



Government of Himachal Pradesh
Results-Framework Document (R F D)
for
(Labour and Employment)
(2011-2012)

Section 1: Vision, Mission, Objectives and Functions

Vision

Decent working conditions and improved quality of life of workers and enhancing employability through Employment Services.

Mission

Improving the working conditions and the quality of life of workers, eliminating child labour from hazardous occupations and processes, strengthening enforcement of Labour Laws and enhancing employability through Employment Services.

Objective

- 1 Prevention and settlement of Industrial disputes resulting in industrial peace and increasing of industrial productivity
- 2 Enforcement of Labour Laws
- 3 Registration of establishments under various Labour Laws
- 4 Elimination of Child Labour from Hazardous occupations & processes
- 5 Employment Assistance
- 6 Ensuring Collection, Compilation, Analysis and Dissemination of Employment trends in Organised sector
- 7 Ensuring maximum Employment to Himachalis in private sector
- 8 Capacity building of Departmental Employees
- 9 Providing Vocational and Career Guidance
- 10 Ensuring Employment Assistance to Disabled
- 11 IT initiatives to bring about Efficiency and Transparency

Functions

- 1 To promote harmonious relation between workers and Management.
- 2 Enforcement of Labour Laws
- 3 Elimination of Child Labour
- 4 Registration of establishments under various Labour Laws
- 5 To implement Employment Exchanges (Compulsory Notification of Vacancies) Act.
- 6 To provide Employment Assistance to employment seekers including the disabled persons
- 7 To collect, compile, analyse and disseminate employment trends in Organised Sector

Section 1: Vision, Mission, Objectives and Functions

8 To provide vocational and career guidance

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] Prevention and settlement of Industrial disputes resulting in industrial peace and increasing of industrial productivity	14.00	[1.1] Disposing of Industrial Disputes	[1.1.1] % of Industrial Disputes in which conciliation proceedings are completed within 90 days	%	6.00	100	90	80	70	60
			[1.1.2] % of cases in which submission of failure report is sent within 20 days under section 12(4) of I.D. Act	%	6.00	100	90	80	70	60
			[1.1.3] % of cases in which final disposal was done within 40 days	%	2.00	100	90	80	70	60
[2] Enforcement of Labour Laws	13.00	[2.1] Inspection conducted under various Labour Laws	[2.1.1] % of Inspections conducted as per schedule	%	5.00	100	90	80	70	60
			[2.1.2] % of cases in which rectification notice was issued within 20 days.	%	2.00	100	90	80	70	60
			[2.1.3] % of Prosecution sanctions within 30 days	%	2.00	100	90	80	70	60
			[2.1.4] % of complaints filed in competent court within 30 days after receiving Prosecution Sanction	%	2.00	100	90	80	70	60
			[2.1.5] % of cases in which prosecution sanction	%	2.00	100	90	80	70	60

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%
			awarded.							
[3] Registration of establishments under various Labour Laws	11.00	[3.1] To expedite the various processes of registration	[3.1.1] % of cases in which examination and identification of defeciencies in application for license/ registration certificate is done within 40 days	%	6.00	100	90	80	70	60
			[3.1.2] % of cases in which license/registration certificate is issued, after reciept of completed documents, within 30 days	%	5.00	100	90	80	70	60
[4] Elimination of Child Labour from Hazardous occupations & processes	10.00	[4.1] Enforcement of Child Labour (Prohibition & Regulation) Act,1986	[4.1.1] % of Inspections conducted as per schedule	%	6.00	100	90	80	70	60
			[4.1.2] Survey to find out incidence of child labour in H.P.	Date	4.00	31/01/2012	15/02/2012	29/02/2012	15/03/2012	31/03/2012
[5] Employment Assistance	10.00	[5.1] Enrollment for employment Assistance	[5.1.1] Registration of Employment seekers	No	2.50	120000	110000	100000	90000	80000
		[5.2] Details of Employment Assistance	[5.2.1] Sponsoring of registrants against notified vaccancies	No	2.50	100000	90000	80000	70000	60000
			[5.2.2] Placement of registrants	No	2.50	5000	4500	4000	3500	3000
		[5.3] Inspection of Employment Exchanges	[5.3.1] Assesment of working of Regional /District/Sub	No	2.50	40	35	30	25	20

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%
			Office Employment Exchanges							
[6] Ensuring Collection,Compilation, Analysis and Dissemination of Employment trends in Organised sector	8.00	[6.1] Implementation of EE(CNV)Act 1959	[6.1.1] Publication of annual report on employment trends in Organised Sector	Date	5.00	01/01/2012	01/02/2012	15/02/2012	29/02/2012	31/03/2012
			[6.1.2] Identification of New Establishments including Service Sector	No	3.00	70	60	50	40	30
[7] Ensuring maximum Employment to Himachalis in private sector	7.00	[7.1] Placement Assistance in Private sector	[7.1.1] Campus Interview	No	2.00	100	90	80	70	60
			[7.1.2] Job Fair	No	2.00	4	3	2	1	0
		[7.2] Monitoring of 70 % Employment to Himachalis	[7.2.1] Inspection of Industries and Hydro Electric Projects	No	2.00	100	90	80	70	60
			[7.2.2] Number of defaulting Industries and Hydro Electric Projects informed to Industries Department and MPP and Power Department	No	1.00	125	120	115	105	100
[8] Capacity building of Departmental Employees	6.00	[8.1] Training	[8.1.1] % of Employees Trained	%	6.00	25	20	15	10	5
[9] Providing Vocational and Career Guidance	4.00	[9.1] Organising Vocational Guidance and Career Counselling	[9.1.1] Vocational Guidance Talks/camps	No	4.00	100	90	80	70	60
[10] Ensuring Employment Assistance to Disabled	4.00	[10.1] Enrollment for Employment Assistance	[10.1.1] Registration of Disabled persons	No	2.00	1500	1400	1300	1200	1000

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%
		[10.2] Delivery of Employment Assistance	[10.2.1] Placement	No	2.00	100	90	80	70	60
[11] IT initiatives to bring about Efficiency and Transparency	2.00	[11.1] Computerisation of Employment Exchanges	[11.1.1] Internet Connectivity of Employment Exchanges	NO	2.00	64	62	59	56	53
* Efficient Functioning of the RFD System	5.00	Timely submission of Draft for Approval	On-time submission	Date	2.0	12/08/2011	16/08/2011	17/08/2011	18/08/2011	19/08/2011
		Timely submission of Results	On-time submission	Date	1.0	01/05/2012	02/05/2012	03/05/2012	04/05/2012	07/05/2012
		Finalize a Strategic Plan	Finalize the Strategic Plan for next 5 years	Date	2.0	20/02/2012	24/02/2012	29/02/2012	05/03/2012	09/03/2012
* Improving Internal Efficiency / responsiveness /service delivery of Department	4.00	Develop RFDs for all Responsibility Centers (Subordinate Offices, Attached Offices, Autonomous Bodies,	Percentage of RCs covered	%	2.0	100	95	90	85	80
		Implementation of Sevottam	Create a compliant system to implement, monitor and review Citizen's / Client's Charter	Date	1.0	20/02/2012	24/02/2012	29/02/2012	05/03/2012	09/03/2012
			Create a Compliant system to redress and monitor public Grievances	Date	1.0	20/02/2012	24/02/2012	29/02/2012	05/03/2012	09/03/2012
* Administrative Reforms	2.00	Identify potential areas of corruption related to departmental 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 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	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] Prevention and settlement of Industrial disputes resulting in industrial peace and increasing of industrial productivity	[1.1] Disposing of Industrial Disputes	[1.1.1] % of Industrial Disputes in which conciliation proceedings are completed within 90 days	%	--	--	90	90	90
		[1.1.2] % of cases in which submission of failure report is sent within 20 days under section 12(4) of I.D. Act	%	--	--	90	90	90
		[1.1.3] % of cases in which final disposal was done within 40 days	%	--	--	90	90	90
[2] Enforcement of Labour Laws	[2.1] Inspection conducted under various Labour Laws	[2.1.1] % of Inspections conducted as per schedule	%	--	--	90	90	90
		[2.1.2] % of cases in which rectification notice was issued within 20 days.	%	--	--	90	90	90
		[2.1.3] % of Prosecution sanctions within 30 days	%	--	--	90	90	90
		[2.1.4] % of complaints filed in competent court within 30 days after receiving Prosecution Sanction	%	--	--	90	90	90
		[2.1.5] % of cases in which prosecution sanction awarded.	%	--	--	90	90	90
[3] Registration of establishments under various Labour Laws	[3.1] To expedite the various processes of registration	[3.1.1] % of cases in which examination and identification of deficiencies in	%	--	--	90	90	90

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	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
		application for license/ registration certificate is done within 40 days						
		[3.1.2] % of cases in which license/registration certificate is issued, after receipt of completed documents, within 30 days	%	--	--	90	90	90
[4] Elimination of Child Labour from Hazardous occupations & processes	[4.1] Enforcement of Child Labour (Prohibition & Regulation) Act, 1986	[4.1.1] % of Inspections conducted as per schedule	%	--	--	90	90	90
		[4.1.2] Survey to find out incidence of child labour in H.P.	Date	--	--	15/02/2012	--	--
[5] Employment Assistance	[5.1] Enrollment for employment Assistance	[5.1.1] Registration of Employment seekers	No	130490	120042	110000	110000	110000
	[5.2] Details of Employment Assistance	[5.2.1] Sponsoring of registrants against notified vacancies	No	78179	117959	90000	90000	90000
		[5.2.2] Placement of registrants	No	4080	4861	4500	4500	4500
	[5.3] Inspection of Employment Exchanges	[5.3.1] Assessment of working of Regional /District/Sub Office Employment Exchanges	No	22	18	35	35	35
[6] Ensuring Collection, Compilation, Analysis and Dissemination of Employment trends in Organised sector	[6.1] Implementation of EE(CNV)Act 1959	[6.1.1] Publication of annual report on employment trends in Organised Sector	Date	--	--	01/01/2012	01/07/2012	01/07/2013
		[6.1.2] Identification of New Establishments including Service	No	74	24	60	60	60

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	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
		Sector						
[7] Ensuring maximum Employment to Himachalis in private sector	[7.1] Placement Assistance in Private sector	[7.1.1] Campus Interview	No	83	100	90	90	90
		[7.1.2] Job Fair	No	1	2	3	3	3
	[7.2] Monitoring of 70 % Employment to Himachalis	[7.2.1] Inspection of Industries and Hydro Electric Projects	No	100	96	90	90	90
		[7.2.2] Number of defaulting Industries and Hydro Electric Projects informed to Industries Department and MPP and Power Department	No	--	--	120	120	120
[8] Capacity building of Departmental Employees	[8.1] Training	[8.1.1] % of Employees Trained	%	--	--	20	20	20
[9] Providing Vocational and Career Guidance	[9.1] Organising Vocational Guidance and Career Counselling	[9.1.1] Vocational Guidance Talks/camps	No	102	98	90	90	90
[10] Ensuring Employment Assistance to Disabled	[10.1] Enrollment for Employment Assistance	[10.1.1] Registration of Disabled persons	No	1847	1322	1400	1400	1400
	[10.2] Delivery of Employment Assistance	[10.2.1] Placement	No	28	223	90	90	90
[11] IT initiatives to bring about Efficiency and Transparency	[11.1] Computerisation of Employment Exchanges	[11.1.1] Internet Connectivity of Employment Exchanges	No	47	49	62	67	--

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	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
* Efficient Functioning of the RFD System	Timely submission of Draft for Approval	On-time submission	Date	--	--	16/08/2011	--	--
	Timely submission of Results	On-time submission	Date	--	--	02/05/2012	--	--
	Finalize a Strategic Plan	Finalize the Strategic Plan for next 5 years	Date	--	--	24/02/2012	--	--
* Improving Internal Efficiency / responsiveness /service delivery of Department	Develop RFDs for all Responsibility Centers (Subordinate Offices, Attached Offices, Autonomous Bodies,	Percentage of RCs covered	%	--	--	95	--	--
	Implementation of Sevottam	Create a compliant system to implement, monitor and review Citizen's / Client's Charter	Date	--	--	24/02/2012	--	--
		Create a Compliant system to redress and monitor public Grievances	Date	--	--	24/02/2012	--	--
* Administrative Reforms	Identify potential areas of corruption related to departmental activities and develop an action plan to mitigate them	Finalize an action plan to mitigate potential areas of corruption.	Date	--	--	15/12/2011	--	--

* Mandatory Objective(s)

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

1. The description and definition of Success Indicators are as indicated against the activities.
2. Evaluation of success indicator in respect of the objective for prevention and settlement of industrial disputes and Enforcement of Labour Laws will be monitored through monthly work done report of each officer in the field.
3. Target shall be fixed for each field officer to achieve the target value and projected value.
4. Strengthening and Rationalization of the Department shall be done in order to achieve the target.
5. Training to the enforcement functionaries as well as ministerial staff shall be imparted in order to increase the efficiency.
6. ID Act=Industrial Disputes Act 1947.
7. EE(CNV)Act= Employment Exchanges (Compulsory Notification of Vacancies) Act 1959.
8. Public Sector Establishment= With any number of Employees.
9. Private Sector Establishment= Ordinarily employing 25 or more persons.
10. ER1= Employees Return 1 (Quarterly).
11. Campus Interview= Interview organised generally in different Employment Exchanges for unskilled manpower requirement of one Private Sector Establishment , numbering minimum 10 unskilled persons at one time.
12. Job Fair= It is organised for manpower requirement of many Private Sector Establishments at one time , in different parts of the State.
13. Child Labour survey will be done through third party like NGO or Department of Economics and Statistics, H.P., since this is an important National Issue, provided budget for the survey is made available by GOI or H.P. Govt.
14. Inspection of child labour is joint responsibility with other State Govt. functionaries as per Notification No.Shram(A)1-14/96 dated 23/10/2006
15. The number of defaulting Industries and Hydro Electric Projects is known from the Inspections conducted as well as from details of Employees obtained from Industries and Hydro Electric Projects.
16. Since many Success Indicators shall be monitored for the first time therefore there are no actual values available for financial year 2009-2010 and 2010-2011
17. The Incentive Package for Industrial Establishment in H.P. is almost over hence realistic targets have been kept especially for Registrations, Sponsoring against vacancies notified and placement of registrants.
18. The list of Industries involve Hazardous Processes is given in the first

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

Schedule as per Section 2(cb) of the Factories Act,1948. The number of such Industries is 29 and most of them are in the list of occupations and processes which are in prohibition list to employ Child Labour as per Section 3 of the Child Labour (Prohibition and Regulation) Act, 1986.

Section 5: Specific Performance Requirements from other Departments

1. Achievement of targets would largely depend upon the provision of funds by Finance Department for mobility support to the Field Functionaries.
2. The Department needs to be given permission to fill up the large number of vacant posts in Ministerial category by Finance Department. The shortage of staff will otherwise cause slippages to achieve the targets.
3. Achievement of targets of Employment Wing of the Department will depend on the number of vacancies notified to Employment Exchanges by Employers in Government and Private Sectors. More vacancies will result in more requisitions, more submissions, more placements, more Campus Interviews and more Job Fairs.
4. Vacancies of functional posts of Officers are required to be filled up by holding of DPC Meetings by Himachal Pradesh Public Service Commission in time.
5. Vocational Guidance work needs budgetary support from Finance Department.
6. Registration, Re Registration and Renewal targets achievements would depend upon the initiatives taken by the Information Technology Department to make Lok Mitra Kendras functional.
7. Better implementation of schemes for welfare of children by Departments of Women and Child Welfare and Elementary Education will result in lower incidence of child labour.
8. To achieve higher placement of Himachalis in Industrial Establishments and Hydro Electric Projects in the Private Sector, It is required that the Departments of Industries and MPP and Power take appropriate actions against those Employers who default in providing 70% of the Employment to Himachalis and whose details are supplied to these Departments by Labour and Employment Department.

Section 6: OutCome/Impact of Department/Ministry

OutCome/Impact of Department/Minist	Jointly responsible for influencing this outcome / impact with the following department (s) / ministry(ies)	Success Indicator	Unit	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
1 Elimination of child labour	1. Education Department 2. Women & Child Development Department. 3. Inspecting authorities as notified by Department of Labour & Employment	[1.1] Number of Establishments surveyed for finding out child labour		--	--	2800	2800	2800
2 Speedy disposal of Industrial Disputes	1. Employers 2. Workers 3. Trade Unions	[2.1] % of Industrial Disputes in which conciliation proceedings are completed in 90 days		--	--	90	90	90
3 Better Compliance of Labour Laws	-	[3.1] Reduction in Industrial Disputes		708	887	1000	900	900
4 Prompt issuance of Licenses/Registration Certificates under Labour Laws	-	[4.1] % of cases in which examination and identification of deficiencies in application is done within 40 days and % of cases in which license /registration certificate is issued after receipt of completed documents within 30 days		--	--	90	90	90
5 Employment Assistance	1. Employers 2.Registrants	[5.1] Number of registrants placed in employment		4080	4861	4500	4500	4500