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(Results-Framework Document)

for

Department of Publication

(2012-2013)

Section 1: Vision, Mission, Objectives and Functions

Vision

To develop as capable publisher, custodian and distributor of all centralized Government Publications in order to provide efficient services to the Government.

Mission

To meet the Publications-need of the Union Government in an efficient and effective manner.

Objective

- 1 To provide prompt and timely services to the indenters / customers.
- 2 To ensure realization of dues from Ministries / Departments.
- 3 To adopt latest technology in stock management and improve work environment

Functions

- 1 Stocking, Sale and Distribution of Government Publications and Periodicals brought out by various Ministries / Departments of Government of India.
- 2 Publishing Gazette of India.
- 3 Issuing of Symbol numbers for the Publications / Periodicals brought out by various Ministries / Departments of Government of India.
- 4 Up-dation of fresh arrivals (Monthly Basis) on the Departmental website.
- 5 Securing advertisements for insertion in Government Publications and Periodicals.
- 6 Stocking and distribution of Defence publications.
- 7 To maintain accounts and supply of publications to private agencies, Sale and Return agents and running Department's own Sales Outlets.
- 8 Timely raising of bills and realization thereof.

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] To provide prompt and timely services to the indenters / customers.	35.00	[1.1] To ensure the availability of the published copies of Gazette Notifications containing their advertisement to the Indenters within 45 days from the receipt of their material for printing, complete in all respect.	[1.1.1] All the Indenters who submit their requisition should get the printed copies of concerned Gazette Notifications within 45 Days from the date of submission of their material for printing complete in all respect. Total No. of Issues supplied to the Indenters within 45 Days (-) Total No. of requisitions received within 45 Days (x) 100	%	26.25	98	94	90	80	75
		[1.2] To Supply the demanded books to the Indenters in time.	[1.2.1] To deliver demanded books within 5 days after encashment of payment sent by the Indenter. Total No. of Books Supplied against the encashed payment within 5 Days to the Indenters (-) Total No. of Payments encashed in 5 Days from Indenters (x) 100	%	8.75	90	80	75	70	60
[2] To ensure realization of dues from Ministries / Departments.	35.00	[2.1] By raising Bills in time and constant follow-ups with the indenters for current payments.	[2.1.1] Realisation of payments against the current bills raised	%	17.50	50	40	35	30	25

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%
			proportionately. Amount Realised (÷) Amount of Bills raised (x) 100							
		[2.2] Raising of outstanding bills towards realisation of payments thereof.	[2.2.1] Realisation of outstanding payments against the bills raised. Amount Realised (÷) Amount of Bills raised /Reminders issued (x) 100	%	17.50	40	30	20	18	15
[3] To adopt latest technology in stock management and improve work environment	18.00	[3.1] Digitalization of Gazette Notifications on the website of this Department by the eGazette Cell. (This Department has taken up the job of uploading Gazette Notifications w.e.f. April 2008)	[3.1.1] Uploading of the Gazette Notifications on the website of this Department in time. No. of Gazette Notifications uploaded during the year (÷) Total No. of Gazette Notifications published during the year (x) 100	%	18.00	96	95	94	92	90
* Efficient Functioning of the RFD System	3.00	Timely submission of RFD for 2012-13	On-time submission	Date	2.0	05/03/2012	08/03/2012	09/03/2012	10/03/2012	11/03/2012
		Timely submission of Results for 2012-13	On-time submission	Date	1.0	01/05/2013	02/05/2013	03/05/2013	04/05/2013	05/05/2013
* Administrative Reforms	5.00	Implement ISO 9001	Prepare ISO 9001 action plan	Date	1.0	01/05/2013	02/05/2013	03/05/2013	04/05/2013	05/05/2013
			Implementation of ISO 9001 action plan.	Date	2.0	25/03/2013	26/03/2013	27/03/2013	28/03/2013	29/03/2013

* Mandatory Objective(s)

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

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
		Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	2.0	100	95	90	85	80
* 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

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value	Actual Value	Target Value	Projected Value for	Projected Value for
				FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15
[1] To provide prompt and timely services to the indenters / customers.	[1.1] To ensure the availability of the published copies of Gazette Notifications containing their advertisement to the Indenters within 45 days from the receipt of their material for printing, complete in all respect.	[1.1.1] All the Indenters who submit their requisition should get the printed copies of concerned Gazette Notifications within 45 Days from the date of submission of their material for printing complete in all respect. Total No. of Issues supplied to the Indenters within 45 Days (-) Total No. of requisitions received within 45 Days (x) 100	%	98.86	95	97	97	97
	[1.2] To Supply the demanded books to the Indenters in time.	[1.2.1] To deliver demanded books within 5 days after encashment of payment sent by the Indenter. Total No. of Books Supplied against the encashed payment within 5 Days to the Indenters (-) Total No. of Payments encashed in 5 Days from Indenters (x) 100	%	90	95	96	97	97
[2] To ensure realization of dues from Ministries / Departments.	[2.1] By raising Bills in time and constant follow-ups with the indenters for current payments.	[2.1.1] Realisation of payments against the current bills raised proportionately. Amount Realised (-) Amount of Bills	%	75	43.24	45	50	50

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
		raised (x) 100						
	[2.2] Raising of outstanding bills towards realisation of payments thereof.	[2.2.1] Realisation of outstanding payments against the bills raised. Amount Realised (÷) Amount of Bills raised /Reminders issued (x) 100	%	45.58	22.07	25	30	30
[3] To adopt latest technology in stock management and improve work environment	[3.1] Digitalization of Gazette Notifications on the website of this Department by the eGazette Cell. (This Department has taken up the job of uploading Gazette Notifications w.e.f. April 2008)	[3.1.1] Uploading of the Gazette Notifications on the website of this Department in time. No. of Gazette Notifications uploaded during the year (÷) Total No. of Gazette Notifications published during the year (x) 100	%	81	95	99	99	99
* Efficient Functioning of the RFD System	Timely submission of RFD for 2012-13	On-time submission	Date	--	--	08/03/2012	--	--
	Timely submission of Results for 2012-13	On-time submission	Date	--	--	02/05/2013	--	--
* Administrative Reforms	Implement ISO 9001	Prepare ISO 9001 action plan	Date	--	--	02/05/2013	--	--
		Implementation of ISO 9001 action plan.	Date	--	--	26/03/2013	--	--
	Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	--	--	95	--	--
* Improving Internal Efficiency / responsiveness / service delivery of Ministry / Department	Implementation of Sevottam	Independent Audit of Implementation of Citizen's Charter	%	--	--	95	--	--

* 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
		Independent Audit of implementation of public grievance redressal system	%	--	--	95	--	--

* Mandatory Objective(s)

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

Sl. No.	Success Indicators	Description / Definition	Proposed Measurement Methodology
1	All the Indenters who submit their requisition should get the printed copies of concerned Gazette Notifications within 45 Days from the date of submission of their material for printing complete in all respect.	Gazette of India Part IV (Weekly) contains advertisement of individuals in respect of change of name etc. which is printed by Government of India Presses and demanded copies of the same are to be supplied to the Indenters by this Department within 45 Days from the date of submission of their material for printing complete in all respect.	Total No. of Issues supplied to the Indenters within 45 Days (÷) Total No. of requisitions received within 45 Days (x) 100
2	To deliver demanded books within 5 days after encashment of payment sent by the Indenter.	The Indenters send their requisition / queries for supply of required books and the requisite amount against the demanded books is demanded from the Indenters by this Department and supply is made to them subject to encashment of payment sent by the Indenter.	Total No. of Books Supplied against the encashed payment within 5 Days to the Indenters (÷) Total No. of Payments encashed in 5 Days from Indenters (x) 100

3	Realisation of payments against the current bills raised proportionately.	The payment made by the Indenters / Customers is received in this Department throughout the financial year and calculated annually.	Amount Realised (÷) Amount of Bills raised (x) 100
4	Realisation of outstanding payments against the bills raised. (In about One Year's time)	The Government Parties who place their Tender Notices for insertion in the Indian Trade Journal in advance and release the payment later on as per the Bills raised by this Department.	Amount Realised (÷) Amount of Bills raised / Reminders issued (x) 100
5	Uploading of the Gazette Notifications on the website of this Department.	The copies of Gazette Notifications are being scanned, uploaded and approved for view of the General public free of cost.	No. of Gazette Notifications uploaded during the year (÷) Total No. of Gazette Notifications published during the year (x) 100

Section 5:
Specific Performance Requirements from other Departments

Sl. No.	Department	Relevant Success Indicator	What do you need?	Why do you need it?	How much you need?	What happens if you do not get it?
1	Directorate of Printing in general and Government of India Presses in particular.	Supply of Gazette Notifications to the Indenters in time.	Co-operation and active participation from Directorate of Printing and Government of India Presses.	To supply Gazette Notifications to the Indenters in time.	Full Cooperation	Cannot supply Gazette Notifications to the Indenters in time.
2	All the Ministries of Government of India.	Sale of Government publications only through Department of Publication.	Suitable mandatory directions may be issued to various Ministries to get their publications sold only through this Department.	To increase sale of Publications by retaining the titles being sold by this Department.	Full Cooperation	Various Ministries will get their publications printed through private publishers resulting in decrease in the Government revenue.

3	All the concerned Ministries / Departments of Governments of India / State Governments	(a) Realization of current bills raised by Department of Publication during the Fiscal itself. (b) Clearance of outstanding dues by the concerned Ministries / Departments Immediately.	A suitable mandatory Direction from Ministry of Urban Development to the concerned Ministries / Departments for making the payment immediately against bills raised by Department of Publication.	To ensure Timely Realization of dues from the concerned Ministries / Departments.	Full Cooperation	The current / Outstanding dues cannot be realized fully and outstanding dues will accumulate year by year.
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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 To provide prompt and timely services to the indenters / customers.	Directorate of Printing (Concerned Government of India Presses)	Total No. of Issues supplied to the Indenters within 45 Days (÷) Total No. of requisitions received within 45 Days (x) 100	%	98.86	95	96	97	97
2 Realization of Payments against the current bills raised proportionately.	Ministries / Departments of Government of India / State Governments.	Amount Realised (÷) Amount of Bills raised (x) 100	%	75	43.24	45	50	50
3 To ensure realization of outstanding dues from various Ministries / Departments.	Ministries / Departments of Government of India / State Governments.	Amount Realised (÷) Amount of Bills raised / Reminders issued (x) 100	%	45.58	22.07	25	30	30
4 To adopt latest technology in stock management and improve work environment.	Ministry of Urban Development, Directorate of Printing and National Informatics Center.	No. of Gazette Notifications uploaded during the year (÷) Total No. of Gazette Notifications published during the year (x) 100	%	81	95	99	99	99