



R F D
(Results-Framework Document)
for
Legislative Department
(2013-2014)

Section 1: Vision, Mission, Objectives and Functions

Vision

To achieve excellence in legislative matters for accomplishing the objectives set out in the Constitution of India and to transform the Legislative Department into the model drafting office of the Union

Mission

1. Ensuring consistency and uniformity in drafting with brevity, clarity and precision, Government Bills, Ordinances and Subordinate Legislation sponsored by various Central Ministries and Departments .2. Standardising and categorising precedents, capacity building for efficient and timely scrutiny and vetting of Principal and Subordinate Legislation.3. Restructuring the Institute of Legislative Drafting and Research to impart training in legislative drafting in English and Hindi by making it an institution of national importance.4. Real time dissemination of information of Principal Legislation for the benefit of the common man.

Objectives

- 1 Improving the legislative drafting skills of the officers of the Union and the States
- 2 Standardising and categorising precedents for uniformity and consistency in legislative drafting
- 3 Disposing of legislative proposals in time
- 4 Disseminating information relating to Principal Legislation
- 5 Facilitating timely conduct of free and fair elections to Parliament
- 6 Enhancing the use of information technology in the functioning of the Department

Functions

- 1 Legislative Department, being a service oriented Department of the Government of India, is concerned with the following matters, namely:- Scrutiny and vetting of Notes for the Cabinet in relation to all legislative proposals from drafting and constitutional points of view;
- 2 Drafting of all Government Bills including Constitution (Amendment) Bills, translation of all such Bills into Hindi and forwarding of both English and Hindi versions of the Bills to the Lok Sabha or Rajya Sabha Secretariat for introduction in Parliament; drafting of official amendments to the Bills, scrutiny of non-official amendments and rendering of assistance to administrative Ministries/Department to decide the acceptability or otherwise of non-official amendments;
- 3 Rendering assistance to Parliament and Joint/Standing Committees of Parliament at all stages through which a Bill passes before enactment. This includes scrutiny of and assistance, in preparation of reports and revised Bills for such Committees;
- 4 Drafting of Ordinances to be promulgated by the President;

Section 1: Vision, Mission, Objectives and Functions

- 5 Drafting of legislation to be enacted as President's Acts in respect of States under President's rule.
- 6 Drafting of Regulations to be made by the President;
- 7 Drafting of Constitutional Orders, i.e. Orders required to be issued under the Constitution;
- 8 Scrutiny and vetting of all statutory rules, regulations, orders, notifications, resolutions, schemes, etc., as well as their vetting and translation into Hindi;
- 9 Scrutiny of State legislation in the concurrent field, which require assent of the President under article 254 of the Constitution;
- 10 Scrutiny of legislation to be enacted by Union territory Legislatures;
- 11 Elections to Parliament, to the Legislatures of States and Union territories and Offices of the President and Vice-President;
- 12 Apportionment of expenditure on elections between the Union and the States/Union territories with Legislatures;
- 13 Election Commission of India; electoral reforms;
- 14 Administration of the Representation of the People Act, 1950; the Representation of the People Act, 1951; the Election Commission (Conditions of Service of Election Commissioners and Transaction of Business) Act, 1991;
- 15 Matters relating to the Chief Election Commissioner and other Election Commissioners under the Election Commission (Conditions of Service of Election Commissioners and Transaction of Business) Act, 1991;
- 16 Matters relating to the Delimitation Commission established under the Delimitation Act, 2002.
- 17 Legislation on matters relating to personal laws, transfer of property, contracts, evidence, civil procedure, etc. in the Concurrent List of the Seventh Schedule to the Constitution.
- 18 Imparting training in legislative drafting to the officers of the Central/State Governments, etc.;
- 19 Publication of Central Acts, Ordinances and Regulations and their authorised translations in Hindi and other languages specified in the Eighth Schedule to the Constitution and also translation of legal and statutory documents.
- 20 Publication of Law books and law Journals in Hindi.

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

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value			
						Excellent 100%	Very Good 90%	Good 80%	Poor 60%
[1] Improving the legislative drafting skills of the officers of the Union and the States	20.00	[1.1] Training of officers of the Ministries/ Departments of the Central Government	[1.1.1] Training Programmes conducted	Number	10.00	5	4	3	2
		[1.2] Training of officers of the State Governments, the ILS officers in the Legislative Department and the officers in the OL Wing in the Legislative Department	[1.2.1] Training Programmes conducted	Number	10.00	10	8	7	6
[2] Standardising and categorising precedents for uniformity and consistency in legislative drafting	10.00	[2.1] Updating of Manuals of Principal and Subordinate Legislation and uploading on the website	[2.1.1] Updating of Manual of Principal Legislation	Date	5.00	30/11/2013	31/12/2013	31/01/2014	28/02/2014
			[2.1.2] Updating of Manual of Subordinate Legislation	Date	5.00	30/11/2013	31/12/2013	31/01/2014	28/02/2014
[3] Disposing of legislative proposals in time	15.00	[3.1] Disposal of legislative proposals relating to small Bills, say Bills containing less than 5 Clauses	[3.1.1] Disposal within 30 working days from the date of receipt	%	5.00	100	90	80	70
		[3.2] Disposal of legislative proposals relating to medium Bills, say Bills containing more than 5 Clauses but less than 10 Clauses	[3.2.1] Disposal within 90 working days from the date of receipt	%	5.00	100	90	80	70
		[3.3] Disposal of legislative proposals relating to comprehensive Bills, say Bills containing	[3.3.1] Disposal within 180 working days from the date of receipt	%	5.00	100	90	80	70

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

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%
[4] Disseminating information relating to Principal Legislation		more than 10 Clauses								
	15.00	[4.1] Incorporating all the amendments into the text of Central Acts, which have been amended in the year 2012 and updating of Chronological Indices on the website	[4.1.1] Creation of respective Coordination Committees to update English and Hindi versions of Central Acts and Chronological Index on the website	Date	5.00	30/09/2013	31/10/2013	30/11/2013	31/12/2013	31/01/2014
			[4.1.2] Completion of incorporation of amendments in the English version	%	5.00	100	90	80	70	60
			[4.1.3] Completion of incorporation of amendments in the Hindi version	%	5.00	100	90	80	70	60
[5] Facilitating timely conduct of free and fair elections to Parliament	5.00	[5.1] Preparation of notification for General Elections to the House of the People and biennial elections to the Council of States	[5.1.1] Finalisation and publication of notifications in 10 working days	%	5.00	100	90	80	70	60
[6] Enhancing the use of information technology in the functioning of the Department	20.00	[6.1] Upgrading the computer operating skills of officers and members of the staff	[6.1.1] Training Programmes conducted	Number	5.00	5	4	3	2	1
		[6.2] Enhancing the use of IT	[6.2.1] Introducing FTS in the main Secretariat	Date	3.00	31/05/2013	30/06/2013	31/07/2013	30/08/2013	30/09/2013

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

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value			
						Excellent 100%	Very Good 90%	Good 80%	Poor 60%
			[6.2.2] Introducing FTS in the OL Wing	Date	3.00	30/07/2013	31/08/2013	30/09/2013	30/11/2013
			[6.2.3] Re-designing the website in English	Date	3.00	30/11/2013	31/12/2013	31/01/2014	31/03/2014
			[6.2.4] Re-designing the website in Hindi	Date	3.00	30/11/2013	31/12/2013	31/01/2014	31/03/2014
			[6.2.5] Introducing Intranet System	Date	3.00	30/11/2013	31/12/2013	31/01/2014	31/03/2014
* Efficient Functioning of the RFD System	3.00	Timely submission of Draft RFD 2014-15 for Approval RFD System	On-time submission	Date	2.0	05/03/2014	06/03/2014	07/03/2014	11/03/2014
		Timely submission of Result for 2012-13	On-time submission	Date	1.0	01/05/2013	02/05/2013	03/05/2013	07/05/2013
* Transparency/Service delivery of Ministry/Department.	3.00	Independent Audit of implementation of Citizens'/Clients' Charter (CCC)	% of implementation	%	2.0	100	95	90	85
		Independent Audit of implementation of Public Grievance Redressal System	% of implementation	%	1.0	100	95	90	85
* Administrative Reforms	6.00	Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	1.0	100	95	90	85
		Implement ISO 9001 as per the approved action plan	% of implementation	%	2.0	100	95	90	85
		Implement Innovation Action Plan (IAP)	% of agreed milestones achieved	%	2.0	100	95	90	85
		Identification of core and non-core activities of the Ministry/Department as per 2nd	Timely submission	Date	1.0	27/01/2014	28/01/2014	29/01/2014	31/01/2014

* 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 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%
* Improving Internal Efficiency/Responsiveness	2.00	ARC recommendations Update departmental strategy to align with 12th Plan priorities	Timely updation of the strategy	Date	2.0	10/09/2013	17/09/2013	24/09/2013	01/10/2013	08/10/2013
* Ensuring compliance to the Financial Accountability Framework	1.00	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.	%	0.25	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	%	0.25	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.	%	0.25	100	90	80	70	60
* Mandatory Objective(s)		Early disposal of pending ATRs on PAC Reports presented to Parliament before 31.3.2012	Percentage of outstanding ATRs disposed off during the year	%	0.25	100	90	80	70	60

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] Improving the legislative drafting skills of the officers of the Union and the States	[1.1] Training of officers of the Ministries/ Departments of the Central Government	[1.1.1] Training Programmes conducted	Number	8	--	4	4	4
	[1.2] Training of officers of the State Governments, the ILS officers in the Legislative Department and the officers in the OL Wing in the Legislative Department	[1.2.1] Training Programmes conducted	Number	--	--	8	8	8
[2] Standardising and categorising precedents for uniformity and consistency in legislative drafting	[2.1] Updating of Manuals of Principal and Subordinate Legislation and uploading on the website	[2.1.1] Updating of Manual of Principal Legislation	Date	--	--	31/12/2013	--	--
		[2.1.2] Updating of Manual of Subordinate Legislation	Date	--	--	31/12/2013	--	--
[3] Disposing of legislative proposals in time	[3.1] Disposal of legislative proposals relating to small Bills, say Bills containing less than 5 Clauses	[3.1.1] Disposal within 30 working days from the date of receipt	%	100	100	90	--	--
	[3.2] Disposal of legislative proposals relating to medium Bills, say Bills containing more than 5 Clauses but less than 10 Clauses	[3.2.1] Disposal within 90 working days from the date of receipt	%	100	100	90	--	--

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
[4] Disseminating information relating to Principal Legislation	[3.3] Disposal of legislative proposals relating to comprehensive Bills, say Bills containing more than 10 Clauses	[3.3.1] Disposal within 180 working days from the date of receipt	%	100	100	90	--	--
	[4.1] Incorporating all the amendments into the text of Central Acts, which have been amended in the year 2012 and updating of Chronological Indices on the website	[4.1.1] Creation of respective Coordination Committees to update English and Hindi versions of Central Acts and Chronological Index on the website	Date	--	--	31/10/2013	--	--
		[4.1.2] Completion of incorporation of amendments in the English version	%	--	--	90	--	--
		[4.1.3] Completion of incorporation of amendments in the Hindi version	%	--	--	90	--	--
[5] Facilitating timely conduct of free and fair elections to Parliament	[5.1] Preparation of notification for General Elections to the House of the People and biennial elections to the Council of States	[5.1.1] Finalisation and publication of notifications in 10 working days	%	100	100	90	100	100
[6] Enhancing the use of information technology in the functioning of the Department	[6.1] Upgrading the computer operating skills of officers and members of the staff	[6.1.1] Training Programmes conducted	Number	4	--	4	4	4

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
	[6.2] Enhancing the use of IT	[6.2.1] Introducing FTS in the main Secretariat	Date	--	--	30/06/2013	--	--
		[6.2.2] Introducing FTS in the OL Wing	Date	--	--	31/08/2013	--	--
		[6.2.3] Re-designing the website in English	Date	--	--	31/12/2013	--	--
		[6.2.4] Re-designing the website in Hindi	Date	--	--	31/12/2013	--	--
		[6.2.5] Introducing Intranet System	Date	--	--	31/12/2013	--	--
* Efficient Functioning of the RFD System	Timely submission of Draft RFD 2014-15 for Approval	On-time submission	Date	--	--	06/03/2014	--	--
	Timely submission of Result for 2012-13	On-time submission	Date	--	--	02/05/2013	--	--
* Transparency/Service delivery of Ministry/Department.	Independent Audit of implementation of Citizens' Charter	% of implementation	%	--	--	95	--	--
	Independent Audit of implementation of Public Grievance Redressal System	% of implementation	%	--	--	95	--	--
* Administrative Reforms	Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	--	--	95	--	--
	Implement ISO 9001 as per the approved action plan	% of 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
	Implement Innovation Action Plan (IAP)	% of agreed milestones achieved	%	--	--	95	--	--
	Identification of core and non-core activities of the Ministry/Department as per 2nd ARC recommendations	Timely submission	Date	--	--	15/10/2013	--	--
* Improving Internal Efficiency/Responsiveness	Update departmental strategy to align with 12th Plan priorities	Timely updation of the strategy	Date	--	--	17/09/2013	--	--
* Ensuring compliance to the Financial Accountability Framework	Timely submission of ATNs on Audit paras of C&AG	Percentage of ATNs submitted within due date (4 months) from date of presentation of Report to Parliament by CAG during the year.	%	--	--	90	--	--
	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	%	--	--	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:
Acronym

Sl.No	Acronym	Description
1	FTS	File Tracking System
2	ILS	Indian Legal Service
3	OL Wing	Official Languages Wing

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
1	[1.1.1] Training Programmes conducted	Training in Legislative Drafting	Training programmes for the officers of the Central Government	Number of programmes conducted	Nil
2	[1.2.1] Training Programmes conducted	Training in Legislative Drafting	Training programmes for the officers of the State Governments, the ILS officers in the main Secretariat and the officers in the OL Wing	Number of programmes conducted	Nil
3	[2.1.1] Updating of Manual of Principal Legislation	Updating of the Manual	Updating the Manual of Principal Legislation	Date of completion of updating	Nil
4	[2.1.2] Updating of Manual of Subordinate Legislation	Updating of the Manual	Updating the Manual of Subordinate Legislation	Date of completion of updating	Nil
5	[3.1.1] Disposal within 30 working days from the date of receipt	Disposal of legislative proposals	Disposal of legislative proposals relating to small Bills, say Bills containing less than 5 clauses	Percentage of disposal out of total proposals received	Nil

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
6	[3.2.1] Disposal within 90 working days from the date of receipt	Disposal of legislative proposals	Disposal of legislative proposals relating to medium Bills, say Bills containing more than 5 Clauses but less than 10 Clauses	Percentage of disposal out of total proposals received	Nil
7	[3.3.1] Disposal within 180 working days from the date of receipt	Disposal of legislative proposals	Disposal of legislative proposals relating to comprehensive Bills, say Bills containing more than 10 Clauses	Percentage of disposal out of total proposals received	Nil
8	[4.1.1] Creation of respective Coordination Committees to update English and Hindi versions of Central Acts and Chronological Index on the website	Creation of Coordination Committees	Creation of Coordination Committees comprising of officers and staff members at various levels to undertake updating English and Hindi versions of Central Acts and their Indices on the website of the Department	Date of creation of Coordination Committees	Nil
9	[4.1.2] Completion of incorporation of amendments in the English version	Compilation of incorporation of amendments into Central Acts	Compilation of incorporation of amendments carried out into the English version of the Central Acts	Percentage of completion of incorporation of amendments in the English version of Central Acts	Nil

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
10	[4.1.3] Completion of incorporation of amendments in the Hindi version	Compilation of incorporation of amendments into Central Acts	Compilation of incorporation of amendments carried out into the Hindi version of the Central Acts	Percentage of completion of incorporation of amendments in the Hindi version of Central Acts	Nil
11	[5.1.1] Finalisation and publication of notifications in 10 working days	Finalisation and publication of election notifications	Finalisation and publication of notifications to conduct free and fair elections to the House of the People and biennial elections to the Council of States in 10 working days	Percentage of publication of election notifications	Nil
12	[6.1.1] Training Programmes conducted	Conducting training programmes	Conducting training programmes for the benefit of officers and members of the Staff	Number of programmes conducted	Nil
13	[6.2.1] Introducing FTS in the main Secretariat	Introducing FTS	Introduction of File Tracking System in all Sections, Divisions, Officers and members of Staff where files are transmitted in the main Secretariat	Date of launch of FTS in the main Secretariat	Nil

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

Sl.No	Success Indicator	Description	Definition	Measurement	General Comments
14	[6.2.2] Introducing FTS in the OL Wing	Introducing FTS	Introduction of File Tracking System in all Sections, Divisions, Officers and members of Staff where files are transmitted in the Official Languages Wing of the Department	Date of launch of FTS in the OL Wing	Nil
15	[6.2.3] Re-designing the website in English	Re-designing of website	Re-designing of the website of the Department in English	Date of launch of re-designed website in English	Nil
16	[6.2.4] Re-designing the website in Hindi	Re-designing of the website	Re-designing of the website of the Department in Hindi	Date of launch of re-designed website in Hindi	Nil
17	[6.2.5] Introducing Intranet System	Introducing Intranet System	Introducing Intranet System in the Department	Date of launch of Intranet System	Nil

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	Ministry	M/o Finance		[1.1.1] Training Programmes conducted	Financial Assistance/Sanction	Financial Assistance/Sanction required for conducting training programmes, re-designing of website and expenses for software	25 lakhs	Fail to conduct training, redesigning of website and introduction of intranet system
				[1.2.1] Training Programmes conducted				
				[6.1.1] Training Programmes conducted				
				[6.2.3] Re-designing the website in English				
				[6.2.4] Re-designing the website in Hindi [6.2.5] Introducing Intranet System				

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 Enhancement of efficiency and improvement of service delivery of the Department	Ministry of Finance, Ministry of External Affairs and Ministry of Information Technology							