

DRAFT

(Prepared on 21-02-2014)



RESULTS FRAMEWORK DOCUMENT (RFD)

—

DGFASLI

2014-15

RESULTS FRAME WORK DOCUMENT (RFD) – DGFASLI 2014-15

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(s)	Weightage
1.	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training	20%	Organising Specialized Training Programmes. / Seminars/Workshops etc on OSH, Conducting of Skill development Workshop for Enforcement officers(Basic & Refresher Course), Conducting academic/statutory program for Safety officers , Conducting one month's certificate course for supervisors employed in hazardous process industries under sec. 41C(b) of the Factories Act 1948, Conducting three months certificate course (AFIH)	20%
2.	Improving safety conditions and 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%
3.	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%
4.	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%
5.	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(s)	Action wt.	Success Indicator	Unit	Wt.
1.	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training	20%	Organising various Specialized Training Programmes. / Seminars/Workshops etc on OSH, Skill development Workshop for Enforcement officers, Conducting academic/statutory program for Safety officers , Conducting one month's certificate courses for supervisors employed in hazardous process industries Conducting three months certificate course (AFIH) etc.	20%	i) Organising Specialized Training Prog. / Seminars/Workshops etc on OSH	No. of Programmes	8%
					ii) Conducting of Skill development Workshop for Enforcement officers(Basic & Refresher Course)	No. of Programmes	3%
					ii) Conducting academic/statutory program for Safety officers	No. of Programmes	3%
					iv)Conducting one month's certificate course for supervisors employed in hazardous process industries under sec. 41C(b) of the Factories Act 1948	No. of Programmes	3%
					v) Conducting three months certificate course (AFIH)	No. of Programmes	3%
2.	Improving safety conditions and safety of workers in factories	40%	1) Organising and conducting Specialised Studies, Surveys Audits Etc.	20%	i) Conducting studies, surveys, audits etc at Unit level.	Nos.	15%
					ii) Conducting Research studies/ surveys at National/ State level.	Nos.	5%
		20%	2) Providing technical service and information to industries by testing of PPE and Granting of approval for Flame Proof Equipment	i) Providing technical advice including approval of Flameproof Lighting Products (FLP), testing of Personal Protective Equipment (PPE) etc.	Nos.	15%	
				ii) Preparation of technical manuals, leaf lets fliers, video films, etc. For improving safety and health of workers in factories and ports.	Nos.	5%	
3.	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%	i)Inspection of Ships, Gears and Docks, etc	Nos.	18%
					ii) Conduct of promotional activities like participation in Safety Committee Meetings and Safety Weeks Celebrations	Nos.	2%
					iii) Conducting Regional conferences / Workshops to improve safety and health of the workers in the port sector at IDS Mumbai and Kolkata.	Nos.	2%

4.	Recognizing of best OSH 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	5%
5.	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	1%	Auditing of DGFASLI Organisation by CAG and internal audit team	1%	i) Compliance of audit paras- CAG Audit	Once in a year	0.5%
					ii) Compliance of audit paras- Internal Audit	Once in a year	0.5%
Total		88%		88%			

Composite View – For the FY 2014-15 (1.4.2014 to 31.3.2015)

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%
1.	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%	i) Organising Specialized Training Prog. / Seminars/Workshops etc on OSH	No. of Programmes	8%	68	61	54	47	40
					ii) Conducting of Skill development Workshop for Enforcement officers(Basic & Refresher Course)	No. of Programmes	3%	5	4	3	2	2
					ii) Conducting academic/statutory program for Safety officers	No. of Programmes	3%	4	3	2	2	1
					iv)Conducting one month's certificate course for supervisors employed in hazardous process industries under sec. 41C(b) of the Factories Act 1948	No. of Programmes	3%	3	2	2	1	1
					v) Conducting three months certificate course (AFIH)	No. of Programmes	3%	2	1	1	0	0
2.	Improving safety conditions and safety of workers in factories	40%	1) Organising and conducting Specialised Studies, Surveys Audits Etc.	20%	i) Conducting studies, surveys, audits etc at Unit level.	Nos.	15%	48	43	38	33	28
					ii) Conducting Research studies/ surveys at National/ State level.	Nos.	5%	8	7	6	5	4
			2) Providing technical service and information to industries by testing of PPE and Granting of approval for Flame Proof Equipment	20%	i) Providing technical advice including approval of Flameproof Lighting Products (FLP), testing of Personal Protective Equipment (PPE) etc.	Nos.	15%	780	702	624	546	468
					ii) Preparation of technical manuals, leaf lets fliers, video films, etc. For improving safety and health of workers in factories and ports.	Nos.	5%	10	9	8	7	6

Section 3

Trend Values of Success Indicators

Sl. No.	Objective	Action	Success Indicator	Unit	Wt.	Success Indicator				
						Achievement For FY 12-13	Achievement For FY 13-14 (estimated)	FY14-15 (Target)	FY15-16 (Target)	FY16-17 (Target)
01	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training	i) Organising Specialized Training Prog. / Seminars/Workshops etc on OSH	No. of Programmes	8%	66	67	68	68	68
			ii) Conducting of Skill development Workshop for Enforcement officers(Basic & Refresher Course)	No. of Programmes	3%	5	4	5	5	5
			iii) Conducting academic/statutory program for Safety officers	No. of Programmes	3%	5	5	5	5	5
			iv)Conducting one month's certificate course for supervisors employed in hazardous process industries under sec. 41C(b) of the Factories Act 1948	No. of Programmes	3%	3	3	3	3	3
			v) Conducting three months certificate course (AFIH)	No. of Programmes	3%	1	2	2	2	2
02	Improving safety conditions and safety of workers in factories	1) Organising and conducting Specialised Studies, Surveys Audits Etc.	i) Conducting studies, surveys, audits etc at Unit level.	Nos.	15%	56	56	48	48	48
			ii) Conducting Research studies/ surveys at National/ State level.	Nos.	5%	--	--	8	8	8
		2) Providing technical service and information to industries by	i) Providing technical advice including approval of Flameproof Lighting Products (FLP), testing of Personal Protective Equipment (PPE) etc.	Nos.	15%	780	780	780	780	780

		testing of PPE and Granting of approval for Flame Proof Equipment	ii) Preparation of technical manuals, leaf lets fliers, video films, etc. For improving safety and health of workers in factories and ports.	Nos.	5%	--	--	10	10	10
03	Improving Safety conditions and safety of workers in Major Ports	Enforcement of legislation in ports through inspections of ships, gears, docks, accidents/dangerous occurrences and prosecution of employers and others	i) Inspection of Ships, Gears and Docks, etc	Nos.	18%	2923	2910	2950	2950	2950
			ii) Conduct of promotional activities like participation in Safety Committee Meetings and Safety Weeks Celebrations	Nos.	2%	33	45	40	40	40
			iii) Conducting Regional conferences / Workshops to improve safety and health of the workers in the port sector at IDS Mumbai and Kolkata.	Nos.	2%	--	--	3	3	3
04	Recognizing of best OSH practices in Manufacturing and Port Sector	Recognizing best safety and productivity practices in industries through awards scheme – NSA, VRP and assisting MOL&E on PMSA	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%	1	1	1	1	1
05	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	Auditing of DGFASLI Organisation by CAG and internal audit team	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%					

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 2014-15	On - Time Submission	Date	2%	March 31, 2014	April 3 2014	April 4 2014	April 5 2014	April 6 2014
		Timely Submission of Results for 2014-15	On - Time Submission	Date	1%	May 1, 2014	May 3, 2014	May 4, 2014	May 5, 2014	May 6, 2014
		Finalise a Strategic Plan for Responsibility Centre	Prepare ISO 9001 Plan	Date	1%	Dec. 10, 2014	Dec. 15, 2014	Dec. 20, 2014	Dec. 24, 2014	Dec. 31, 2014
		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 2015	March 26 2015	March 27 2015	March 28 2015	March 29 2015
		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.	Objective	Description	Definition	Measurement	General comments
1.	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 Labour Institute (CLI), Regional Labour Institutes (RLIs) and Inspectorate Dock Safety (IDSs) on the matters related to Occupational Safety and Health at workplace.	Conduct of Seminar workshops etc.	Number of such programs.	To create awareness among employers, port trust, port users and workers on matters related to safety and health at work place
		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 specify qualification and experience to be possessed by the safety officers. The DGFASLI, through CLI/RLIs 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 Industrial Safety Course	Nomination received from industries / Ports etc.	Appointment of qualified safety officer in factories and Ports is a statutory requirement.
		To enhance the knowledge and skills of enforcement officers under section 8 of the Factories Act 1948 appointed by the respective state govt. / UTs. Basic and refresher skill development workshops are organised by CLI and RLIs.	Conducting of skill development for enforcement officers.	Nomination received from State Govt./UTs	To enable the enforcement officials to effectively discharge their duties as stipulated under the act.
		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 months recognized by the State Governments.	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.
		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 factories/ports etc.	Appointment of qualified supervisors engaged in hazardous process industries is a statutory requirement.
2.	Improving working conditions and safety of	Providing technical advice to Chief Inspector of Factories, Labour Secretaries and from the Industries and Trade	Providing technical advice to state Govt.	Request received from Chief Inspector	Depends on the request received from the CIF and others

	the workers in factories	Unions from the States and Union Territories, on matter concerning with interpretations and implementation of the Factories Act,		of Factories, States, organizations, industries, trade union representatives on interpretation of the Factories Act, 1948	
		Conducting National, State level Research Studies /Surveys and Unit level consultancy Studies/Surveys are undertaken by DGFASLI through CLI/RLIs/ IDss 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 National, State level Research Studies /Surveys and Unit level consultancy Studies/Survey and Safety and Health audits etc.	Number of such studies.	National, State level Research Studies /Surveys would be taken up by the DSGFASLI through CLI/RLIs/ IDss Consultancy studies depends on the receipt of from the stake holders.
		Providing Technical advice to industry including approval of FLP, Testing of PPE, etc. based on request from manufacturers, suppliers and end users.	Approval for flameproof equipment and testing of Personal Protective Equipment request from 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.	Receipt of the request from the manufacturers and users	To improve safety and health of workers at work place.
		To improve Safety and Health of workers by preparation of reading material and audio-visual material and dissemination of the same.	Preparation of technical manuals, leaf lets fliers, video films, etc. For improving safety and health of workers in factories and ports.	Reduction in the number of non compliances with important provisions of the Act.	Helps in creating general awareness amongst workers and society at large.
3.	Improving working conditions and safety of	The Dock Workers (Safety, health and Welfare) Act, 1986 and Regulations, 1990 are being enforced by the DGFASLI	Inspection of Ships, Gears and Docks, etc	Reduction in the number reportable	For the enforcement of The Dock Workers (Safety, health and Welfare)

	the workers in ports by ensuring better compliance with safety and health provisions of the Regulations frame under The Dock Workers (Safety, health and Welfare) Act, 1986 and in the other ports (intermediate, minor and private ports)	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.		accidents, dangerous occurrence in the major ports. Reduction in the number of non compliances with important provisions of the Act.	Act, 1986 and Regulations, 1990.
		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 Court under the Dock Safety Statutes.	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.
		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. Conducting of regional conference/workshop for creating awareness on safety and health amongst employers, port trust, port users and workers in Major Ports and other ports	Conduct of promotional activities like participation in Safety Committee Meetings and Safety Weeks Celebrations and creating awareness on OSH amongst employers, port trust, port users and workers in Major Ports and other ports.	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.
4.	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.
5.	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	Periodical auditing of DGFASLI organisation by CAG and internal audit team helps to improve the administrative and financial functions of the organisation which in turns helps in improving the efficiency and delivery system	Compliance with the audit paras of both CAG and internal audit	Number of audit paras settled during the year	This is a statutory requirement.

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

Location	State	Organisation	Organization	Relevant	What is your	Justification for	Please	What happens if
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type		type	Name	success indicators	requirement from this organisation	this requirement	quantify your requirement from this organisation	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 and other ports (minor intermediate and other 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

Sl. No.	Objective	Jointly responsible for influencing this outcome /impact with the following organisation(s)/departments/Ministry	Success Indicator	Unit	Wt.	Success Indicator				
						Achievement For FY 12-13	Achievement For FY 13-14 (estimated)	FY14-15 (Target)	FY15-16 (Target)	FY16-17 (Target)
01	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	i) Organising Specialized Training Prog. / Seminars/Workshops etc on OSH	No. of Programmes	8%	66	67	68	68	68
			ii) Conducting of Skill development Workshop for Enforcement officers(Basic & Refresher Course)	No. of Programmes	3%	5	4	5	5	5
			iii) Conducting academic/statutory program for Safety officers	No. of Programmes	3%	5	5	5	5	5
			iv)Conducting one month's certificate course for supervisors employed in hazardous process industries under sec. 41C(b) of the Factories Act 1948	No. of Programmes	3%	3	3	3	3	3
			v) Conducting three months certificate course (AFIH)	No. of Programmes	3%	1	2	2	2	2
02	Improving safety conditions and safety of workers in factories	The DGFASLI/State Government / managements /other stake holders	i) Conducting studies, surveys, audits etc at Unit level.	Nos.	15%	56	56	48	48	48
			ii) Conducting Research studies/ surveys at National/ State level.	Nos.	5%	--	--	8	8	8

