSS).	[5.1.1] Number of Induction Training Programmes conducted during 2012-13.	number	--	2	5	--	--
		[5.1.2] Number of Training Programmes other than Induction Training conducted as per CTP during 2012-13.	number	--	5	6	--	--
	[5.2] Development of web based IT system for Cadre Management of CSS.	[5.2.1] Application, design and development of software for CSS.	Date	--	--	15/03/2013	--	--
		[5.2.2] Validation, user acceptance of software, training and workshops.	Date	--	--	--	--	--
[6] Capacity building of civil servants at all levels with special focus on building of competency framework and module on Ethics and Values in Governance.	[6.1] Development of a common competency framework to guide Cadre Controlling Authorities and organisations in pursuance of implementation of National Training Policy, 2012.	[6.1.1] Finalisation and approval of the framework.	Date	--	--	10/03/2013	--	--
	[6.2] Intensive Training Programme.	[6.2.1] Completion of Training Programmes commenced in various districts in 2011 - 12.	Number	--	--	40	--	--

### 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
		[6.2.2] Commencement of training programmes in additional districts.	Number	--	--	50	--	--
		[6.3] Preparation of module on 'Ethics and Values' and 'Training of Trainers (ToT)' module.	Date	--	--	31/10/2012	--	--
		[6.3.1] Preparation of a module on 'Ethics and Values in Public Governance'						
		[6.3.2] Development of trainers and their certification in Central / State Training Institutions.	Number	--	--	20	--	--
	[6.4] Sensitization of Government functionaries with regard to issues relating to 'Minorities'.	[6.4.1] Organisation of programmes	Number	--	--	20	--	--
[7] Incentivising innovation and recognize extraordinary performance.	[7.1] Formulation of Policy on out of turn promotion of Sportspersons.	[7.1.1] Finalisation of out of turn promotion policy for Sportspersons.	Date	--	--	31/01/2013	--	--
	[7.2] Preparation of Guidelines for Performance Related Incentive Scheme.	[7.2.1] Submission of draft guidelines to the competent authority.	Date	--	--	15/02/2013	--	--
[8] Strengthening institutional mechanism for prevention and detection of corruption among public servants.	[8.1] Processing of Second Report of the Group of Ministers on Corruption.	[8.1.1] Seeking approval of the competent authority on the recommendations of the 2nd Report of the GoM on Corruption.	Date	--	--	31/08/2012	--	--
		[8.1.2] Issue of advisory to the concerned stakeholders.	Date	--	--	31/10/2012	--	--

### 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
	[8.2] Strengthening of Vigilance Administration of various Ministries.	[8.2.1] Collection of data regarding present vigilance set up.	Date	--	--	31/10/2012	--	--
		[8.2.2] Formulation of proposal for assessment parameters	Date	--	--	31/12/2012	--	--
	[8.3] Foreign Bribery Bill, 2011 - follow up action (processing of recommendations of the Standing Committee of Parliament).	[8.3.1] Submission for approval of competent authority for the official amendments of the Bill.	Date	--	--	31/12/2012	--	--
	[8.4] Constitution of the High Power Committee for fast tracking pending old cases of CBI.	[8.4.1] Appointment of Chairman & Members and issue of terms of reference of the HPC.	Date	--	--	31/01/2013	--	--
	[8.5] Modernisation of CBI under Plan Scheme.	[8.5.1] Issue of Sanction Order for purchasing of land for infrastructural requirement.	Date	--	--	30/06/2012	--	--
	[8.6] Setting up of Additional Special Courts for CBI.	[8.6.1] Operationalisation of Additional Special Courts set up during 2011 - 12.	number	--	--	10	--	--
[9] Improving public and media perception of the Government by highlighting the achievements and making an example of those punished.	[9.1] Regular Departmental Action cases to ensure violators are dealt with strictly.	[9.1.1] Framing of Guidelines for monitoring implementation of disciplinary action.	Date	--	--	31/12/2012	--	--

### 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
[10] IT based manpower planning for CPSEs.	[10.1]Development of monitoring system for proposals of appointment to Board level vacancies in CPSEs.	[10.1.1] Development of system.	Date	--	--	30/11/2012	--	--
		[10.1.2] Operationalisation and validation of system.	Date	--	--	15/02/2013	--	--
[11] Improvement in efficient functioning of RFD system of Responsibility Centres	[11.1]Preparation of RFD by Responsibility Centres.	[11.1.1] Preparation and uploading of RFD.	Date	--	--	31/05/2012	--	--
* Efficient Functioning of the RFD System	Timely submission of Draft for Approval	On-time submission	Date	05/03/2010	07/03/2011	06/03/2012	--	--
	Timely submission of Results	On- time submission	Date	29/04/2011	01/05/2012	03/05/2012	--	--
* Administrative Reforms	Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	--	--	95	--	--
	Implement ISO 9001 as per the approved action plan	Area of operations covered	%	--	--	95	--	--
	Identify, design and implement major innovations	Implementation of identified innovations	Date	--	--	06/03/2013	--	--
* Improving Internal Efficiency / responsiveness / service delivery of Ministry / Department	Implementation of Sevottam	Independent Audit of Implementation of Citizen's Charter	%	--	--	95	--	--
		Independent Audit of implementation of public grievance redressal system	%	--	--	95	--	--
* 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	%	--	--	90	--	--

\* 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
		date of presentation of Report to Parliament by CAG during the year.						
	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.	%	--	--	90	--	--
	Early disposal of pending ATNs on Audit Paras of C&AG Reports presented to Parliament before 31.3.2012.	Percentage of outstanding ATNs disposed off during the year.	%	--	--	90	--	--
	Early disposal of pending ATRs on PAC Reports presented to Parliament before 31.3.2012	Percentage of outstanding ATRS disposed off during the year.	%	--	--	90	--	--

\* Mandatory Objective(s)

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

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**Description and Definition of Success Indicators**  
**And Proposed Measurement Methodology**

<b>S.No</b>	<b>Objective</b>	<b>Wt</b>	<b>Actions</b>	<b>Success indicators</b>	<b>Explanation</b>
1	Define an overarching, credible, accountable and transparent Personnel Policy.	06	1. Concept Note on Civil Services Performance & Accountability Authority	Submission of Concept Note for approval of Competent Authority	To aid and advise the Central Government on all matters concerning policies of organization, control, operation and management of civil services and civil servants.
			1.2. Review of provisions relating to Proforma Promotion	Seeking approval of Competent Authority	Preparation of revised proposal relating to proforma

1.3 Formulation of Personnel Policy for AIS officers	Submission of proposal to competent Authority for change in method of promotion from State Services to AIS.	promotions will help rationalize the provisions and bring them in line with various Court directions and representations received from stakeholders will streamline the process of recruitment of State Service Officers into All India Services viz IAS, IPS, IFoS and reduce litigation.
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2.	Make the recruitment and placement process more objective by specifying job description with pre-defined and widely disseminated selection criteria and eliminate elements of arbitrariness <b>(AIS, EO &amp; Estt. Divs.)</b>	7	1 Development of Standard Operating Procedure (SOP) for Service Allocation (AIS Division)	Approval of Standard Operating Procedure (SOP) by competent authority.	Development of SOP is the first such attempt to codify what is being done in the past in respect of service allocations. It will ultimately pave the way as guidelines for officers who deal with this subject in future and also usher in transparency. A approval of SOP is an indication of measurement.
			2. Policy Guidelines on Contract appointment in Government (Estt. Division)	(i) Submission of CoS Note for consideration (ii) Submission of Cabinet Note	The activity has been divided into clearly identifiable steps. The recommendations of the 6 <sup>th</sup> CPC shall need to be examined after due consultations with Department of Expenditure, UPSC and other Ministries for issue of appropriate guidelines.

			3. Development and implementation of Integrated PAR and Empanelment Processing System (IPEPS) for Central Staffing Scheme at Jt. Secy. Level (EO DIV.)	(i) System study and designing the system. (ii) Implementation and validation of system	Development and design of an IT based empanelment processing system will streamline and improve the empanelment process and being in transparency.
3.	Secure adequate effective representation of SC/ST/OBC/PWD groups	6	1. Filling up of backlog vacancies of SCs, STs, OBCs and PwDs  2. Development and Operationalisation of software and Online collection of information	(i) Compilation of data (ii) Submission of Report to Cabinet  (i) Development of software (ii) Initiation of Data Entry by different Ministries/ Departments	Compilation of data relating to backlog vacancies to be filled up in Government will enable better representation of SCs, STs, OBCs and PWDs in Government services.
4	Improving transparency and accountability through RTI (IR)	12	1. Setting up of an RTI Call Centre and Portal for facilitating access to information	(i) Selection of agency for implementation (ii) Operationalisation of Portal (iii) Operationalisation of Call Centres	Selection of an agency for operationalisation of RTI portal and call centre will help in improving transparency and accountability through RTI.

HR 8  
Management of  
CSS, CSSS  
and CSCS  
through use of  
ICT. **(CS Div.)**

2. Facilitating access to best practices on RTI	Holding of convention on RTI	Organising a convention on best practices of RTI will further improve implementation of RTI
3. Capacity building for RTI	(i) Upgradation of present English online certificate course (ii) Translation and launch of course in Hindi (iii) Translation and launch of course in one Regional language	Launching of on-line courses in Hindi and regional languages will provide an impetus to RTI implementation in more States.
4. Strengthening of suo motu disclosure by Public Authorities	Approval of guidelines and their notifications	
Implementation of Cadre Training Plan (CTP) for CSSS	(i) Number of Induction Training Programme conducted during 2012-13 (ii) Number of Training Programmes other than Induction Training conducted as per CTP during 2012-13	Cadre Training Plan of CSSS will ensure capacity building and improved performance / output of CSSS officers.

			Development of web based IT system for Cadre Management of CSS	(i) Application, design and development of software for CSS (ii) Validation, user acceptance of software, training and workshops	To ensure availability of capable staff to Ministries while meeting the expectations of the employees at the right time.
6.	Capacity building of civil servants at all levels with special focus on building of competency framework and module on Ethics and Values in Governance <b>(Trg. Div.)</b>	14	Development of a common competency framework to guide Cadre Controlling Authorities and organizations in pursuance of implementation of National Training Policy, 2012.  2. Intensive Training Programme	Finalisation and approval of the framework.  (i) Completion of Training Programmes commenced in various districts in 2011-12 (ii) Commencement of training programmes in additional districts	(1)As a follow up to the National Training Policy, development of a common framework is proposed to be developed. (2)Further, Intensive Training Programme, aimed at building capacity at cutting edge level, was started in the year 2010-11. The activity has been divided into 2 actionable points i.e completion of training of trainers' and carrying on training
			3.Preparation of module on 'Ethics and Values' and 'Training of	(i) Preparation of a module on 'Ethics and Values in Public Governance'	

			Trainers (ToT)' (ii) programmes so module Development of as to ultimately trainers and cover the entire their Organisation of certification in programmes Central/ State Training Institutions.
		4.Sensitization of Government functionaries with regard to issues relating to 'Minorities'	Organization of programmes
7.	Incentivising innovation and recognize extraordinary performance	4	Formulation of Policy on out of turn promotion of Sportspersons Preparation of guidelines for Performance Related Incentive Scheme
			Finalisation of out of turn promotion policy for Sportspersons Submission of draft guidelines to the competent authority.
			The policy of out-of turn promotion will help to improve the motivation and morale of individual sports persons in government service and will be helpful in improving the performance of individual sports persons and will play an important role in promotion of sports among the masses.



8.	Strengthening institutional mechanism for prevention and detection of corruption among public servants	16	1. Processing of Second Report of the Group of Ministers on Corruption	(i) Seeking approval of the competent authority on the recommendations of the 2 <sup>nd</sup> Report of the GoM on Corruption (ii) Issue of advisory to the concerned stakeholders	Processing of the recommendations of the GoM on corruption will help strengthening of institutional mechanism to prevent corruption.
			2. Strengthening of Vigilance Administration of various Ministries	(i) Collection of data regarding present vigilance set up in (ii) Formulation of proposal for assessment parameters	Preparation of database on vigilance setup in Ministries/PSUs will help assess efficiency of vigilance mechanism and strengthening.
			3. Foreign Bribery Bill, 2011 –follow up action (processing of recommendations of the Standing Committee of Parliament)	Submission for approval of competent authority for the official amendments of the Bill	Action on recommendations of Standing Committee of Parliament will help bring in legislation to curb bribery by Indian citizens to foreign public officials and Members of foreign / international public organizations.

			4. Constitution of the High Power Committee for fast tracking pending old cases of CBI	Appointment of Chairman & Members and issue of terms of reference of the HPC	It will bring down pendency of old cases with CBI.
			5. Modernization of CBI under Plan Scheme	Issue of Sanction Order for purchasing of land for infrastructural requirement	It will improve the functioning of CBI & provide better modern infrastructure.
			6. Setting up of Addl Special Courts for CBI	Operationalisation of Additional Special Courts set up during 2011-12	Will help to reduce pendency of CBI cases for trial
9.	Improving public and media perception of the Government by highlighting the achievements and making an example of those punished	3	Regular Departmental Action cases to ensure violators are dealt with strictly	Framing of guidelines for monitoring implementation of disciplinary action.	Preparation of guidelines will help streamline procedures for regular departmental action.
10.	IT based manpower planning for CPSEs	4	Development of monitoring system for proposals of appointment to Board level vacancies in CPSEs	(i) Development of system (ii) Operationalisation and validation of system	This will help to fill up Board level vacancies in a timely manner.

11.	Improvement in 5 efficient functioning of RFD system of Responsibility Centres	Preparation of RFD by Responsibility Centres	Preparation and uploading of RFD	Timely preparation and uploading of RFD by Responsibility Centres will help improve efficiency of RFD system.
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**Section 5:**  
**Specific Performance Requirements from other Departments**

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**Specific Performance Requirements from other Departments**

<b>Department/ Ministry</b>	<b>Relevant Success Indicator</b>	<b>What do you Need?</b>	<b>Why do you need?</b>	<b>How much do you Need?</b>	<b>What happens if you don't get it?</b>
Department of Expenditure, Ministry of Finance	1.2.1 Seeking approval of Competent Authority to review provisions relating to Proforma Promotion.	Timely inputs from D/o Expenditure	In order to review the existing provisions related to Proforma Promotion.	Full adherence to the prescribed time limit	If inputs are delayed the whole process will get delayed.
All Ministries/ Departments of the Government of India	3.1.1 Compilation of information with regard to filling up of vacancies of SCs, STs, OBCs and PwDs.	Timely filling up of reserved vacancies	To complete the recruitment process	Full adherence to the prescribed time limit	If the recruitment is delayed, the submission of note to the Cabinet will get delayed.
Department of Telecommunica tions	4.1.2 Operationalisati on of portal in regard to setting up of an RTI Call Centre and Portal for facilitating access to information.	Timely waiver of license fee	Expedite the setting up of Call Centre / Portal	Full adherence to the prescribed time limit	This will delay setting up of RTI Call Centre / portal.

Controller General of Accounts	4.1.3 Operationalisation of Call Centre in regard to setting up of an RTI Call Centre and Portal for facilitating access to information.	In principle approval for the project.	Setting up of call centre/ portal	Full adherence to the prescribed time limit	
All Ministries/ Departments of GOI	8.2.1 Collection of data regarding present vigilance set up.	Data regarding the present vigilance set up in each Ministry/ Department	To assess the existing set up and its adequacy to meet the workload	Complete inputs on the existing set up	In the absence of inputs, further action in evolving assessment parameters for a typical vigilance set up will get delayed.
Ministry of External Affairs, Home Affairs, Commerce, Corporate Affairs, CBI, CVC, Ministry of Finance, Ministry of Law etc	8.3.1 Submission of proposal for Cabinet's approval. (Foreign Bribery Bill, 2011 –follow up action)	Comments on the recommendations of the Standing Committee of Parliament and draft official amendments	To finalise the Government's stand on the recommendation and to prepare draft official amendments for cabinet approval	Complete inputs on all issues	In the absence or delay in receipt of inputs from the concerned Ministries, proposal to the Cabinet will get delayed.

## 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 Development and implementation of integrated PAR and empanelment processing system (IPEPS) for Central Staffing Scheme at Joint Secretary level.	State Governments.	System study and designing the system	Date			30/09/2012		
		Implementation and training to end users	Date			31/01/2013		
2 Filling up of backlog vacancies of SCs, STs, OBCs and PwDs.	Ministries/ Departments of Government of India.	Compilation of data	Date			31/08/2012		
		Submission of report to the Cabinet	Date			30/11/2012		
3 Setting up of Call Centre and Portal for implementation of RTI.	Department of Telecommunication and Controller General of Accounts.	Selection of agency for implementation	Date			31/10/2012		
		Operationalisation of Portal	Date			15/02/2013		
		Operationalisation of Call Centre	Date			10/03/2013		
4 Implementation of CTP for CSSS.	ISTM	Number of Induction Training Programmes conducted during 2012-13	number			5		
		Number of Training Programmes other than Induction Training conducted during 2012-13	number			6		
5 Introduction of ICT in Cadre Mngement of CSS.	All Ministries/ Departments participating in CSS and NIC.	Application design and Development of software for CSS	Date			15/01/2013		
		Validation / user acceptance of software, training and workshops	Date			15/03/2013		

## 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
6 Capacity building of Civil servants at all levels with special focus on building of competency framework and modules on Ethics and Values in Governance.	State ATIs and specialised institutions	Finalisation and approval of the framework	Date			10/03/2013		
		Completion of Intensive training programme in various districts	number			40		
		Commencement of training programme in additional districts	number			50		
		Preparation of module on ethics and values in public governance	Date			31/10/2012		
		Development of trainers and their certification in Central /State Training Institutions	Number			20		
		Organisation of programme for sensitisation of government functionaries on issues relating to 'minorities'	number			20		
7 Review of provisions relating to proforma promotion.	Department of Expenditure, Ministry of Finance.	Approval of competent authority	Date			31/12/2012		