

DRAFT

(Prepared on 04- 03- 13)



# **RESULTS FRAMEWORK DOCUMENT (RFD)**

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## **DGFASLI**

### **2013-14**

## **RESULTS FRAME WORK DOCUMENT (RFD) – DGFASLI 2013-14**

**VISION :** We envision to emerge as an organization of excellence in creating knowledge, formulating policies, standards and practices to ensure safe and healthy workplaces for all in factories and ports.

**MISSION :** Our Mission is to provide our expertise in occupational safety and health for evolving safe and healthy workplaces in factories and ports through a process of partnership, guidance, information sharing and regulatory activities.

### **FUNCTIONS OF DGFASLI, MUMBAI**

- Rendering advice and carrying out support research activities for the administration of the Factories Act, 1948 and the Dock Workers (Safety, Health and Welfare) Act, 1986.
- Coordinating technical and legal activities to facilitate uniform standards of enforcement of safety and health in manufacturing and port sectors.
- Administration of the Dock Workers (Safety, Health & Welfare) Act, 1986, Regulations framed there under, and enforcing these in the major ports of the country.
- Educating and training employers and employees on matters relating to safety and health.
- Conducting promotional activities by operating schemes for
  - (i) Recognition of good suggestions under Vishwakarma Rashtriya Puraskar (VRP) and
  - (ii) Worker's outstanding contribution in organizations, under Prime Minister's Shram Awards (PMSA) (on behalf of Ministry); and
  - (iii) Safety performance under National Safety Awards (NSA)
- Co-operating with International agencies like ILO, WHO, UNDP and advising Central Government in the adoption of international standards concerning safety and health.
- Training of foreign nationals and rendering expert advice to developing countries.
- Building Competence of enforcement agencies.
- Testing & Issuing performance certificate for Personal Protective Equipments (respiratory & non-respiratory)
- Issuing approval to flameproof electrical enclosures.
- Collecting and dissemination of information and material relating to safety and health.

## **Section - 1**

### **List of objectives**

1. Creating a positive safety and health culture/awareness in Manufacturing and Port Sector through education and training.
2. Improving safety conditions and safety of workers in factories
3. Improving safety conditions and safety of workers in Major Ports
4. Recognizing of best practices in Manufacturing and Port Sector through awards schemes – NSA, VRP and assisting MOL&E on PMSA
5. Maintaining the effective functioning of DGFASLI Organisation – Administrative matters
6. Efficient functioning of the RFD System in DGFASLI Organisation

### **Select Key Objectives from Objectives**

1. Creating a positive safety and health culture/awareness in Manufacturing and Port Sector through education and training.
2. Improving safety conditions and safety of workers in factories
3. Improving safety conditions and safety of workers in Major Ports
4. Conducting of studies and surveys
5. Testing of Respiratory and Non-Respiratory PPEs etc.
6. Enforcement activities in Major Ports

## Section - 2

### List of Actions

Sl. No.	Objective	Weightage	Action	Weightage
01	Improving working conditions & safety of workers in factories	40%	1) Organising and conducting Specialised Studies, Surveys Audits Etc.	20%
			2) Providing technical service and information to industries by testing of PPE and Granting of approval for Flame Proof Equipment	20%
02	Improving safety conditions and safety of workers in Major Ports	22%	Enforcement of legislation in ports through inspection of ships, gears, docks, accident/Dangerous Occurrences and prosecution of employers and others	22%
03	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training	20%	1) Organising Specialized Trng. Prog. / Seminars etc. on OSH	5%
			2) Conducting academic/ statutory prog. for Safety Officers, (SO) and Enforcement Officers etc.	5%
			3) Conducting one month certificate course for supervisors employed in hazardous process industries	5%
			4) Conducting three month certificate for medical Doctors-AFIH	5%
04	Recognizing of best OSH practices in manufacturing and port sector	5%	Recognizing best safety and productivity practices in industries through awards schemes – NSA, VRP and assisting MOL&E on PMSA	5%
05	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	1%	Auditing of DGFASLI Organisation by CAG and internal audit team	1%
Total		88%		88%

## List of Success Indicators

Sl. No.	Objective	Wt.	Action	Action wt.	Success Indicator	Unit	Wt.
01	Improving working conditions and safety of workers in factories	40%	1) Organising and conducting Specialised Studies, Surveys Audits Etc.	20%	1) Conducting studies, surveys, audits etc.	Nos.	20%
			2) Providing technical service and information to industries by testing of PPE and Granting of approval for Flame Proof Equipment	20%	2) Providing technical advice including approval of Flameproof Lighting Products (FLP), testing of Personal Protective Equipment (PPE) etc.	Nos.	20%
02	Improving safety conditions and safety of workers in Major Ports	22%	Enforcement of legislation in ports through inspection of ships, gears, docks, accident/Dangerous Occurrences and prosecution of employers and others	22%	1) Inspection of Ships, Gears, Docks, etc.	Number	20%
					2) Conduct of Promotional Activities like Advisory Committee meeting, Safety Committee Meetings, Safety Weeks Celebrations, etc	Number of events	2%
03	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training	20%	1) Organising Specialized Training Prog. / Seminars/Workshops etc on OSH	5%	1) Organising Specialized Training Prog. / Seminars/ Workshops etc on OSH	Number of prog.	5%
			2) Conducting academic/ statutory programme for Safety Officers and Enforcement Officers	5%	2) Conducting academic/ statutory programme for Safety Officers and Enforcement Officers	Number of prog	5%
			3) Conducting one month certificate course for supervisors employed in hazardous process industries	5%	3) Conducting one month certificate course for supervisors employed in hazardous process industries	Number of prog	5%
			4) Conducting three month certificate course-AFIH	5%	4) Conducting three month certificate course-AFIH	Number of prog	5%
04	Recognizing of best practices in Manufacturing and Port Sector	5%	Recognizing best safety and productivity practices in industries through awards scheme – NSA, VRP and assisting MOL&E on PMSA	5%	Recognizing best safety and productivity practices in industries through awards scheme – NSA, VRP and assisting MOL&E on PMSA	Once in a year (12 mth)	5%
05	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	1%	Auditing of DGFASLI organisation by CAG and internal Audit Team	1%	Compliance of audit paras- CAG Audit	Once in a year (12 mth)	0.5%
					Compliance of audit paras- Internal Audit	Once in a year (12 mth)	0.5%
	<b>Total</b>	<b>88%</b>		<b>88%</b>			<b>88%</b>

**Composite View – For the period 2011-12.. (1.4.2011 to 31.3.2012)**

Sl. No.	Objective	Wt.	Action	Action Wt.	Success Indicator	Unit	Wt.	Target/Criteria Value				
								Excellent 100%	V.G 90%	Good 80%	Fair 70%	Poor 60%
01	Improving safety conditions and safety of workers in factories	40%	1) Organising and conducting Specialised Studies, Surveys Audits Etc.	20%	1) Conducting studies, surveys, audits etc.	Nos.	20%	52	47	42	36	31
			2) Providing technical service and information to industries by testing of PPE and Granting of approval for Flame Proof Equipment	20%	2) Providing technical advice including approval of Flameproof Lighting Products (FLP), testing of Personal Protective Equipment (PPE) etc.	Nos.	20%	750	675	600	525	450
02	Improving Safety conditions and safety of workers in Major Ports	22%	Enforcement of legislation in ports through inspections of ships, gears, docks, accidents/dangerous occurrences and prosecution of employers and others	22%	1) Inspection of Ships, Gears and Docks, etc	Nos.	20%	2850	2565	2280	1995	1710
					2) Conduct of promotional activities like participation in Safety Committee Meetings and Safety Weeks Celebrations	Nos.	2%	24	22	19	17	14
03	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training **	20%	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training **	20%	1) Organising Specialized Training Prog. / Seminars/Workshops etc on OSH	No. of Programmes	5%	16	14	13	11	10
					2) Conducting academic/statutory program for Safety officers and Enforcement officers	No. of Programmes	5%	5	5	4	4	3

					3)Conducting one month certificate course for supervisors employed in hazardous process industries	No. of Program mes	5%	3	3	2	2	2
					4) Conducting three months certificate course (AFIH)	No. of Program mes	5%	3	3	2	2	2
04	Recognizing of best practices in Manufacturing and Port Sector	5%	Recognizing best safety and productivity practices in industries through awards scheme – NSA, VRP and assisting MOL&E on PMSA	5%	Recognizing best safety and productivity practices in industries through awards scheme – NSA, VRP and assisting MOL&E on PMSA	Once in a year (12 mth)	5%	12 (mth)	15 (mth)	18 (mth)	21 (mth)	24 (mth)
05	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	1%	Auditing of DGFASLI Organisation by CAG and internal audit team	1%	Compliance of audit paras- CAG Audit	Once in a year (12 mth)	0.5%	12 (mth)	15 (mth)	18 (mth)	21 (mth)	24 (mth)
					Compliance of audit paras- Internal Audit	Once in a year (12 mth)	0.5%	12 (mth)	15 (mth)	18 (mth)	21 (mth)	24 (mth)
	Total	88%		88%								

### Section 3

#### Trend Values of Success Indicators

Sl. No.	Objective	Wt.	Action	Success Indicator	Success Indicator					
					Unit	Achievement For FY 11-12	Achievement For FY 12-13 up to 31.01.2013	Project ed Value For FY 13-14	Project ed Value For FY 14-15	Projected Value For FY 15-16
01	Improving safety conditions and safety of workers in factories	40%	1) Organising and conducting Specialised Studies, Surveys Audits Etc.	Conducting studies, surveys, audits etc.	Nos.	53	48	56	56	56
			2) Providing technical services to State Govts. and enforcement officials	1) Providing technical service to industry including approval of FLP, testing of PPE, etc.	Nos.	755	650	780	780	780
02	Improving safety conditions and safety of workers in Major Ports	22%	Enforcement of legislation in ports	1) Inspection of Ships, Gears and Docks, etc	No.	2866	2384	2910	2910	2910
				3) Conduct of promotional activities like participation in Safety Committee Meetings and Safety Weeks Celebrations	No.	56	27	45	45	45



03	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training **	20%	1) Organising Specialized Seminars/ Workshops/ Training Programmes etc.	1) Conducting of seminars / workshops including workshop for MSME	No. of Programmes	31	43	48	48	48
				2) Conducting one month certificate course for supervisors employed in hazardous process industries	No. of Programmes	3	2	3	3	3
			2)Conducting of academic programmes for SO, FMO, Enforcement officers	1) Skill development to Enforcement officials (Basic and Refresher Course)	No. of Programmes	6	7	5	5	5
				2) Conducting one year Diploma in Ind. Safety Course	No. of Programmes.	5	5	5	5	5
				3) Conducting 3 month certificate Course -AFIH	No. of Programmes.	2	2	2	2	2
04	Recognizing of best practices in Manufacturing and Port Sector	5%	Recognizing best safety and productivity practices in industries through awards scheme – NSA, VRP and assisting MOL&E on PMSA	Conducting of the Awards Distribution Ceremony once in a year	Once in a year (12 mth)	1	1	1	1	1

05	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	1%	Auditing of DGFASLI Organisation by CAG and internal audit team	Compliance of audit paras- CAG Audit	Once in a year (12 mth)	2	2	2	2	2
				Compliance of audit paras- Internal Audit	Once in a year (12 mth)	-	2	2	2	2
	Total	88%								

## V. Mandatory Success Indicators

Each RFD must contain the following mandatory indicators to promote enhanced and sustainable Organisational performance levels

Objective	Actions	Success Indicator	Unit	Weight	Target/ Criteria Value					
					Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%	
1	Efficient functioning of the RFD System	Timely Submission of RFD for 2013-14	On - Time Submission	Date	2%	March 31, 2012	April 3 2012	April 4 2012	April 5 2012	April 6 2012
		Timely Submission of Results for 2013-14	On - Time Submission	Date	1%	May 1, 2013	May 3, 2013	May 4, 2013	May 5, 2013	May 6, 2013
		Finalise a Strategic Plan for Responsibility Centre	Prepare ISO 9001 Plan	Date	1%	Dec. 10, 2012	Dec. 15, 2012	Dec. 20, 2012	Dec. 24, 2012	Dec. 31, 2012
		Identify potential areas of Corruption related to organization activities and develop action plan to mitigate them	Implementation of ISO 9001 Action Plan	Date	2%	March 25 2013	March 26 2013	March 27 2013	March 28 2013	March 29 2013
		Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	2%	100	95	90	85	80
		Implementation of Sevottam	Create a Sevottam compliant system to implement, monitor and review Citizen's Charter	%	2%	100	95	90	85	80
			Create a Sevottam compliant system to redress and monitor Public Grievance	%	2%	100	95	90	85	80
Total weight				12%						

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

Sl.No.	success indicators	Description	Definition	Measurement	General comments
1	Improving working conditions and safety of the workers in factories	Providing technical advice to Chief Inspector of Factories, Labour Secretaries and from the Industries and Trade Unions from the States and Union Territories, on matter concerning with interpretations and implementation of the Factories Act,	Providing technical advice to state Govt.	Request received from Chief Inspector of Factories, States, organizations, industries, trade union representatives on interpretation of the Factories Act, 1948	Depends on the request received from the CIF and others
2	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training.	Organizing National and Regional and Unit level Seminars, workshops by DGFASLI through its Central and Regional Labour Institutes on the matters related to Occupational Safety and Health at workplace	Conduct of Seminar workshops etc.	Number of such programs.	nil
3.	Improving safety conditions and safety of workers in factories	National, Regional and Unit level consultancy studies are undertaken by DGFASLI through its Central and Regional Labour Institutes on the matters related to Occupational Safety and Health at workplace. The Unit level consultancy studies and safety and health audits are undertaken based on requests received from industries / ports.	Conduct of studies surveys safety and health audits etc.	Number of such studies.	Consultancy studies depends on the receipt of from the stake holders.
4.	Improving safety conditions and safety of workers in factories	Providing Technical advice to industry including approval of FLP, Testing of PPE, etc	Based on request from the manufacturers, approval for flameproof equipment and testing of Personal Protective Equipment request from	Receipt of the request from the manufacturers and users	To improve safety and health of workers at work place.

			the manufacturers & users, testing and performance certificate in respect of both respiratory and non-respiratory are given. The samples of the PPE are tested as per the relevant BIS Standards for their performance		
5.	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training	The appointment of safety officers in the manufacturing and port sector is a statutory requirement as per section 40-B of the Factories Act, 1948 and Regulation 1993 of the Dock Workers (Safety, Health & Welfare) Regulations, 1990, which specifies qualification and experience to be possessed by the safety officers. The DGFASLI, through its Central and Regional Labour Institutes, conduct the One Year Diploma Course as per the requirements of the respective State Technical Boards for the award of the Diploma Certificates.	Conducting one year Diploma in Ind. Safety Course	Nomination received from industries / Ports etc.	Appointment of qualified safety officer in factories and Ports is a statutory requirement.
6.	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training	Under Section 41-C(a) of the Factories Act, 1948 the occupier in relation to hazardous process industries shall maintain accurate and up-to-date health records of the workers in the factory who are exposed to any chemical or toxic substances, require that the factory medical officers are trained and possessed a certificate of training in industrial health of a minimum duration of three	Conducting 3 month certificate Course -AFIH	Nomination received from industries / Ports etc.	Appointment of qualified medical officer in factories and Ports is a statutory requirement.

		months recognized by the State Governments.			
7.	Creating a positive safety and health culture/awareness in manufacturing sector through Education and Training	The Factories Act, 1948 has a specific requirement under section 41-C(b) to appoint persons who possess qualifications and experience in handling hazardous substances and are competent to supervise such handling within the factory and to provide at the working place all the necessary facilities for protecting the workers in the manner prescribed. DGFASLI conducts one-month certificate course for supervisors employed in hazardous process industries.	Conducting one month certificate Course for Supervisors employed in hazardous process Industries	Nomination received from industries etc.	Appointment of qualified supervisors engaged in hazardous process industries is a statutory requirement.
8.	Better compliance with safety and health provisions of the Regulations frame under The Dock Workers (Safety, health and Welfare) Act, 1986	The Dock Workers (Safety, health and Welfare) Act, 1986 and Regulations, 1990 are being enforced by the DGFASLI through the Inspectorates of Dock Safety in the 12 major Ports. The Act covers the loading and unloading operations. In order to ensure the safety, health and welfare of the dock workers, the Inspectors of Dock Safety carry out inspections of ships, gears and dock areas.	Inspection of Ships, Gears and Docks, etc	Reduction in the number reportable accidents, dangerous occurrence in the major ports. Reduction in the number of non compliances with important provisions of the Act.	For the enforcement of The Dock Workers (Safety, health and Welfare) Act, 1986 and Regulations, 1990.
9.	Improving safety conditions and safety of workers in Ports through Minimizing the accidents at workplace.	The accident to the dock workers are investigated by the inspectors of dock safety for both fatal and non fatal injuries in the port premises while carrying out the loading and unloading of the cargo. Prosecutions are launched in the	Accident investigation	Reduction in the number reportable accidents, dangerous occurrence in the major ports. Reduction in the number of non compliances with important provisions of the Act.	For the enforcement of The Dock Workers (Safety, health and Welfare) Act, 1986 and Regulations, 1990.

		Court under the Dock Safety Statutes.			
10.	Improving safety conditions and safety of workers in Major Ports.	The Inspectors of Dock Safety participate in the Safety Committee meetings and Safety Week Celebrations in order to promote safety, health and welfare of the dock workers.	Conduct of promotional activities like participation in Safety Committee Meetings and Safety Weeks Celebrations	Number of Safety Committee Meetings and Safety Weeks Celebrations organized by the Major Port Trusts	To ensure the effective participation of workers in safety management.
11.	Creating a positive safety & health culture/awareness in manufacturing and port sector	DGFASLI organization conducts specialized seminars and workshops in the field of Occupational Safety and Health including an intensive workshop on “Higher Productivity and Better Place at Work” to small and medium enterprises as per the ILO Guidelines	Creating awareness on various aspects of safety and health in small and medium industries	Improvement in safety and productivity and reduction of accidents in small and medium industries	To improve the working conditions, safety and health of workers engaged in small and medium industries
12.	Recognizing best safety and productivity practices in industries through National Awards Schemes – NSA, VRP and assisting MOL&E on PMSA	The Awards Distribution Ceremony is held annually in the month of September/October and awards are distributed to the winners.	Conducting of the Awards Distribution Ceremony once in a year	Number of application received from Public, Private industries, Ports etc.	To improve productivity, quality, safety through best practices.

**Section 5: Specific Performance Requirements from other Departments that are critical for delivering agreed results:**

Location type	State	Organisation type	Organization Name	Relevant success indicators	What is your requirement from this organisation	Justification for this requirement	Please quantify your requirement from this organisation	What happens if your requirements is not met
Ministry of Labour, State Governments,	All States	State government, Public and Private industries	State government, Public and Private industries	Availability of manpower	Manpower ( filling up of vacant posts)	The majority of the activities being undertaken by this organization depend upon the availability of manpower. It would be difficult to achieve many of the targets due to depleted manpower, abolition of posts and non filling up of vacant posts.	#	Difficult to carry out the activity and achieve the target.
Ministry of Labour, State Governments,	All States	State government, Public and Private industries	State government, Public and Private industries	Willingness from the public, private organization to come forward to organize seminar/ workshops.	The participation from the public, private organization	To achieve the objective of National Policy on Safety, health and Environment at workplace	#	Difficult to carry out the activity and achieve the objective of National Policy
Ministry of Labour & Employment	All major ports	Central Government	DGFASLI, Ministry of Labour & Employment	Better compliance with safety and health provisions of the Regulations frame under The Dock Workers (Safety, health and Welfare) Act, 1986	Number of cargo ships calling in Ports	The number of inspection of ships, gears and docks in the major ports would depend upon the number of cargo ships calling in these ports	By fixing the target	Difficult to achieve compliance with safety and health provisions of the Regulations frame under The Dock Workers (Safety, health and Welfare) Act, 1986 in Major Ports



### Section 6 Outcome/impact of activities of Department/ministry

Sr No.	Outcome/Impact	Jointly responsible for influencing this outcome /impact with the following organisation(s)/departments/Ministry	Success indicators	Units	11-12	12-13	13-14	14-15	15-16
01	Improving safety conditions and safety of workers in factories	The DGFASLI/State Government / managements /other stake holders	1)Providing technical service to industry including approval of FLP, testing of PPE, etc.	Nos.	755	650	780	780	780
			2)Conducting studies, surveys, audits etc.	Nos.	53	48	56	56	56
02	Improving safety conditions and safety of workers in Major Ports	DGFASLI/Port Authority/ managements/ Trade Unions/Other Stakeholders	1)Inspection of Ships, Gears and Docks, etc	No.	2866	2384	2910	2910	2910
			2) Conduct of promotional activities like participation in Safety Committee Meetings and Safety Weeks Celebrations	No.	56	27	45	45	45
03	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training **	The DGFASLI/State Government / managements /other stake holders	1) Conducting of seminars / workshops including workshop for MSME	No. of Program mes	31	43	48	48	48
			2) Conducting one month certificate course for supervisors employed in hazardous process industries	No. of Program mes	3	2	3	3	3

			3) Skill development to Enforcement officials (Basic and Refresher Course)	No. of Program mes	6	7	5	5	5
			4) Conducting one year Diploma in Ind. Safety Course	No. of Program mes.	5	5	5	5	5
			5) Conducting 3 month certificate Course -AFIH	No. of Program mes.	2	2	2	2	2
04	Recognizing of best practices in Manufacturing and Port Sector	DGFASLI/Ministry/organizations/other Stakeholders	1)Conducting of the Awards Distribution Ceremony once in a year	Once in a year (12 mth)	1	1	1	1	1
05	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	The DGAFSLI/Ministry	1)Compliance of audit paras- CAG Audit	Once in a year (12 mth)	2	2	2	2	2
			2)Compliance of audit paras- Internal Audit	Once in a year (12 mth)	-	2	2	2	2

