Government of Jammu and Kashmir

R F D

(Results-Framework Document)
for

Department of General Administration

(2013-2014)

Section 1:
Vision, Mission, Objectives and Functions

Vision

To create an enabling environment for mangement of human resources and for developing an efficient administration for effective, accountable, responsive and transparent governance.

Mission

1.   Providing a framework of personnel policies and procedures for effective functioning of the Government.2. Inculcating and developing a culture of transparency, accountability and zero tolerance of corruption in Public affairs.3. Developing competence and innovation in Government functioning through capacity building and training programmes.4. Efficient cadre management aimed at optimum utilization of human resources.

Objectives

1   Ensuring effective governancee by eficient human resource management.

2   Bringing about accountability and transparency in Governance.

3   Capacity building of officers.

4   Strengthening mechanism for timely delivery of services to the public.

5   Strengthening of RTI Act.

6   Preservation of important Government Record through electronic storage and retrieval methods.

7   Making recruitments to various posts.

Functions

1   Placement of Cabinet/Coordination cases before the Cabinet/Hon'ble Chief Minister for orders.

2   Hon'ble Governor's speech for Republic Day

3   Hon'ble Governor's address to the State Legislature.

4   Notification of holidays.

5   Matters related to induction of SCS/non-SCS officers into IAS.

6   Cases related to compassionate appointment.

7   Cadre management of IAS/KAS officers/Under Secretaries/ Administrative Officers and Private Secretaries/ J&K Secretariat (subordinate) Services.

Section 1:
Vision, Mission, Objectives and Functions

8   Accord of sanction for Prosecution of Government servant.

9   Formulation and execution of plans of the Departments/Organizations under the Administrative control of GAD.

10   Grant of Vigilance Clerance to all the categories of State employees for promotions, deputation etc.

11   Conduct of Departmental Inquiries and monitoring of the progress of such inquiries of all the Departments.

12   Maintenance of the Annual Property Returns of IAS, IPS, IFS, KAS and Gazetted officers of the Secretariat service.

13   Administrative matters of the State Vigilance Organization.

14   Issuance of roster of Hon'ble Ministers for Summer/Winter Secretariat.

15   Issues related to conferment of State and National Awards including holding of Investiture Ceremony.

16   To manage and coordinate visits of dignitaries to J&K State.

17   Issues related to Freedom Fighters.

18   All arrangements relating to Bi-Annual Darbar Move.

19   Implementation of RTI Act.

20   Appointment of Outstanding Sports Persons under SRO- 349 of 1998.

21   Foreign tour programmes of Cabinet Ministers/Miniters of State outside the country.

22   Training programmes of State officials within and outside the country.

23   Implementation of J&K Public Services Guarantee Act.

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] Ensuring effective governancee by eficient human resource management.	25.00	[1.1]	Inductioninto KAS	[1.1.1] Obtaining proposals from feeding services departments.	Date	5.00	30/04/2013	31/05/2013	31/07/2013	31/10/2013	31/12/2013
				[1.1.2] Placing proposals before Cabinet for approval.	Date	4.00	31/07/2013	30/09/2013	31/10/2013	30/11/2013	31/12/2013
		[1.2]	Inductionof State service officers into IAS	[1.2.1] Sending proposals to DoPT for determination of vacancies	Date	2.00	30/04/2013	15/05/2013	31/05/2013	15/06/2013	30/06/2013
				[1.2.2] Sending completed proposals to UPSC for conduct of SCM.	Date	3.00	30/09/2013	20/10/2013	31/10/2013	10/11/2013	30/11/2013
		[1.3]	Promotion to various scales of IAS	[1.3.1] Placement of memo before Cabinet, issuance of order.	Date	5.00	15/12/2013	31/12/2013	20/01/2014	31/01/2014	28/02/2014
		[1.4]	Promotion of Private Secretaries	[1.4.1] Submission of proposal to PSC	Date	3.00	31/12/2013	15/01/2014	31/01/2014	15/02/2014	28/02/2014
		[1.5]	Promotion of Administrative Officers	[1.5.1] Submission of proposal to PSC	Date	3.00	28/02/2014	15/03/2014	20/03/2014	25/03/2014	31/03/2014
[2] Bringing about accountability and transparency in Governance.	16.00	[2.1]	Disposal of cases for sanction of prosecution in a time bound manner.	[2.1.1] Decision by the competent authority on the prosecution sanction within three months.	% age	7.00	95	90	85	70	60
		[2.2]	Disposal of departmental inquiries	[2.2.1] % age of disposal of departmental inquiries.	%age	2.00	95	90	85	70	60

Section 2:
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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%
		[2.3]	Hosting of property returns on website for KAS/IAS officers	[2.3.1]	Timely hosting of information relating to submission of property returns by IAS/KAS officers, including defaulters.	Date	3.00	28/02/2014	10/03/2014	20/03/2014	25/03/2014	31/03/2014
				[2.3.2]	Publishing name of officers who have not file their IPR by due date.	Date	0.00	--	--	--	--	--
		[2.4]	Strengthening Anti-Corruption laws	[2.4.1]	Suggesting amendments to PC Act and seeking approval of the Cabinet.	Date	4.00	31/01/2014	20/02/2014	10/03/2014	20/03/2014	31/03/2014
[3] Capacity building of officers.	12.00	[3.1]	Providing training to officers.	[3.1.1]	Training imparted to IAS Officers	% age	6.00	6	6	4	2	1
				[3.1.2]	Training imparted to KAS Officers.	%age	6.00	6	6	4	2	1
[4] Strengthening mechanism for timely delivery of services to the public.	10.00	[4.1]	Inclusion of new services under Public Services Guarantee Act.	[4.1.1]	Number of Additional Public Services	Number	5.00	30	28	26	24	22
		[4.2]	Conducting training programmes at district level and monitoring of the implementation of PSGA.	[4.2.1]	Number of districts covered.	Number	5.00	20	18	15	10	8
[5] Strengthening of RTI Act.	10.00	[5.1]	Posting of information on website as per the requirement of Section 4(1) of RTI Act	[5.1.1]	Periodic updation of information on the website.	Number	5.00	12	11	10	9	8

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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%
		[5.2] Conduct of awareness/training programmes.	[5.2.1] Covering Officers/PIOs in these trainings.	%age	5.00	30	25	20	15	10
[6] Preservation of important Government Record through electronic storage and retrieval methods.	10.00	[6.1] Digitization of Cabinet Records.	[6.1.1] Invitation of bids.	Date	5.00	30/06/2013	31/07/2013	31/08/2013	30/09/2013	31/10/2013
			[6.1.2] completionof digitization.	Date	5.00	31/01/2014	28/02/2014	15/03/2014	20/03/2014	31/03/2014
[7] Making recruitments to various posts.	7.00	[7.1] Communicating vacancies to Recruitment agencies.	[7.1.1] Timely communication of vacancy to Recruiting Agency.	Date	7.00	31/07/2013	30/09/2013	30/11/2013	31/01/2014	31/03/2014
* Efficient Functioning of the RFD System	5.00	Timely Submission of Draft Approval	On time Submission	Date	2.0	20/03/2013	21/03/2013	22/03/2013	25/03/2013	26/03/2013
		Timely Submission of Results	On time Submission	Date	1.0	01/05/2014	02/05/2014	03/05/2014	06/05/2014	07/05/2014
		Finalize Strategic Plan (After meeting all intermediate deadline)	Finalize the Strategic Plan for next 5 years	Date	2.0	10/06/2013	14/06/2013	18/06/2013	24/06/2013	28/06/2013
* Improving Internal Efficiency / Responsiveness Service Delivery of Department	5.00	Development RFDs for all Responsibility centers (Subordinate officers,Attached Officers and Autonomous Bodies)	Percentage of RCs covered	%	2.0	100	95	90	85	80
		Implementation of Sevottam	Create a compliant System to implement,monitor and review Citizen's/Client's Charter	Date	2.0	15/09/2013	20/09/2013	25/09/2013	30/09/2013	01/10/2013

* Mandatory Objective(s)

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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 to public Grievances	Date	1.0	15/09/2013	20/09/2013	25/09/2013	30/09/2013	01/09/2013

* Mandatory Objective(s)

Section 3:
Trend Values of the Success Indicators

Objective		Action		Success Indicator		Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
[1]	Ensuring effective governancee by eficient human resource management.	[1.1]	Inductioninto KAS	[1.1.1]	Obtaining proposals from feeding services departments.	Date	30/11/2011	27/07/2012	31/05/2013	15/04/2014	31/03/2015
				[1.1.2]	Placing proposals before Cabinet for approval.	Date	02/01/2012	05/09/2012	30/09/2013	15/07/2014	01/07/2015
		[1.2]	Inductionof State service officers into IAS	[1.2.1]	Sending proposals to DoPT for determination of vacancies	Date	07/10/2013	24/05/2012	15/05/2013	31/01/2015	31/01/2016
				[1.2.2]	Sending completed proposals to UPSC for conduct of SCM.	Date	--	05/10/2012	20/10/2013	20/02/2015	15/02/2016
		[1.3]	Promotion to various scales of IAS	[1.3.1]	Placement of memo before Cabinet, issuance of order.	Date	22/08/2012	03/01/2013	31/12/2013	20/01/2015	20/01/2016
		[1.4]	Promotion of Private Secretaries	[1.4.1]	Submission of proposal to PSC	Date	18/04/2011	20/02/2013	15/01/2014	01/02/2015	25/01/2016
		[1.5]	Promotion of Administrative Officers	[1.5.1]	Submission of proposal to PSC	Date	--	--	15/03/2014	01/02/2015	25/01/2016
[2]	Bringing about accountability and transparency in Governance.	[2.1]	Disposal of cases for sanction of prosecution in a time bound manner.	[2.1.1]	Decision by the competent authority on the prosecution sanction within three months.	% age	51	35	95	96	97
		[2.2]	Disposal of departmental inquiries	[2.2.1]	% age of disposal of departmental inquiries.	%age	--	--	90	91	92
		[2.3]	Hosting of property returns on website for	[2.3.1]	Timely hosting of information relating	Date	30/06/2011	01/04/2012	14/03/2014	20/02/2015	15/02/2016

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Section 3:
Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
	KAS/IAS officers	to submission of property returns by IAS/KAS officers, including defaulters.						
		[2.3.2] Publishing name of officers who have not file their IPR by due date.	Date		--	15/03/2013	28/02/2014	20/02/2015	20/02/2015
	[2.4] Strengthening Anti-Corruption laws	[2.4.1] Suggesting amendments to PC Act and seeking approval of the Cabinet.	Date	--	--	20/02/2014	31/01/2015	31/01/2016
[3] Capacity building of officers.	[3.1] Providing training to officers.	[3.1.1] Training imparted to IAS Officers	% age	2	2	6	7	7
		[3.1.2] Training imparted to KAS Officers.	%age	2	2	6	7	7
[4] Strengthening mechanism for timely delivery of services to the public.	[4.1] Inclusion of new services under Public Services Guarantee Act.	[4.1.1] Number of Additional Public Services	Number	--	--	28	--	--
	[4.2] Conducting training programmes at district level and monitoring of the implementation of PSGA.	[4.2.1] Number of districts covered.	Number	2	8	3	20	22
[5] Strengthening of RTI Act.	[5.1] Posting of information on website as per the requirement of Section 4(1) of RTI Act	[5.1.1] Periodic updation of information on the website.	Number	--	--	11	--	--

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Section 3:
Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
	[5.2] Conduct of awareness/training programmes.	[5.2.1] Covering Officers/PIOs in these trainings.	%age	--	--	25	--	--
[6] Preservation of important Government Record through electronic storage and retrieval methods.	[6.1] Digitization of Cabinet Records.	[6.1.1] Invitation of bids.	Date	--	--	31/07/2013	30/09/2014	31/08/2015
		[6.1.2] completionof digitization.	Date	--	--	28/02/2014	31/03/2015	31/03/2016
[7] Making recruitments to various posts.	[7.1] Communicating vacancies to Recruitment agencies.	[7.1.1] Timely communication of vacancy to Recruiting Agency.	Date	--	22/03/2012	30/09/2013	15/07/2014	01/07/2015
* Efficient Functioning of the RFD System	Timely Submission of Draft Approval	On time Submission	Date	--	15/02/2013	05/03/2013	05/03/2014	05/03/2015
	Timely Submission of Results	On time Submission	Date	--	--	01/05/2013	01/05/2014	01/05/2015
	Finalize Strategic Plan (After meeting all intermediate deadline)	Finalize the Strategic Plan for next 5 years	Date	--	--	26/05/2013	26/05/2014	26/05/2015
* Improving Internal Efficiency / Responsiveness Service Delivery of Department	Development RFDs for all Responsibility centers (Subordinate officers,Attached Officers and Autonomous Bodies)	Percentage of RCs covered	%	--	--	95	--	--
	Implementation of Sevottam	Create a compliant System to implement,monitor and review Citizen's/Client's Charter	Date	--	--	20/09/2013	--	--

* Mandatory Objective(s)

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Section 3:
Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
--		Create a compliant system to redress and monitor to public Grievances	Date	--	--	20/09/2013	--	--

* Mandatory Objective(s)

Section 4:
Acronym

SI.No	Acronym	Description
1	APR	Annual Performane Report
2	IAS	Indian Admininstrative Service
3	KAS	Kashmir Administrative Service
4	PC Act	Prevention of Corruption Act
5	PSC	Public Service Commission
6	PSGA	Public Service Guarantee Act

Section 4:
Acronym

SI.No	Acronym	Description
7	UPSC	Union Public Service Commission

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] Obtaining proposals from feeding services departments.	For making induction into KAS, the departments have to provide the list of eligible officers alongwith their ACRs etc. for consideration.	The departments do not normally send the proposals. The GAD seeks proposals from the departments. Receiving the proposals constitutes important step in effecting inductions.	The progress will be measured with reference to the date of receiving of the proposal.	The process has usually taken longer period of time and has hardly been in time in the past.
2	[1.2.1] Sending proposals to DoPT for determination of vacancies	The vacancies in IAS, meant for induction of State Civil Service Officers are determined by the DoPT every year.	The State Government calculates number of vacancies every year and submits proposals to DoPT for determination of these vacancies. The DoPT determines the vacancies after which a proposal goes to UPSC.	Date has been fixed by or before which the vacancies are got determined by the DoPT. However, the part of the State Government is only to send the proposal and pursue it.	For calendar year 2012 the vacancies are to be determined.
3	[1.2.2] Sending completed proposals to UPSC for conduct of SCM.	After determination of vacancies, proposal for induction of State Civil Services Officers goes to UPSC with the request that the Screening Committee Meeting may be convened.	The UPSC convenes meeting only after the proposal is complete. Besides, since the proposals of other states also go to the UPSC, convening of the meeting remains an important concern of the State Government.	As per rules only one meeting is convened in a year. The endeavour has been to get the meeting convened well before year- end.	The meeting for the vacancies of 2010 and 2011 has been convened in 2013. Hence the next meeting will be convened in 2014 only.

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

SI.No	Success indicator	Description	Definition	Measurement	General Comments
4	[2.1.1] Decision by the competent authority on the prosecution sanction within three months.	The State Vigilance Organization refers criminal cases against officers to GAD for sanction of prosecution. The Hon'ble Chief Minister is the competent authority.	The GAD has to examine the cases thoroughly and recommend prosecution only when the documents are complete. The timely disposal of such cases will be a great achievement.	Time has been fixed for completion of the process from the date the case is received to the orders of the competent authority. It has been fixed on the basis of directions from the Apex Court.	Some cases shoot beyond the normal time. Such cases are intended to be minimized.
5	[4.1.1] Number of Additional Public Services	The Public Service Guarantee Act, 2011 has been enacted to ensure service delivery to the people. So far 69 services have been brought under PSGA.	The department intends to bring more services under the Act. For this proposals have to be sought from the departments and approval of the competent authority is required for any new inclusion.	The progress will be measured by including more services under the Act, hence by numbers.	Only those services are to be brought which are recommended by the departments. The departments at their own level examine as to which service could be included.
6	[5.2.1] Covering Officers/PIOs in these trainings.	For effective implementation of RTI Act, training of officers/PIOs, appellate authorities is important.	More and more officers are intended to be trained in the Act and Rules. The trainings will be held at District Headquarters and other places.	More the number of officers trained in the RTI Act/Rules, better will be the progress. Hence, emphasis will be on training large number of officers.	For this the departments requires physical infrastructure as well as human resource. The department has already embarked on the programme.

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.
Central Government		Departments	Other States	[1.2.1] Sending proposals to DoPT for determination of vacancies	Determination of vacancies by DoPT, convening meeting by UPSC	For inducting officers into IAS by virtue of which vacancies will be filled p and morale/motivation of oficers will be enhanced.	100%	If the promotions are not made in time, it will impede the enthusiasm of the work force and tell upon functioning of the Government. Further, the posts will remain vacant and efficiency in governance will be affected.
State Government	J & K	Departments	All Administrative Departments	[1.1.1] Obtaining proposals from feeding services departments.	Seniority Lists	For inducting officers into KAS by virtue of which vacancies will be filled up and morale/motivation of officers will be enhanced		If the promotions are not made in time, it will impede the enthusiasm of the work force and tell upon functioning of the Government. Further, the posts will remain vacant and efficiency in governance will be affected.
				[1.4.1] Submission of proposal to PSC	Seniority lists of Section Officers, Stenographers of HoDs	Vacancies will be filled up which will ensure speedy disposal of Government work and enhance morale/otivation of officers/officials.		
				[4.1.1] Number of Additional Public Services	Identify services to brought under PSGA	By bringing more services under PSGA, the public will be provided these services in a stipulated time,thereby relieving them of		More services will not be brought under the PSGA which will deprive people of timely delivery of services.

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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.
				[4.1.1] Number of Additional Public Services	Identify services to brought under PSGA	inconvenience.		More services will not be brought under the PSGA which will deprive people of timely delivery of services.

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 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
1	Efficient delivery of services to the people	All departments	satisfaction and perception of stakeholders to be got conducted through institutions like IMPA.	% age			7	6	5
2	Motivating officers/officials for effective governance by ensuring their career progression.	All departments	Man-months posts remained vacant	% age	30	25	20	15	10
3	Increasing the efficiency of officers by their capacity building.	IT Department / training institutions.	Conduct of training.	%age	1	2	8	9	10