



Government of Himachal Pradesh

R F D

(Results-Framework Document)
for

State Forensic Science Lab

(2015-2016)

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, accredited 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 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 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 the Art facilities in the laboratory.	15.00	[2.1] To prepare laboratory capabilities manual.	[2.1.1] Timely preparation of 08 laboratory capabilities manual.	Date	4.00	20/08/2015	28/08/2015	31/08/2015	--	--
		[2.2] Training of Scientific Experts for NABL accreditation.	[2.2.1] Percentage of experts trained for NABL accreditation	Percentage	3.00	100	90	80	70	60
		[2.3] Procurement of State of the Art equipments for scientific examination.	[2.3.1] No. of state of art equipments procured for scientific examination.	Nnumber	4.00	10	8	6	4	2
		[2.4] To bring HACCP compliance procedure in the laboratory.	[2.4.1] Implementation of 90% HACCP compliance procedures in the laboratory	Date	2.00	10/09/2015	20/09/2015	30/09/2015	--	--

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%
		[2.5] To finalize requirements for NABL accreditation.	[2.5.1] Timely calibration of 50 equipments for NABL accreditation.	Date	2.00	30/07/2015	10/08/2015	10/09/2015	--	--
[3] To provide excellent forensic service at Scene of Crime (SOC).	15.00	[3.1] To provide training in SOC examination to all personnel.	[3.1.1] No. of officers/officials provided training.	Number	15.00	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 evidence 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. organised by national or international institute/agencies	[5.1.1] No. of workshops/trainings/refresher courses etc attended by scientific staff.	Number	7.00	15	12	10	08	04
		[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	15	12	09	06	05
[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	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	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	12	10	08	06	04
* Annual Plan Performace	3.00	Achievements made under Plan Schemes.	Financial Achievement made against budget allotted for the year	%age	1.0	100	90	80	70	60
		Achievements made under Flagship Programmes.	Percentage Achievement made against Target fixed for the year	%age	2.0	100	90	80	70	60
* Twenty Point Programme	2.00	Physical Achievements made under Twenty Point Programme	Percentage Achievement made against Target fixed for the year	%age	2.0	100	90	80	70	60
* Budget Assurances	1.00	Progress on Budget Assurances.	Percentage of assurances fulfilled	%age	1.0	100	90	80	70	60
* Receipt of funds under EAP and CSS/ACA	4.00	Increase of funds from the previous year under EAPs	Percentage increase from the previous year	%age	2.0	25	20	15	10	5
		Increase of funds from the previous year under CSS/ACA	Percentage increase from the previous year	%age	2.0	25	20	15	10	5
* Efficient Functioning of the RFD System	10.00	Timely Submission of Final RFDs	On Time Submission of Final RFD	Date	3.0	30/09/2015	10/10/2015	20/10/2015	30/10/2015	05/11/2015
		Timely Submission of Draft RFD.	On Time Submission of Draft RFD	Date	4.0	06/06/2015	10/06/2015	20/06/2015	30/06/2015	05/07/2015

* 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%
		Timely Submission of Achievements.	On Time Submission of Achievement	Date	3.0	30/04/2016	10/05/2016	20/05/2016	30/05/2016	05/06/2016

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 13/14	Actual Value for FY 14/15	Target Value for FY 15/16	Projected Value for FY 16/17	Projected Value for FY 17/18
[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	86.80	83.93	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	28.33	30.92	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	20	28.33	27	27	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 08 laboratory capabilities manual.	Date	20/09/2013	02/11/2014	10/08/2015	10/08/2016	10/08/2017
	[2.2] Training of Scientific Experts for NABL accreditation.	[2.2.1] Percentage of experts trained for NABL accreditation	Percentage	26.08	86.83	100	100	100
	[2.3] Procurement of State of the Art equipments for scientific examination.	[2.3.1] No. of state of art equipments procured for scientific examination.	Nnumber	06	0	10	10	10
	[2.4] To bring HACCP compliance procedure in the laboratory.	[2.4.1] Implementation of 90% HACCP compliance procedures in the laboratory	Date	--	--	10/09/2015	10/09/2016	--
	[2.5] To finalize requirements for NABL accreditation.	[2.5.1] Timely calibration of 50 equipments for NABL accreditation.	Date	--	--	10/08/2015	--	--

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 13/14	Actual Value for FY 14/15	Target Value for FY 15/16	Projected Value for FY 16/17	Projected Value for FY 17/18
[3] To provide excellent forensic service at Scene of Crime (SOC).	[3.1] To provide training in SOC examination to all personnel.	[3.1.1] No. of officers/officials provided training.	Number	20	21	23	23	23
[4] To depose effective expert evidence in courts.	[4.1] To provide training to experts in effective deposition of evidence in the courts.	[4.1.1] Percentage of reports agreed in the judgments of Hon'ble courts.	Percentage	--	--	90	100	100
[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	[5.1.1] No. of workshops/trainings/refresh courses etc attended by scientific staff.	Number	06	11	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	17	23	15	15	15
[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	05	08	15	15	15
	[6.2] To publish research papers/articles in	[6.2.1] No. of research papers/articles	Number	16	17	12	12	12

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 13/14	Actual Value for FY 14/15	Target Value for FY 15/16	Projected Value for FY 16/17	Projected Value for FY 17/18
	various journals/magazines.	published in various journals/magazines in a year.						
* Annual Plan Performance	Achievements made under Plan Schemes.	Financial Achievement made against budget allotted for the year	%age	--	--	90	100	100
	Achievements made under Flagship Programmes.	Percentage Achievement made against Target fixed for the year	%age	--	--	90	100	100
* Twenty Point Programme	Physical Achievements made under Twenty Point Programme	Percentage Achievement made against Target fixed for the year	%age	--	--	90	--	--
* Budget Assurances	Progress on Budget Assurances.	Percentage of assurances fulfilled	%age	--	--	90	95	95
* Receipt of funds under EAP and CSS/ACA	Increase of funds from the previous year under EAPs	Percentage increase from the previous year	%age	--	--	20	30	40
	Increase of funds from the previous year under CSS/ACA	Percentage increase from the previous year	%age	--	--	20	30	40
* Efficient Functioning of the RFD System	Timely Submission of Final RFDs	On Time Submission of Final RFD	Date	--	--	11/08/2015	10/07/2016	10/07/2017
	Timely Submission of Draft RFD.	On Time Submission of Draft RFD	Date	--	--	06/07/2015	05/07/2016	05/07/2017
	Timely Submission of Achievements.	On Time Submission of Achievement	Date	--	--	10/05/2016	10/05/2017	10/05/2018

* Mandatory Objective(s)

Section 4: Acronym

Sl.No	Acronym	Description
1	HACCP	hazard analysis and critical control points.
2	IO	Investigating officer
3	NABL	National accreditation board of testing and calibration laboratories.
4	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	[1.1.1] No. of case/exhibits examined by an unit in the division	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.	
2	[1.2.1] No. of days for which the case/exhibits pending in the division	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.	
3	[1.3.1] No. of days taken in submission of analytical report of cases/exhibits	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.	
4	[2.1.1] Timely preparation of 08 laboratory capabilities manual.	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	Laboratory Procedure Manual is a document which provides detailed examination protocols of crime exhibits.	The percentage will be calculated annually.	

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
4	[2.1.1] Timely preparation of 08 laboratory capabilities manual.	examinations of exhibits.	Laboratory Procedure Manual is a document which provides detailed examination protocols of crime exhibits.	The percentage will be calculated annually.	
5	[2.2.1] 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.	National Accreditation Board for Testing and Calibration Laboratories (NABL) is an autonomous body under the aegis of Department of Science & Technology, Government of India, and is registered under the Societies Act 1860. NABL has been established with the objective to provide Government, Industry Associations and Industry in general with a scheme for third-party assessment of the quality and technical competence of testing and calibration laboratories.	The percentage will be calculated annually.	

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
6	[2.3.1] 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.	Modern Instruments of Chemical/Physical/Biological analyses will be procured for high throughput analyses of crime exhibits.	The figures will be calculated annually.	
7	[2.4.1] 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.	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 custody.	The Percentage will be calculated annually.	
8	[3.1.1] 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	A crime Scene is any physical scene, anywhere, that may provide potential evidence to an investigator. It may include a persons's body,	The figures will be calculated for every month and average value will be calculated annually.	

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
8	[3.1.1] No. of officers/officials provided training.	and its reconstruction.	any type of building, vehicles, places in the open air or objects found at those locations. Crime Scene Examination therefore refers to an examination where forensic or scientific techniques are used to preserve and gather physical evidences of a crime.	The figures will be calculated for every month and average value will be calculated annually.	
9	[4.1.1] Percentage of reports agreed in the judgments of Hon'ble courts.	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.	The Percentage will be calculated for every month and average value will be calculated annually.	

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

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
10	[5.1.1] No. of workshops/trainings/refresher courses etc attended by scientific staff.	Nomination of the officer and officials may be sent for training/workshops/refresher courses organized by various institutes like HIPA, NICFS, MHA, GOI 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.	The figures will be calculated for every month and average value will be calculated annually.	
11	[5.2.1] No. of training courses on computers, finance, disciplinary proceedings, office management, stress management etc.	Nomination of the officer and officials may be sent for training/workshops/refresher courses organized by various institutes like HIPA, NICFS, MHA, GOI 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.	The figures will be calculated for every month and average value will be calculated annually.	
12	[6.1.1] No of International/National seminar, conferences, symposium, workshop etc attended by the staff in a year.	Nomination of the officer and officials may be sent to attend the International/National Seminars, conferences, symposiums, workshops etc. after the acceptance of their research publications in aforementioned conferences etc.	Research and development (R&D) is necessary to solve new challenges and problems faced during analytical work.	The figures will be calculated for every month and average value will be calculated annually.	

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

SI.No	Success indicator	Description	Definition	Measurement	General Comments
13	[6.2.1] No. of research papers/articles published in various journals/magazines in a year.	The Officers and Official will be encouraged to publish the articles in seminars, conferences, research journals and new books etc..	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.	The figures will be calculated for every month and average value will be calculated annually.	

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	[1.1.1] No. of case/exhibits examined by an unit in the division	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	[1.2.1] No. of days for which the case/exhibits pending in the division	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.
				[1.3.1] No. of days taken in submission of analytical report of cases/exhibits	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	For standard forensic examination of biological evidences.	Full Support	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.
				[1.3.1] No. of days taken in submission of analytical report of cases/exhibits	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.
			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. Good interpretation of scientific terminology by Judiciary is highly relevant in criminal justice system.	For timely examination of case work and expeditious report submission. 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.
			Finance	[2.3.1] No. of state of art equipments procured for scientific examination.	Sanctioning of State of Art Modern Instruments of Chemical/Biological/Physical analyses for Authentic and reliable analyses of crime exhibits	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.	Full Support	Due to lack of Sate of Art Instruments, the crime examination works suffers a lot which has a direct impact on administration of justice.

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 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
1 Increase in conviction rate of culprits	Police, Health, Prosecution and Judiciary	Increase in conviction rate of culprits	Percentage	-	-	100	100	100