



Government of Himachal Pradesh

R F D

(Results-Framework Document)

for

State Forensic Science Lab

(2012-2013)

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.

Objective

- 1 To submit quality reports of scientific examination of physical evidences in a timely manner.
- 2 To upgrade and maintain State of the Art facilities in the laboratory.
- 3 To provide excellent forensic service at Scene of Crime (SOC).
- 4 To depose effective expert evidence in 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] No. of cases/exhibits examined by an unit in the division	% of BPR&D norms	7.00	110	100	90	80	70
		[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 the Art facilities in the laboratory.	15.00	[2.1] To prepare laboratory capabilities manual.	[2.1.1] Timely preparation of two numbers of laboratory capabilities manual.	Date	3.00	20/02/2013	28/02/2013	31/03/2013	--	--
		[2.2] To prepare procedure manuals for each division of each laboratory.	[2.2.1] Timely preparation of twenty numbers of procedure manual.	Date	3.00	20/02/2013	28/02/2013	31/03/2013	--	--
		[2.3] To finalize/listing out requirements for NABL accreditation.	[2.3.1] Timely identification of minimum fifteen equipments required for calibration for NABL.	Date	2.00	10/03/2013	20/03/2013	31/03/2013	--	--
		[2.4] Training of Scientific Experts for NABL accreditation.	[2.4.1] No. of experts trained for NABL accreditation.	Number	2.00	100	90	80	70	60
		[2.5] Procurement of State of the Art equipments for scientific examination.	[2.5.1] No. of state of art equipments procured for scientific examination.	number	3.00	06	05	04	03	02

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%	
		[2.6] To bring HACCP compliance procedure in the laboratory.	[2.6.1] Timely identification of HACCP compliance procedures in the laboratory.	Date	2.00	10/03/2013	20/03/2013	31/03/2013	--	--	--
[3] To provide excellent forensic service at Scene of Crime (SOC).	15.00	[3.1] To prepare standard evidence collection guidelines at scenes of crime. [3.2] To provide training in SOC examination to all personnel.	[3.1.1] Timely preparation of guidelines. [3.2.1] No. of officers/officials provided training.	Date Number	7.50 7.50	-- 18	-- 15	-- 12	-- 09	-- 06	
[4] To depose effective expert evidence in 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/refreshers course etc. organised 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 management etc.	[5.2.1] No. of training courses on computers, finance, disciplinary proceedings, office management, stress management etc.	Number	3.00	05	04	03	02	01	
[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,	Number	6.00	15	12	09	06	05	

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%				
			workshop etc. attended by the staff in a year.											
		[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
* Annual Plan Performance	3.00	Submission of qtrly. Plan Expenditure Report	No of Reports submitted on time (By 10th of July, Oct,Jan and April)	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 every month)	No	0	12	11	10	8					--
* Twenty Point Programme	2.00	Submission of monthly progress report	No of reports submitted on time (By 10th of every month)	No	2.0	12	11	10	8					--
* Budget Assurances	2.00		No of reports submitted on time (By 10th of every month)	No	2.0	12	11	10	8					--
* Efficient Functioning of the RFD System	5.00	Timely submission of Draft for Approval	On-time submission (May 10, 2012)	Date	2.0	10/05/2012	17/05/2012	24/05/2012	30/05/2012					--
		Timely submission of Results	On-time submission (May 15, 2013)	Date	2.0	15/05/2013	22/05/2013	29/05/2013	07/06/2013					--
		Finalize a Strategic Plan	Finalize the Strategic Plan for next 5 years (June 30, 2012)	Date	1.0	30/06/2012	31/07/2012	31/08/2012	30/09/2012					--
* Improving Internal Efficiency / responsiveness /service delivery of Department	5.00	Develop RFDs for all Subordinate Offices	Percentage of offices covered	%	1.0	100	75	50	25					--
		Implementation of RTI	Percentage of cases disposed off in time	%	2.0	100	90	80	70					--

* 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%
		Redress of public Grievances(E. Samadhan)	Create a Compliant system to redress and monitor public Grievances (by May 31, 2012)	Date	2.0	31/05/2012	30/06/2012	31/07/2012	31/08/2012	--

* 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	
[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] No. of case/exhibits examined by an unit in the division	% of BPR&D norms	90	90	90	90	90	
	[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	33	30	25	24	23	
	[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	33	30	27	26	25	
	[2] To upgrade and maintain State of the Art facilities in the laboratory.	[2.1] To prepare laboratory capabilities manual.	[2.1.1] Timely preparation of two numbers of laboratory capabilities manual.	Date	--	--	20/02/2013	20/02/2014	--
		[2.2] To prepare procedure manuals for each division of each laboratory.	[2.2.1] Timely preparation of twenty numbers of procedure manual.	Date	--	--	20/02/2013	20/02/2014	--
[2.3] To finalize/listing out requirements for NABL accreditation.		[2.3.1] Timely identification of minimum fifteen equipments required for calibration for NABL.	Date	--	--	10/03/2013	10/03/2014	--	
[2.4] Training of Scientific Experts for NABL accreditation.		[2.4.1] No. of experts trained for NABL accreditation.	Number	--	--	12	08	--	
[2.5] Procurement of State of the Art equipments for scientific examination.		[2.5.1] No. of state of art equipments procured for scientific examination.	number	05	02	07	06	06	

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
	[2.6] To bring HACCP compliance procedure in the laboratory.	[2.6.1] Timely identification of HACCP compliance procedures in the laboratory.	Date	--	--	20/03/2013	20/03/2014	--
[3] To provide excellent forensic service at Scene of Crime (SOC).	[3.1] To prepare standard evidence collection guidelines at scenes of crime. [3.2] To provide training in SOC examination to all personnel.	[3.1.1] Timely preparation of guidelines. [3.2.1] No. of officers/officials provided training.	Date Number	-- 05	-- 04	10/03/2013 03	10/03/2014 02	-- 02
[4] To depose effective expert evidence in 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	50	75	80	80	90
[5] Human resource development.	[5.1] To strengthen the scientific approach of staff by attending number of workshop/training/refresh course etc. organised by national or international institute/agencies [5.2] To enhance the skills and knowledge by attending number of trainings course on computers, finance, disciplinary proceedings, office management etc.	[5.1.1] No. of workshops/trainings/refresh courses etc attended by scientific staff. [5.2.1] No. of training courses on computers, finance, disciplinary proceedings, office management, stress management etc.	Number Number	16 03	15 03	15 05	15 05	15 05
[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	Number	06	09	15	15	15

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
		staff in a year.						
	[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	03	03	12	12	12
* Annual Plan Performance	Submission of qty. Plan Expenditure Report	No of Reports submitted on time (By 10th of July, Oct,Jan and April)	No	--	--	3	--	--
* Twenty Point Programme	Submission of monthly progress report	No of reports submitted on time (By 10th of every month)	No	--	--	11	--	--
* Budget Assurances		No of reports submitted on time (By 10th of every month)	No	--	--	11	--	--
* Efficient Functioning of the RFD System	Timely submission of Draft for Approval	On-time submission (May 10, 2012)	Date	--	--	08/03/2012	08/03/2013	08/03/2014
	Timely submission of Results	On-time submission (May 15, 2013)	Date	--	--	02/05/2013	02/05/2014	02/05/2015
	Finalize a Strategic Plan	Finalize the Strategic Plan for next 5 years (June 30, 2012)	Date	--	--	15/12/2013	15/12/2014	15/12/2015
* Improving Internal Efficiency / responsiveness /service delivery of Department	Develop RFDs for all Subordinate Offices	Percentage of offices covered	%	--	--	75	95	95
	Implementation of RTI	Percentage of cases disposed off in time	%	--	--	90	100	100
	Redress of public Grievances(E. Samadhan)	Create a Compliant system to redress and monitor public Grievances (by May 31, 2012)	Date	--	--	30/06/2012	30/06/2013	30/06/2014

* Mandatory Objective(s)

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

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

<p>1. To submit quality reports of Scientific examination of physical evidence in a timely manner.</p>	<p>1.1 To enhance the disposal of cases/exhibits.</p> <p>1.2. To reduce the pendency of cases/exhibits.</p> <p>1.3 To submit the analytical report in time bound manner</p>	<p>The BPR &D, MHA, Govt. of India have already set uniform working norms for all the FSL's in India. Govt. of Himachal Pradesh has adopted the same norms. The expeditious disposal of case work not only depends on scientific staff but also depend on the support provided by ministerial staff such as timely typing and printing of reports. The figures will be calculated for every month and average value will be calculated annually.</p>
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<p>2. To upgrade and maintain State of Art Facilities in the Laboratory</p>	<p>2.1 To prepare laboratory capabilities manual</p> <p>2.2 To prepare procedure manuals for each division of each laboratory.</p> <p>2.3 To finalize/listing out requirements for NABL accreditation.</p> <p>2.4 Training of Scientific Experts for NABI accreditation.</p> <p>2.5 Procurement of State of Art equipments for scientific examination</p> <p>2.6 To bring HACCP compliance procedure in the laboratory</p>	<p>The procedure manuals for testing of exhibits will be prepared according to the guidelines issued by BPR&D and United Nation for producing quality reports of scientific examinations of exhibits.</p> <p>Calibration of scientific equipments is necessary and an essential requirement for NABL accreditation of the laboratories.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 custody and none of the laboratories have this highly desirable system. Efforts are to</p>
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		be made in this regard.
3. To provide excellent forensic service at SOC	<p>3.1 To prepare standard evidence collection guidelines at scenes of crime.</p> <p>3.2 To provide training in SOC examination to all personnel.</p>	<p>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. 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.</p>
4. To depose effective expert evidence at various Hon'ble Courts	<p>4.1 To provide training to experts in effective deposition of experts in the courts.</p>	<p>Forensics work on concept of "Justice through Science". Quality of report and expert evidence in court will strengthen justice delivery. All the scientific experts in the laboratory will be trained for effective court room presentations for assistance of Hon'ble courts in justice delivery system based on scientific examinations. The effective testimony of an expert in Hon'ble courts will results in increase in the conviction of culprit and exoneration of an innocent.</p>
5. Human Resource Development	<p>[5.1.1] No. Of workshop/ trainings/ refresher courses etc attended by scientific staff.</p> <p>[5.1.2] No. Of training coursed on computers, finance, disciplinary proceedings, office management etc.</p>	<p>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.</p>

<p>6. Research &Development</p>	<p>[6.1.1] No. of International/ National seminar, conferences, symposium, workshop etc. attended by the staff in a year</p> <p>[6.2.1] No. of research papers/ articles published in various journals/magazines in a year.</p>	<p>Research and development (R&D) is necessary to solve new challenges and problems faced during analytical work.</p> <p>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.</p>
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**Section 5:
Specific Performance Requirements from other Departments**

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Specific performance requirements from other departments**

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?
Police Department	<p>To submit quality reports of Scientific examination of physical evidence in a timely manner.</p> <p>To provide excellent forensic service at SOC</p>	<p>Proper SOC management by police</p> <p>Scientifically correct collection, packaging and forwarding of evidences.</p>	<p>For quality forensic examination of evidences and SOC to better prosecution.</p>	<p>Full support.</p>	<p>Importance of scientific assistance in crime investigation will be affected.</p>

Health Department	To submit quality reports of Scientific examination of physical evidence in a timely manner.	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.	Full support.	The case examination may be failed due to insufficient/irrelevant and unpreserved biological material.
Home/finance Department	Sanctioning of posts/ filling up of the vacant posts.	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. .

<p>Prosecution/ Judiciary</p>	<p>To depose effective expert evidence at various Hon'ble courts</p>	<p>Proper presentation of scientific outcomes of the reports in the Hon'ble court by prosecutor will result in effective and quality judgements.</p> <p>Good interpretation of scientific terminology by Judiciary is highly relevant in criminal justice system.</p>	<p>Increase in conviction rate of culprits and acquittal of an innocent</p>	<p>Full Support</p>	<p>Improper presentation of scientific facts of the reports in courts by prosecutor will result in acquittal of culprits.</p>
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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 Increase in conviction rate of culprit	Police, Health, Prosecution and Judiciary.	Increase in conviction rate	Percentage				100	100