



Government of Assam

R F D

(Results-Framework Document)

for

Directorate of Forensic Science

(2014-2015)

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 using cutting edge technology to solve cases and prevent act of crime

Mission

To provide timely forensic science services of irrefutable quality

Objective

1. To submit quality reports of scientific examination of physical evidences in a timely manner.
2. To provide excellent forensic service at Scene of Crime (SOC) and create awareness about Forensic Science.
3. To depose effective expert evidence in courts the court of law.
4. To undertake Human resource development activities and research & development works in the field of forensic science.
5. To expand the forensic service to field level by establishing new district laboratories.

Functions

1. Accurate and reliable scientific examination of physical evidences and clue materials with the latest state of the art technology and instruments
2. Searching and collection of physical evidences/clue materials at SOC with latest tools and techniques.
3. Provide scientific assistance in crime investigation in regional laboratory at Jorhat and proposed district laboratories at Bongaigaon and Silchar . DFS is planning to establish two more district laboratories across the state.

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4. To organise training courses for the employees on advanced scientific crime investigation tools and techniques.
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.Quick justice to a crime through submitting reports of scientific examination in a timely manner.	25.00	1.1 To submit the analytical report in time bound manner	1.1.1. No of cases examined by DFS, Assam	% of cases	15.00	90	80	75	70	65
		1.2 To reduce the pendency of cases	1.2.1 No of days for which the cases pending in the division	Days	10.00	30	45	60	75	90
2. To provide undisputed and quality reports by upgrading and maintaining State of the Art facilities in the laboratory.	20.00	2.1To prepare laboratory capabilities manual	2.1.1Timely preparation of laboratory working manual.	Date	8.00	31st March 2015	31 st July 2015	30 th Sept 2015	30 th Nov 2015	31 st Dec 2015
		2.2 Training of Scientific Experts for NABL Accreditation	2.2.1No. of experts trained for NABL accreditation.	Number	6.00	5	3	2	1	-
		2.3 Procurement of State of the Art equipments for scientific examination.	2.3.1No. of state of art Equipments procured for scientific examination	Number	6.00	10	9	7	4	2

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%
3. To provide excellent forensic service at Scene of Crime (SOC).	15	3.1 To prepare standard evidence collection guidelines at scenes of crime for investigating agencies.	3.1.1 Timely preparation of guidelines.	Date	9	28 th Feb. 2015	30 th April 2015	30 th May 2015	30 th June 2015	30 th Sept 2015
		3.2 To provide training in SOC examination to all personnel.	3.2.1 No. of officers/officials provided training.	Number	6	30	25	20	20	15
4.To undertake Human resource development activities in the field of forensic science.	10	4.1 To strengthen the scientific approach of staff by attending number of workshop/training/refresher course etc. organized by national or international institute/agencies	4.1.1 No. of workshops/trainings/ refresher courses etc attended by scientific staff.	Number	6	5	4	3	2	0
		4.2 To enhance the skills and knowledge by organizing Management Development Programmes (MDP) and Staff Development Programmes (SDP)	4.2.1 Number of persons attended Management Development Programmes (MDP) and Staff Development Programmes (SDP)	Number	4	4	3	2	1	-

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Objective	Weight	Action	Success Indicator	Unit	Weight	Target/ Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
5. To undertake Research and Development projects in the field of forensic science.	10	5.1 To attend the International/National seminar, conferences, symposium, workshop etc.	5.1.1 No. of persons attended International/National seminar, conferences, symposium,	No	5	9	5	3	1	0
		5.2 To publish research papers in national and international journals	5.2.1 Number of research papers published in national and international journals	No	5	5	4	2	1	0
6. To carry out awareness programmes in Forensic science	5	6.1 To organize awareness camps in forensic science	6.1.1 Number of awareness camps in forensic science	No	5	3	2	1	-	-
7.To expand Forensic Science Service to field level by starting new laboratories at Jorhat, Bongaigaon and Silchar.	15	7.1To form quick response team.	7.1.1 Number of vehicles purchased for visiting crime scene.	No	5	2	1	-	-	-
		7.2 To recruit scientific personals.	7.2.1 Number of workers recruited through interview or through APSC or by DFS, Assam..	No	6	20	12	8	4	3
		7.3 To acquire state of the art technology	7.3.1 Number of sophisticated instruments purchased for chemical & instrumental analysis.	No	4	1	-	-	-	-

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 12/13	Actual Value FY 13/14	Target Value FY 14/15	Project Value for FY 15/16	Project Value for FY 16/17
1. Quick justice to a crime through submitting reports of scientific examination in a timely manner.	1.1 To submit the analytical report in time bound manner	1.1.1. No of cases examined by DFS, Assam.	% of cases	65	72	80	85	90
	1.2 To reduce the pendency of cases	1.2.1 No of days for which the cases pending in the DFS, Assam.	Days	60	45	30	25	20
2. To provide undisputed and quality reports by upgrading and maintaining State of the Art facilities in the laboratory	2.1 To prepare laboratory capabilities manual	2.1.1 Timely preparation of laboratory capabilities manual.	Date	--	--	31 st May, 2015	--	--
	2.2 Training of Scientific Experts for NABL Accreditation	2.2.1 No. of experts trained for NABL accreditation.	Number	2	0	3	6	6
	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	Number	5	8	10	8	9

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 12/13	Actual Value FY 13/14	Target Value FY 14/15	Project Value for FY 15/16	Project Value for FY 16/17
3. To provide excellent forensic service at Scene of Crime (SOC).	3.1 To prepare standard evidence collection guidelines at scenes of crime	3.1.1 Timely preparation of guidelines.	Date	--	--	28 st Feb. 2015	--	--
	3.2 To provide training in SOC examination to all personnel.	3.2.1 No. of officers/officials provided training.	Number	--	24	30	30	30
4.To undertake Human resource development activities in the field of forensic science.	4.1 To strengthen the scientific approach of staff by attending number of workshop/training/refresher course etc. organised by national or international institute/agencies	4.1.1 No. of workshops /trainings/ refresher courses etc attended by scientific staff.	Number	7	6	5	9	10
	4.2 To enhance the skills and knowledge by organizing Management Development Programmes (MDP) and Staff Development Programmes (SDP)	4.2.1 Number of persons attending Management Development Programmes (MDP) and Staff Development Programmes (SDP)	Number	2	2	4	2	3

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 12/13	Actual Value FY 13/14	Target Value FY 14/15	Project Value for FY 15/16	Project Value for FY 16/17
5. To undertake Research and Development projects in the field of forensic science.	5.1 To attend the International/National seminar, conferences, symposium, workshop etc.	5.1.1 No. of persons attending International /National seminar, conferences, symposium,	No	7	4	9	9	9
	5.2 To publish research papers in national and international journals	5.2.1 Number of research papers published in national and international journals	No	5	2	5	7	7
6. To carry out awareness programmes in Forensic science	6.1 To organize awareness camps in forensic science	6.1.1 Number of awareness camps in forensic science	No	1	2	3	3	3
7. To expand Forensic Science Service to field level by starting new laboratories at Jorhat, Bongaigaon and Silchar	7.1 To form quick response team.	7.1.1 Number of vehicles purchased for visiting crime scene.	No	1	1	2	1	1
	7.2 To recruit scientific personals.	7.2.1 Number of workers recruited by the department through interview or through APSC.	No	0	9	20	12	4
	7.3 To acquire state of art technology	7.3.1 Number of sophisticated instruments purchased for chemical & instrumental analysis.	No	0	0	1	3	3

Section 4:

Description and Definition of Success Indicators and Proposed Measurement Methodology

Objective	Action	Success Indicator	Proposed Measurement Methodology
1. Quick justice to a crime through submitting reports of scientific examination in a timely manner.	1.1 To enhance the disposal of cases	1.1.1. No of cases examined by an unit in the division	The Directorate of Forensic Science Service, Ministry of Home Affairs, Govt. of India have already set uniform working norms for all the FSL's in India. Directorate of Forensic Science, Assam has adopted the same norms. The expeditious disposal of case work not only depends on scientific staff and instruments/ tools/ techniques, but also depend on the support provided by support staff such as timely typing and printing of reports. The figures will be calculated for every month and average value will be calculated annually.
	1.2 To reduce the pendency of cases	1.2.1 No of days for which the cases pending in the division	
2. To provide undisputed and quality reports by upgrading and maintaining State of the Art facilities in the laboratory.	2.1 To prepare laboratory capabilities manual	2.1.1 Timely preparation of laboratory capabilities manual.	The procedure manuals for testing of exhibits will be prepared according to the guidelines issued by BPR&D, DFSS and United Nation for producing quality reports of scientific examinations of exhibits. Calibration of scientific equipments is necessary and an essential requirement for NABL accreditation of the laboratories. Training of scientific experts for NABL accreditation is essentially required for preparation of Standard Operating Procedures for 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. Effectiveness of the facilities would be measured with capacity utilization in terms of ability to deliver quality and timely forensic services to its clients.
	2.2 To prepare procedure manuals for each division of each laboratory.	2.2.1 Timely preparation of procedure manual	
	2.3 To finalize/listing out requirements for NABL accreditation.	2.3.1 Timely identification of minimum numbers of equipments required for calibration for NABL	
	2.4 Training of Scientific Experts for NABL Accreditation	2.4.1 No. of experts trained for NABL accreditation.	
	2.5 Procurement of State of the Art equipments for scientific examination.	2.5.1 No. of state of art equipments procured for scientific examination	

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

Objective	Action	Success Indicator	Proposed Measurement Methodology
3. To provide excellent forensic service at Scene of Crime (SOC).	3.1 To prepare standard evidence collection guidelines at scenes of crime	3.1.1 Timely preparation of guidelines.	The standard evidence collection guidelines at scenes of crime are required for scientific experts as well as investigating officers of police department for proper collection of physical/chemical/biological exhibits at scenes of crime in scientific manner. The scene of crimes examinations training will be imparted to all the scientific personnel in the laboratory as well as the investigating officers of police department for better management of scenes of crime and its reconstruction. Training effectiveness analysis would be done on the basis of feedbacks received from the participants in structured questionnaire. NOTE : The number of officers/officials expected to be trained depends solely on the authority responsible for sending participants to DFS, Assam.
	3.2 To provide training in SOC examination to all personnel.	3.2.1 No. of officers/officials provided training.	
4.To undertake Human resource development activities in the field of forensic science.	4.1 To strengthen the scientific approach of staff by attending number of workshop/training/refresher course etc. organised by national or international institute/agencies	4.1.1 No. of workshops/trainings/ refresher courses etc attended by scientific staff.	After action review of the workshops and training programmes would be conducted in order to evaluate the same. Training effectiveness analysis would be done on the basis of feedbacks received from the participants in structured questionnaire. Appropriate training need analysis would be done.
	4.2 To enhance the skills and knowledge by organizing Management Development Programmes (MDP) and Staff Development Programmes (SDP)	4.2.1 Number of persons attended Management Development Programmes (MDP) and Staff Development Programmes (SDP)	

Section 4:

Description and Definition of Success Indicators and Proposed Measurement Methodology

Objective	Action	Success Indicator	Proposed Measurement Methodology
5. To undertake Research and Development projects in the field of forensic science.	5.1 To attend the International/National seminar, conferences, symposium, workshop etc.	5.1.1 No. of persons attended International/National seminar, conferences, symposium,	The impact factors of the journals would be considered for evaluation. In-house seminars/ review meetings would be conducted to discuss the outcomes of the seminars/ conferences/ symposiums attended by FSL personnel.
	5.2 To publish research papers in national and international journals	5.2.1 Number of research papers published in national and international journals	
6. To carry out awareness programmes in Forensic science	6.1 To organize awareness camps in forensic science	6.1.1 Number of awareness camps in forensic science	The impact of the awareness camps in forensic science would be evaluated with the help of primary research. Structured questionnaires would be developed for primary data collection from the target audience of the awareness camps. Descriptive and inferential statistical analysis would be conducted.
7. To expand Forensic Science Service to field level by starting new laboratories at Jorhat, Bongaigaon and Silchar	7.1 To form quick response team.	7.1.1 Number of vehicles purchased for visiting crime scene	Regional Forensic Science Laboratory at Jorhat is established recently. To start with, quick response teams are to be created so that team of Forensic expert can visit scene of crime immediately.
	7.2 To recruit scientific personals	7.2.1 Number of workers recruited through interview or through APSC.	Processes are afoot to create new posts for Regional Forensic Science Laboratory at Jorhat. Govt. of Assam has already sanctioned 15 posts. Nine (9) posts which are not gazetted are to be recruited within three months and remaining gazetted posts will be sent to the APSC for recruitment.
	7.3 To acquire state of art technology	7.3.1 Number of sophisticated instruments purchased for chemical & instrumental analysis	Simple instruments are to be purchased to start the Regional Forensic Science Laboratory. Other sophisticated analytical instruments are to be inducted after the evaluation of performances and analytical works done in the laboratory.

**SECTION 5:
Specific performance requirements from other departments**

Department	Relevant success indicator	What do you need	Why do you need it	How much you need	What happens if you do not get it
Home Department	To submit quality reports of Scientific examination of physical evidence in a timely manner To provide excellent forensic service at SOC	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 Department	To submit quality reports of Scientific examination of physical evidence in a timely manner	Providing all relevant Biological materials /evidence dually preserved, sealed and signed of doctor and proper labelling for further forensic report of chemist/ toxicologist/ biologist/ serologist. Providing readable medical certificates such as PMR. MLC etc.	For standard forensic examination of biological evidences	Full support	The case examination may be failed due to insufficient/irrelevant and unpreserved biological material.
Home/finance Department	Procurement of State of the Art equipments for scientific examination Training of Scientific Experts for NABL Accreditation To enhance the skills	Financial assistance and administrative support	For infrastructure development and human capital development	Full support	Quality of the forensic services will not be as desired or up to the mark

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	<p>and knowledge by organizing Management Development Programmes (MDP) and Staff Development Programmes (SDP)</p> <p>To organize awareness camps in forensic science</p> <p>To attend the International/National seminar, conferences, symposium, workshop etc.</p> <p>To publish research papers in national and international journals</p>				
<p>Prosecution/ Judiciary To depose effective Expert evidence at Various Hon'ble courts</p>	<p>To depose effective expert evidence in courts.</p>	<p>Proper presentation of Scientific outcomes of the reports in the Hon'ble court by prosecutor will result in effective and quality judgements.</p> <p>Good interpretation of Scientific terminology by Judiciary is highly relevant in criminal justice system.</p>	<p>Increase in conviction rate of culprits and acquittal of an innocent.</p>	<p>Full Support</p>	<p>Improper presentation of scientific facts of the reports in courts by prosecutor will result in acquittal of culprits.</p>

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	Actual Value FY 12/13	Actual Value FY 13/14	Target Value FY 14/15	Project Value for FY 15/16	Project Value for FY 16/17
Increase in conviction rate of Increase in conviction rate culprit	Home, Health, Prosecution and Judiciary	Increase in conviction rate	Percentage			100	100	100
Increase in people's confidence & faith in administration and judiciary	Home, Health, Prosecution and Judiciary	Increase in conviction rate	Percentage			100	100	100