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Results Framework Document
for
Department of Legislative

(2011-2012)

Section 1: Vision, Mission, Objectives and Functions

Vision

To enable the achievement of excellence in legislative matters for accomplishing the objectives set out in the Constitution and to transform the Legislative Department into a model drafting office of the Union.

Mission

1. Ensuring consistency and uniformity in drafting of Government Bills, Ordinances and Subordinate Legislation sponsored by various Central Ministries and Departments with brevity, clarity and precision.
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.

Objective

Section 1: Vision, Mission, Objectives and Functions

- 1 Improving the drafting skills of the officers of the Union and the States.
- 2 Standardising and categorising precedents for uniformity and consistency in legislative drafting.
- 3 Upgrading the computer operating skills of officers and members of the staff.
- 4 Disseminating information relating to Principal Legislation.
- 5 Facilitating timely conduct of free and fair elections to Parliament.
- 6 Disposing of legislative proposals in time.

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;
- 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;

Section 1: Vision, Mission, Objectives and Functions

- 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	Unit	Weight	Target / Criteria Value				
						Excelle	VeryGoo	Good	Fair	Poor
						100%	90%	80%	70%	60%
[1] Improving the drafting skills of the officers of the Union and the States.	17.75	[1.1] Conduct training programmes on Legislative Drafting	[1.1.1] Conducting training programmes	Number	17.75	10	8	6	4	2
[2] Standardising and categorising precedents for uniformity and consistency in legislative drafting.	17.75	[2.1] Preparation of a draft manual of principal legislation	[2.1.1] Publishing a Drafting Manual on Principal Legislation	Date	6.66	31/12/2011	31/01/2012	29/02/2012	15/03/2012	31/03/2012
		[2.2] Preparation of a draft manual of subordinate legislation	[2.2.1] Publishing a Drafting Manual on Subordinate Legislation	Date	6.66	31/12/2011	31/01/2012	29/02/2012	15/03/2012	31/03/2012
		[2.3] Constitution of Precedents Committee and holding quarterly meetings	[2.3.1] Issue of Order constituting the Committee	Date	4.44	31/07/2011	31/08/2011	30/09/2011	31/10/2011	30/11/2011
			[2.3.2] Holding of meetings of Committee	Number of meetings	0.00	5	4	3	2	1
[3] Upgrading the computer operating skills of officers and members of the staff.	17.75	[3.1] Provide computer Training	[3.1.1] Conducting training programmes	Number	17.75	6	5	4	3	2
[4] Disseminating information relating to Principal Legislation.	17.75	[4.1] Putting of Central Acts enacted in a particular year and updating of Chronological Index on the website of the Department	[4.1.1] Acts uploaded on the website	%	6.03	100	95	90	80	70
			[4.1.2] Putting on the website the Chronological Index of legislation	%	6.03	100	95	90	80	70
		[4.2] Publication of 'Nirnaya Patrikas' containing selected judgments of the High Courts and Supreme Court of India, in Hindi in a particular year	[4.2.1] Publication of Volumes of Patrika	Number	5.68	4	3	2	1	0

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

Objective	Weight	Action	Success	Unit	Weight	Target / Criteria Value				
						Excelle	VeryGoo	Good	Fair	Poor
						100%	90%	80%	70%	60%
[5] Facilitating timely conduct of free and fair elections to Parliament.	7.00	[5.1] Preparation of notifications 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	7	7.00	--	--	--	--	--
[6] Disposing of legislative proposals in time.	7.00	[6.1] Disposal of legislative proposals.	[6.1.1] Disposal of legislative proposals relating to small Bills from the date of receipt in 30 working days	7	7.00	100	90	80	70	60
			[6.1.2] Disposal of legislative proposals relating to medium Bills from the date of receipt in 90 working days	8	0.00	100	90	80	70	60
			[6.1.3] Disposal of legislative proposals relating to comprehensive Bills from the date of receipt in 180 working days	10	0.00	100	90	80	70	60
* Efficient Functioning of the RFD System	5.00	Timely submission of Draft for Approval	On-time submission	Date	2.0	20/05/2011	23/05/2011	25/05/2011	26/05/2011	03/06/2011
		Timely submission of Results	On-time submission	Date	1.0	02/05/2012	03/05/2012	04/05/2012	05/05/2012	06/05/2012
		Finalize a Strategic Plan (After meeting all intermediate deadlines)	Finalize the Strategic Plan for next 5 years	Date	2.0	10/12/2011	15/12/2011	20/12/2011	24/12/2011	31/12/2011
* Improving Internal Efficiency / responsiveness / service delivery of	4.00	Implementation of Sevottam	Create a Sevottam compliant system to	Date	1.0	10/12/2011	15/12/2011	20/12/2011	24/12/2011	31/12/2011

* Mandatory Objective(s)

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

Objective	Weight	Action	Success	Unit	Weight	Target / Criteria Value				
						Excelle	VeryGoo	Good	Fair	Poor
						100%	90%	80%	70%	60%
Ministry / Department			implement, monitor and review Citizen's / Client's Charter							
			Create a Sevottam Compliant system to redress and monitor public Grievances	Date	1.0	10/12/2011	15/12/2011	20/12/2011	24/12/2011	31/12/2011
		Develop RFDs for all Responsibility Centers (Subordinate Offices, Attached Offices, Autonomous Bodies)	Percentage of RCs covered	%	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
		Early disposal of pending ATNs on Audit Paras of C&AG Reports presented to Parliament before 31.3.2011.	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 31.3.2011	Percentage of outstanding ATRS disposed off during the year.	%	0.5	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
* Administrative Reforms	4.00	Identify potential areas of corruption related to organisation activities and develop an action plan to mitigate them	Finalize an action plan to mitigate potential areas of corruption.	Date	2.0	10/12/2011	15/12/2011	20/12/2011	24/12/2011	31/12/2011

* Mandatory Objective(s)

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

Objective	Weight	Action	Success	Unit	Weight	Target / Criteria Value				
						Excellen	VeryGoo	Good	Fair	Poor
						100%	90%	80%	70%	60%
		Develop an action plan for e-office Implementation in the department / ministry	Finalize an action plan for e-office	Date	2.0	10/12/2011	15/12/2011	20/12/2011	24/12/2011	31/12/2011

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success	Unit	Actual Value	Actual Value	Target Value	Projected Value for	Projected Value for
				FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
[1] Improving the drafting skills of the officers of the Union and the States.	[1.1] Conduct training programmes on Legislative Drafting	[1.1.1] Conducting training programmes	Number	2	2	4	4	4
[2] Standardising and categorising precedents for uniformity and consistency in legislative drafting.	[2.1] Preparation of a draft manual of principal legislation	[2.1.1] Publishing a Drafting Manual on Principal Legislation	Date	--	--	31/03/2012	31/03/2013	31/03/2014
	[2.2] Preparation of a draft manual of subordinate legislation	[2.2.1] Publishing a Drafting Manual on Subordinate Legislation	Date	--	--	31/03/2012	31/03/2013	31/03/2013
	[2.3] Constitution of Precedents Committee and holding quarterly meetings	[2.3.1] Issue of Order constituting the Committee	Date	--	--	3	4	4
		[2.3.2] Holding of meetings of Committee	Number of meetings	--	--	4	--	--
[3] Upgrading the computer operating skills of officers and members of the staff.	[3.1] Provide computer Training	[3.1.1] Conducting training programmes	Number	--	--	2	4	4
[4] Disseminating information relating to Principal Legislation.	[4.1] Putting of Central Acts enacted in a particular year and updating of Chronological Index on the website of the Department	[4.1.1] Acts uploaded on the website	%	25	25	25	25	25
		[4.1.2] Putting on the website the Chronological Index of legislation	%	--	--	95	--	--
	[4.2] Publication of 'Nirnaya Patrikas' containing selected judgments of the High Courts and Supreme Court of	[4.2.1] Publication of Volumes of Patrika	Number	4	4	4	4	4

Section 3: Trend Values of the Success Indicators

Objective	Action	Success	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
	India, in Hindi in a particular year							
5 Facilitating timely conduct of free and fair elections to Parliament.	[5.1] Preparation of notifications 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	7	--	--	--	--	--
6 Disposing of legislative proposals in time.	[6.1] Disposal of legislative proposals.	[6.1.1] Disposal of legislative proposals relating to small Bills from the date of receipt in 30 working days	7	--	--	90	--	--
		[6.1.2] Disposal of legislative proposals relating to medium Bills from the date of receipt in 90 working days	8	--	--	90	--	--
		[6.1.3] Disposal of legislative proposals relating to comprehensive Bills from the date of receipt in 180 working days	10	--	--	90	--	--
* Efficient Functioning of the RFD System	Timely submission of Draft for Approval	On-time submission	Date	--	--	23/05/2011	--	--
	Timely submission of Results	On-time submission	Date	--	--	03/05/2012	--	--
	Finalize a Strategic Plan (After meeting all intermediate deadlines)	Finalize the Strategic Plan for next 5 years	Date	--	--	15/12/2011	--	--

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
* Improving Internal Efficiency / responsiveness / service delivery of Ministry / Department	Implementation of Sevottam	Create a Sevottam compliant system to implement, monitor and review Citizen's / Client's Charter	Date	--	--	15/12/2011	--	--
		Create a Sevottam Compliant system to redress and monitor public Grievances	Date	--	--	15/12/2011	--	--
	Develop RFDs for all Responsibility Centers (Subordinate Offices, Attached Offices, Autonomous Bodies)	Percentage of RCs covered	%	--	--	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 date of presentation of Report to Parliament by CAG during the year	%	--	--	90	--	--
	Early disposal of pending ATNs on Audit Paras of C&AG Reports presented to Parliament before 31.3.2011.	Percentage of outstanding ATNS disposed off during the year.	%	--	--	90	--	--
	Early disposal of pending ATRs on PAC Reports presented to Parliament before 31.3.2011	Percentage of outstanding ATRS disposed off 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 during the year.	%	--	--	90	--	--
* Administrative Reforms	Identify potential areas of corruption related to	Finalize an action plan to mitigate potential areas	Date	--	--	15/12/2011	--	--

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
	organisation activities and develop an action plan to mitigate them	of corruption.						
	Develop an action plan for e-office Implementation in the department / ministry	Finalize an action plan for e-office	Date	--	--	15/12/2011	--	--

* Mandatory Objective(s)

Section 4: Description and Definition of Success Indicators

The measurement methodology for success indicators is based on the following:

- Conducting training programmes to improve drafting skills

This indicator reflects successful conduct of training programmes and ascertaining the improvement of drafting skills of the officers of the Union and States by providing them training in legislative drafting.

- Publishing a Drafting Manual on Principal Legislation

This indicator measures the publishing and updating of a Drafting Manual on Principal Legislation which will help officers and members of Staff to discharge their functions uniformly while dealing with legislative proposals on drafting of Principal Legislation.

- Publishing a Drafting Manual on Subordinate Legislation

This indicator measures the publishing and updating of a Drafting Manual on Subordinate Legislation which will help officers and members of Staff to discharge their functions uniformly and systematically in an orderly and accurate manner while dealing with proposals relating to drafting and vetting of Subordinate Legislation.

- Constitution and Holding of Meeting of Precedent Committee

This indicator takes into account issuing an Order constituting the Precedent Committee that will categorise and standardise legislative precedents.

This indicator further measures the holding of timely meetings of the Precedent Committee to finalise and update various precedents into different categories to be used as standard precedents in both Principal and Subordinate Legislation.

- Conducting training programmes to upgrade computer operating skills

This indicator reflects the number of training programmes conducted to upgrade the computer operating skills of officers and members of staff which will enable them to discharge their functions more efficiently.

- Uploading of Central Acts on the website of the Department

This indicator measures uploading of the text of Principal Legislation including Amendment Legislation on the website of the Department for information, use and benefit of the general public.

- Putting on the website the Chronological Index of legislation

This indicator measures putting on the website of the Department the Chronological Index of all Principal Legislation enacted in a particular year and updating their amendments for the benefit of the general public.

- Publication of Volumes of 'Nirnaya Patrikas'

This indicator measures publication of Volumes of 'Nirnaya Patrikas' containing selected judgments of the higher judiciary in a particular year, in Hindi.

- Finalisation and publication of election notifications

Section 4: Description and Definition of Success Indicators

This indicator measures finalisation and publication of number of notifications for General Elections to the House of the People and the Biennial Elections to the Council of States, within a period of 10 working days from the date of their receipt.

- Disposal of legislative proposals relating to small Bills

This indicator measures the disposal of legislative proposals relating to small Bills including amendment Bills (containing less than ten clauses) within a period of 30 working days from the date of receipt.

- Disposal of legislative proposals relating to medium Bills

This indicator measures the disposal of legislative proposals relating to medium size Bills including amendment Bills (containing more than ten clauses but less than twenty five clauses) within a period of 90 working days from the date of receipt.

- Disposal of legislative proposals relating to comprehensive Bills.

This indicator measures the disposal of legislative proposals relating to comprehensive Bills including amendment Bills (containing more than twenty five clauses to any number of clauses) within a period of 180 working days from the date of receipt.

Section 5:
Specific Performance Requirements from other Departments

Department	Action	Success Indicator	Result of non performance
Ministry of Information Technology (National Informatics Centre)	<p>1. To digitise the Central Acts enacted in a particular year and to put them on the website of the Department</p> <p>2. Provide computer training to officers and staff members of the Department</p>	<p>Hosting on the website by the end of every quarter</p> <p>Number of training programmes conducted</p>	<p>Delay in hosting by five working days</p> <p>Delay in organising a particular training programme by fifteen working days</p>
Ministry of Finance	To provide funds to the Institute of Legislative Drafting and Research for conducting training in legislative drafting	Grant of money for the current financial year and thereafter	Delay in capacity building and launching of the planned training programme due to paucity of funds
Ministry of External Affairs	To provide political and other clearance for officers for training in legislative drafting abroad and inviting resource persons from abroad	Starting of sending officers for training by 31.03.2012	Inability to send the officers for particular training programmes and to invite resource persons

Section 6: OutCome/Impact of Department/Ministry

OutCome/Impact of Department/Minist	Jointly responsible for influencing this outcome / impact with the following department (s) /	Success Indicator	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
1 Improved skills of officers in legislative drafting	Ministry of Finance, Ministry of External Affairs	Total number of training programmes	--	--	10	10	10
2 Upgraded computer operating skills of officers and members of staff	Ministry of Information & Technology (National Informatics Centre)	Conducting number of training programmes	--	--	6	6	6
3 Dissemination of information relating to Principal Legislation	Ministry of Information Technology (National Informatics Centre)	Percentage of Central Acts uploaded on the website	--	--	%	%	%
4 Timely conduct of free and fair elections to both Houses of Parliament	Election Commission of India	Finalisation and publication of notifications regarding elections	--	--	%	%	%
5 Timely disposal of legislative proposals	Administrative Ministries / Departments concerned	Disposal of legislative proposals relating to different categories of Bills	--	--	%	%	%
6 Uniformity and consistency in legislative drafting	Nil	Publishing of Drafting Manuals on Principal and Subordinate Legislation	--	--	%	%	%