



Government of Himachal Pradesh

R F D

(Results-Framework Document)
for

State Forensic Science Lab

(2013-2014)

Section 1: Vision, Mission, Objectives and Functions

Vision

To be a benchmark in providing quality and state-of-the-art forensic analytical and investigative services.

Mission

To provide validated and recognized forensic services for its clients in a time bound manner.

Objectives

- 1 To submit quality reports of scientific examination of physical evidences in a timely manner.
- 2 To upgrade and maintain State of Art facilities in the laboratory.
- 3 To provide excellent forensic service at Scenes of Crime (SOC)
- 4 To depose effective expert evidence at various Hon'ble courts.
- 5 Human resource development.
- 6 Research and development.

Functions

- 1 Accurate and reliable scientific examination of physical evidences and clue materials.
- 2 Searching and collection of physical evidences/clue materials at SOC.
- 3 Provide scientific assistance in crime investigation.
- 4 To organise training courses for the IOs on scientific crime investigation.
- 5 To organise orientation/refresher courses for judicial officers, prosecutors, police officers and forensic medical officers, to keep them updated with latest analytical methodologies.

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 submit quality reports of scientific examination of physical evidences in a timely manner.	20.00	[1.1] To enhance the disposal of cases/exhibits	[1.1.1] Number of case/exhibits examined by an unit in the division	% of BPR&D norms	7.00	100	90	80	70	60
		[1.2] To reduce the pendency of cases/exhibits	[1.2.1] No. of days for which the case/exhibits pending in the division	Days	6.00	25	27	30	33	36
		[1.3] To submit the analytical report in time bound manner	[1.3.1] No. of days taken in submission of analytical report of cases/exhibits	Days	7.00	27	30	33	36	39
[2] To upgrade and maintain State of Art facilities in the laboratory.	15.00	[2.1] To prepare laboratory capabilities manual.	[2.1.1] Timely preparation of 04 laboratory capabilities manual.	Date	3.00	20/09/2013	28/09/2013	30/09/2013	--	--
		[2.2] To prepare procedure manuals for each division of each laboratory.	[2.2.1] Timely preparation of 10 procedure manuals.	Date	3.00	20/09/2013	28/09/2013	30/09/2013	--	--
		[2.3] To finalize requirements for NABL accreditation.	[2.3.1] Timely calibration of 50 equipments for NABL accreditation.	Date	2.00	10/12/2013	20/12/2013	31/12/2013	--	--
		[2.4] Training of scientific experts for NABL accreditation.	[2.4.1] Percentage of experts trained for NABL accreditation.	Percentage	2.00	100	90	80	70	60
		[2.5] Procurement of State of Art equipments for scientific examination.	[2.5.1] No. of state of art equipments procured for scientific	Number	3.00	6	5	4	3	2

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%
			examination.							
		[2.6] To bring HACCP compliance procedure in the laboratory.	[2.6.1] Implementation of 90% HACCP compliance procedures in the laboratory.	Date	2.00	10/12/2013	20/12/2013	31/12/2013	--	--
[3] To provide excellent forensic service at Scenes of Crime (SOC)	15.00	[3.1] To prepare standard evidence handling guidelines at scenes of crime.	[3.1.1] Timely preparation of 05 evidence collection guidelines.	Date	7.50	20/10/2013	28/10/2013	31/10/2013	--	--
		[3.2] To provide training in SOC examination to all personnel.	[3.2.1] No. of officers/officials provided training.	Number	7.50	18	15	12	09	06
[4] To depose effective expert evidence at various Hon'ble courts.	10.00	[4.1] To provide training to experts in effective deposition of experts in the courts.	[4.1.1] Percentage of reports agreed in the Judgments of Hon'ble courts.	Percentage	10.00	100	80	50	30	20
[5] Human resource development.	10.00	[5.1] To strengthen the scientific approach of staff by attending number of workshop/training/refresher course etc. organized by national or international institute/agencies.	[5.1.1] No. of workshops/trainings/ refresher courses etc attended by scientific staff.	Number	7.00	17	15	12	09	06
		[5.2] To enhance the skills and knowledge by attending number of trainings course on computers, finance, disciplinary proceedings, office	[5.2.1] No. of training courses on computers, finance, disciplinary proceedings, office	Number	3.00	05	04	03	02	01

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%
		management etc.	management, stress management etc.							
[6] Research and development.	10.00	[6.1] To attend the International/National seminar, conferences, symposium, workshop etc.	[6.1.1] No. of International/National seminar, conferences, symposium, workshop etc. attended by the staff in a year.	Number	6.00	15	12	09	06	05
		[6.2] To Publish research papers/articles in various journals/magazines.	[6.2.1] No. of research papers/articles published in various journals/magazines in a year.	Number	4.00	15	14	12	10	08
* Efficient Functioning of the RFD System	5.00	Timely submission of Draft for Approval	On-time submission	Date	2.0	31/05/2013	05/06/2013	12/06/2013	15/06/2013	--
		Timely submission of Results	On-time submission	Date	2.0	15/05/2014	22/05/2014	29/05/2014	07/06/2014	--
		Finalize a Strategic Plan	Finalize the Strategic Plan for next 5 years	Date	1.0	30/06/2013	31/07/2013	31/08/2013	30/09/2013	--
* Improving Internal Efficiency / responsiveness /service delivery of Department	5.00	Develop RFDs for all Subordinate Offices	Percentage of RCs covered	%	1.0	100	75	50	25	--
		Implementation of Sevottam	Percentage of cases disposed off in time	%	2.0	100	90	80	70	--
		Redress of public Grievancies(E. Samadhan)	1. Create a compliant system to implement, monitor and review Citizen's / Client's	Date	2.0	31/05/2013	30/06/2013	31/07/2013	31/08/2013	--

* 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%
			Charter							
* Annual Plan Performance	3.00	Submission of qly. Plan Expenditure Report	No of Reports submitted on time (By 10th of August, November, February and May)	No	3.0	4	3	2	1	--
* Performance of Flagship Programmes, ACA and EAPs	3.00	Submission of monthly progress report of Flagship Programmes/ACA releases/ Expen. & reimbursement of EAPs (if any)	No of reports submitted on time (by 10th of next month)	No	3.0	12	11	10	8	--
* Twenty Point Programme	2.00	Submission of monthly progress report	No of reports submitted on time (By 10th of next month)	No	2.0	12	11	10	8	--
* Budget Assurances	2.00		No of reports submitted on time (By 10th of next month)	No	2.0	12	11	10	8	--

* 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 submit quality reports of scientific examination of physical evidences in a timely manner.	[1.1] To enhance the disposal of cases/exhibits	[1.1.1] Number of case/exhibits examined by an unit in the division	% of BPR&D norms	--	88.89	90	95	95
	[1.2] To reduce the pendency of cases/exhibits	[1.2.1] No. of days for which the case/exhibits pending in the division	Days	--	22	20	15	15
	[1.3] To submit the analytical report in time bound manner	[1.3.1] No. of days taken in submission of analytical report of cases/exhibits	Days	--	25	20	15	15
[2] To upgrade and maintain State of Art facilities in the laboratory.	[2.1] To prepare laboratory capabilities manual.	[2.1.1] Timely preparation of 04 laboratory capabilities manual.	Date	--	31/03/2013	28/09/2013	28/09/2014	28/09/2015
	[2.2] To prepare procedure manuals for each division of each laboratory.	[2.2.1] Timely preparation of 10 procedure manuals.	Date	--	31/03/2013	28/09/2013	28/09/2014	28/09/2015
	[2.3] To finalize requirements for NABL accreditation.	[2.3.1] Timely calibration of 50 equipments for NABL accreditation.	Date	--	10/03/2013	20/12/2013	20/12/2014	21/12/2015
	[2.4] Training of scientific experts for NABL accreditation.	[2.4.1] Percentage of experts trained for NABL accreditation.	Percentage	--	26	100	100	100
	[2.5] Procurement of State of Art equipments for scientific examination.	[2.5.1] No. of state of art equipments procured for scientific examination.	Number	02	13	15	15	15

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
	[2.6] To bring HACCP compliance procedure in the laboratory.	[2.6.1] Implementation of 90% HACCP compliance procedures in the laboratory.	Date	--	--	20/12/2013	20/12/2014	21/12/2015
[3] To provide excellent forensic service at Scenes of Crime (SOC)	[3.1] To prepare standard evidence handling guidelines at scenes of crime.	[3.1.1] Timely preparation of 05 evidence collection guidelines.	Date	--	--	28/10/2013	28/10/2014	28/10/2015
	[3.2] To provide training in SOC examination to all personnel.	[3.2.1] No. of officers/officials provided training.	Number	--	20	15	15	15
[4] To depose effective expert evidence at various Hon'ble courts.	[4.1] To provide training to experts in effective deposition of experts in the courts.	[4.1.1] Percentage of reports agreed in the Judgments of Hon'ble courts.	Percentage	--	--	80	90	90
[5] Human resource development.	[5.1] To strengthen the scientific approach of staff by attending number of workshop/training/refresh course etc. organized by national or international institute/agencies.	[5.1.1] No. of workshops/trainings/refresh courses etc attended by scientific staff.	Number	--	09	15	15	15
	[5.2] To enhance the skills and knowledge by attending number of trainings course on computers, finance, disciplinary proceedings, office management etc.	[5.2.1] No. of training courses on computers, finance, disciplinary proceedings, office management, stress management etc.	Number	--	06	05	05	05

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] Research and development.	[6.1] To attend the International/National seminar, conferences, symposium , workshop etc.	[6.1.1] No. of International/National seminar, conferences, symposium, workshop etc. attended by the staff in a year.	Number	--	14	15	15	15
	[6.2] To Publish research papers/articles in various journals/magazines.	[6.2.1] No. of research papers/articles published in various journals/magazines in a year.	Number	--	13	12	12	12
* Efficient Functioning of the RFD System	Timely submission of Draft for Approval	On-time submission	Date	--	05/05/2013	05/05/2014	05/05/2015	05/05/2016
	Timely submission of Results	On-time submission	Date	--	--	22/05/2014	22/05/2015	23/05/2016
	Finalize a Strategic Plan	Finalize the Strategic Plan for next 5 years	Date	--	--	31/07/2013	31/07/2014	31/07/2015
* Improving Internal Efficiency / responsiveness /service delivery of Department	Develop RFDs for all Subordinate Offices	Percentage of RCs covered	%	--	--	75	75	75
	Implementation of Sevottam	Percentage of cases disposed off in time	%	--	--	90	90	90
	Redress of public Grievancies(E. Samadhan)	1. Create a compliant system to implement, monitor and review Citizen's / Client's Charter	Date	--	--	30/07/2013	30/07/2014	30/07/2015
* Annual Plan Performace	Submission of qty. Plan Expenditure Report	No of Reports submitted on time (By 10th of	No	--	--	3	3	3

* 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
		August, November, February and May)						
* Performance of Flagship Programmes, ACA and EAPs	Submission of monthly progress report of Flagship Programmes/ACA releases/ Expen. & reimbursement of EAPs (if any)	No of reports submitted on time (by 10th of next month)	No	--	--	11	11	11
* Twenty Point Programme	Submission of monthly progress report	No of reports submitted on time (By 10th of next month)	No	--	--	11	11	11
* Budget Assurances		No of reports submitted on time (By 10th of next month)	No	--	--	11	11	11

* Mandatory Objective(s)

Section 4: Acronym

Sl.No	Acronym	Description
1	BPR and D	Bureau of Police Research and Development
2	HACCP	Hazard analysis and critical control points
3	IOs	Investigating Officers
4	NABL	National Accreditation Board for Testing and Calibration Laboratories
5	SOC	Scene of Crime

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
1	[1.2.1] No. of days for which the case/exhibits pending in the division	The crime cases/exhibits which are pending for want of examination in different divisions of the laboratory.		The figures will be calculated for every month and average value will be calculated annually.	
2	[1.3.1] No. of days taken in submission of analytical report of cases/exhibits	Number of days taken for analysis and submission of analytical reports of crime cases/exhibits submitted for examination.		The figures will be calculated for every month and average value will be calculated annually.	
3	[2.1.1] Timely preparation of 04 laboratory capabilities manual.	The laboratory capability manuals are required to be prepared as prerequisite for NABL accreditation of the laboratory.		The laboratory capability manuals for examination of crime cases/exhibits will be prepared according to the guidelines issued by BPR&D and United Nations for producing quality reports of scientific examinations of exhibits.	
4	[2.2.1] Timely preparation of 10 procedure manuals.	The Standard operating procedure manuals (SOPs) are required for examinations of crime cases/exhibits as per standard/published data and as per guidelines issued by BPR&D and United Nations for examination of crime cases/exhibits.		The laboratory procedure manuals for examination of crime cases/exhibits will be prepared according to the guidelines issued by BPR&D and United Nations for producing quality reports of scientific examinations of exhibits.	

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
5	[2.3.1] Timely calibration of 50 equipments for NABL accreditation.	Calibration of scientific equipments is necessary and an essential requirement for NABL accreditation of the laboratories.		100% calibration of equipments within the set time frame.	
6	[2.4.1] Percentage of experts trained for NABL accreditation.	Training of scientific experts for NABL accreditation is essentially required for preparation of Standard Operating Procedures for examination and for better understanding of GLP and HACCP norms.		Number of experts trained for NABL accreditation as per set criteria.	
7	[2.5.1] No. of state of art equipments procured for scientific examination.	Crime scenario is changing day by day and the organised and other new crimes are based on advanced technology. So, adoption of new state-of-the-art forensic technology is highly needed to solve the crime matters.		Numbers of state of art equipments procured for scientific examination during the financial year as per set target.	
8	[2.6.1] Implementation of 90% HACCP compliance procedures in the laboratory.	The FSL man power is all time engaged with various kind of biological and non-biological exhibits, chemical, dust, vapours etc. which is highly harmful for human beings. In this condition the risk factor is increased. So, HACCP (Hazard Analysis Critical Continuing Practices) are highly needed for the skilled staff.	Installation of fire extinguishers and deployment of armed police guard is important for safety of the assets. This safety is available in all laboratories, but electronic surveillance and security system will ensure full proof maintenance of chain of	Implementation of HACCP procedures in the laboratory as per set targets.	

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
8	[2.6.1] Implementation of 90% HACCP compliance procedures in the laboratory.	The FSL man power is all time engaged with various kind of biological and non-biological exhibits, chemical, dust, vapours etc. which is highly harmful for human beings. In this condition the risk factor is increased. So, HACCP (Hazard Analysis Critical Continuing Practices) are highly needed for the skilled staff.	custody	Implementation of HACCP procedures in the laboratory as per set targets.	
9	[3.1.1] Timely preparation of 05 evidence collection guidelines.	The standard evidence collection guidelines at scenes of crime are required for scientific experts as well as investigating officers of police department for proper collection of physical/chemical/biological exhibits at scenes of crime in scientific manner.		Preparation of numbers of evidence collection guidelines prepared.	
10	[3.2.1] No. of officers/officials provided training.	The scene of crimes examinations training will be imparted to all the scientific personnel in the laboratory as well as the investigating officers of police department for better management of scenes of crime and its reconstruction.		Numbers of officers/officials provided training.	

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
11	[4.1.1] Percentage of reports agreed in the Judgments of Hon'ble courts.	Total numbers of scientific examination reports agreed in the judgments of Hon'ble courts, i.e. whether the scientific examination reports are in consonance with investigative inputs and with the material facts produced before the Hon'ble Courts.		Total numbers of scientific reports relied by the Hon'ble Courts in decision making process.	The effective testimony of an expert in the Hon'ble courts will result in increase in the conviction of culprit and exoneration of an innocent.
12	[5.1.1] No. of workshops/trainings/refresher courses etc attended by scientific staff.	Knowledgeable and skilled staff of any institution is a great asset. Human resource development (HRD) keeps the staff techno friendly and ready to meet new challenges being faced on routine basis. Nomination of the officer and officials may be sent for training/workshops/refresher courses organized by various institutes like HIPA, NICFS, MHA, GOI etc.		No. Of workshop/ trainings/ refresher courses etc attended by scientific staff as per set targets.	
13	[5.2.1] No. of training courses on computers, finance, disciplinary proceedings, office management, stress management etc.	Knowledgeable and skilled staff of any institution is a great asset. Human resource development (HRD) keeps the staff techno friendly and ready to meet new challenges being faced on routine basis. Nomination of the officer and officials may be sent for training/workshops/refresher courses organized by various		No. of training coursed on computers, finance, disciplinary proceedings, office management etc. as per set targets.	

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
13	[5.2.1] No. of training courses on computers, finance, disciplinary proceedings, office management, stress management etc.	institutes like HIPA, NICFS, MHA, GOI etc.		No. of training coursed on computers, finance, disciplinary proceedings, office management etc. as per set targets.	
14	[6.1.1] No. of International/National seminar, conferences, symposium, workshop etc. attended by the staff in a year.	Research and development (R&D) is necessary to solve new challenges and problems faced during analytical work. Seminars, conferences, research journals and new books keep the staff updated with the new methodologies and keep them ready to face the new problems and challenges.		No. of International/ National seminar, conferences, symposium, workshop etc. attended by the staff in a year.	
15	[6.2.1] No. of research papers/articles published in various journals/magazines in a year.	The research papers/articles published n various journals/magazines helps in evaluation research work done the institute.		No. of research papers/articles published in various journals/ magazines in a year.	

**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.
State Government	HP	Departments	Police	No. of case/exhibits examined by an unit in the division [1.2.1] No. of days for which the case/exhibits pending in the division [1.3.1] No. of days taken in submission of analytical report of cases/exhibits	Proper SOC management by police Scientifically correct collection, packaging and forwarding of evidences.	For quality forensic examination of evidences and SOC to better prosecution.	Full support.	Importance of scientific assistance in crime investigation will be affected.
			Health And Family Welfare Department	No. of case/exhibits examined by an unit in the division [1.2.1] No. of days for which the	Providing all relevant biological materials /evidence dually preserved, sealed and signed of doctor and proper labelling for further forensic report of chemist/toxicologist/biologist/serologist. Providing readable medical certificates such as PMR, MLC etc.	For standard forensic examination of biological evidences.		The case examination may be failed due to insufficient/irrelevant and unpreserved biological material.

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.
				case/exhibits pending in the division [1.3.1] No. of days taken in submission of analytical report of cases/exhibits				
			Finance	No. of case/exhibits examined by an unit in the division [1.2.1] No. of days for which the case/exhibits pending in the division [1.3.1] No. of days taken in submission of analytical report of cases/exhibits	To fill up the vacant posts of technical and ministerial staff and to create more posts keeping in view of the future requirements.	For timely examination of case work and expeditious report submission.	100% posts to be filled and up and further sanctioning of new posts as per demands submitted from time to time.	Due to lack of sufficient staff, the FSL cannot function smoothly and efficiently.
			Prosecution	[4.1.1] Percentage of reports agreed in the Judgments of Hon'ble courts.	Proper presentation of scientific outcomes of the reports in the Hon'ble court by prosecutor will result in effective and quality judgements.	Increase in conviction rate of culprits and acquittal of an innocent	Full Support	Improper presentation of scientific facts of the reports in courts by prosecutor will result in acquittal of culprits.

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.
			Prosecution	[4.1.1] Percentage of reports agreed in the Judgments of Hon'ble courts.	Good interpretation of scientific terminology by Judiciary is highly relevant in criminal justice system.	Increase in conviction rate of culprits and acquittal of an innocent	Full Support	Improper presentation of scientific facts of the reports in courts by prosecutor will result in acquittal of culprits.

**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 Increase in conviction rate of culprits.	Police, Health, Prosecution and Judiciary.	Increase in conviction rate	Percentage			100	100	100