



Government of India

R F D

(Results-Framework Document)
for

Department of Publication

(2013-2014)

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.

Objectives

- 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	%	9.19	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	%	3.06	90	80	75	70	60

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%
[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 proportionately. Amount Realised (÷) Amount of Bills raised (x) 100	%	6.12	50	40	35	30	25
		[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	%	6.12	40	30	20	18	18
[3] To adopt latest technology in stock management and improve work environment	19.00	[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	%	3.61	96	95	94	92	90

* 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%
* Efficient Functioning of the RFD System	3.00	Timely submission of Draft RFD (2013-14) for approval	On-time submission	Date	2.0	15/05/2013	16/05/2013	17/05/2013	20/05/2013	21/05/2013
		Timely submission of Results for RFD (2012-13)	On-time submission	Date	1.0	01/05/2013	02/05/2013	05/05/2013	06/05/2013	07/05/2013
* Administrative Reforms	4.00	Implement ISO 9001 as per the approved action plan.	% Implementation	%	2.0	100	95	90	85	80
		Prepare an action plan for Innovation	On time submission	Date	2.0	30/07/2013	10/08/2013	20/08/2013	30/08/2013	10/09/2013
* 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

* 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] 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	%	95	97	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	%	95	96	96	96	96
[2] To ensure realization of dues from Ministries / Departments.	[2.1] By raising Bills in time and constant	[2.1.1] Realisation of payments against	%	43.24	45	50	50	50

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
	follow-ups with the indenters for current payments.	the current bills raised 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	%	22.07	25	25	25	25
[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	%	95	99	99	99	99
* Efficient Functioning of the RFD System	Timely submission of Draft RFD (2013-14) for approval	On-time submission	Date	--	--	15/05/2013	--	--
	Timely submission of Results for RFD (2012-13)	On-time submission	Date	--	--	15/05/2013	--	--
* Administrative Reforms	Implement ISO 9001 as per the approved action plan.	% Implementation	%	--	--	95	--	--

* 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
	Prepare an action plan for Innovation	On time submission	Date	--	--	10/08/2013	--	--
* 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	--	--

* Mandatory Objective(s)

Section 4: Acronym

Sl.No	Acronym	Description
1	Delivery	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.
2	eGazette	The copies of Gazette Notifications are being scanned, uploaded and approved for view of the General public free of cost.
3	Gazette	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.
4	Old Dues	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.
5	Recovery	The payment made by the Indenters / Customers is received in this Department throughout the financial year and calculated annually.

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] 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	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.	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	Incomplete printing material is not accepted.
2	[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	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.	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.	Supply can not be made unless cheque(s) is / are encashed.

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
3	[2.1.1] Realisation of payments against the current bills raised proportionately. Amount Realised (÷) Amount of Bills raised (x) 100	The payment made by the Indenters / Customers is received in this Department throughout the financial year and calculated annually.	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	Customers / Indenters should make the payment immediately on receipt of the bills.
4	[2.2.1] Realisation of outstanding payments against the bills raised. Amount Realised (÷) Amount of Bills raised /Reminders issued (x) 100	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.	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	The Government parties should make the payment immediately on receipt of the bills.
5	[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	The copies of Gazette Notifications are being scanned, uploaded and approved for view of the General public free of cost.	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.	All the Gazette notifications are approved after uploading on the website.

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		Responsibility Centre / Attached office	Directorate of Printing	<p>[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</p> <p>[2.1.1] Realisation of payments against the current bills raised proportionately. Amount Realised (÷) Amount of Bills raised (x) 100</p> <p>[2.2.1] Realisation of outstanding payments against the bills raised. Amount Realised (÷) Amount of Bills raised /Reminders</p>	<p>Co-operation and active participation from Directorate of Printing and concerned Government of India Presses.</p> <p>2.1.1 and 2.2.1 Realization of current bills raised by Department of Publication during the Fiscal itself.</p>	<p>To supply Gazette Notifications to the Indenters in time.</p> <p>2.1.1 and 2.2.1 A suitable mandatory Direction from Ministry of Urban Development to the concerned Ministries / Deptts for making the payment immediately against bills raised by Department of Publication.</p>	<p>Full Cooperation.</p> <p>2.1.1 and 2.2.1 Full Cooperation.</p>	<p>Can not supply Gazette Notifications to the Indenters in time.</p> <p>2.1.1 and 2.2.1 The current / Outstanding dues can not be realized fully and outstanding dues will accumulate year by year.</p>

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.
				issued (x) 100				

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 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	%	95.00	98.76	97.00	97.00	97.00
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	%	43.24	49.77	50.00	50.00	50.00
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	%	22.07	19.19	25	25	25
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	%	95	95.74	99	99	99