

R F D

Results Framework Document

Of

Department of Employment, Haryana

(2014-15)

SECTION - 1

VISION, MISSION, OBJECTIVES AND FUNCTIONS

VISION

To provide an interface between the employers and the job seekers for the purpose of employment in organized sector in the State.

MISSION

To provide an interface between the employers and the job seekers for the purposes of employment in organized sector in the State & to provide Vocational Guidance and Unemployment Allowance to job seekers in a time bound manner.

OBJECTIVES

1. Registration of job seekers for employment assistance.
2. To provide career counseling and vocational guidance to the students of educational/ professional/ technical institutions and placements through Job fairs.
3. To collect and disseminate labour market information.
4. To provide unemployment allowance to eligible candidates.
5. To study the working of the department in the present economic scenario.

FUNCTIONS

1. Submission and placement of job seekers against vacancies received from employers.
2. Disbursement of unemployment allowance.
3. Organise job fairs to facilitate the placement of applicants in the private sector.
4. To assist and guide the youth for overseas placement and education.

Results – Framework Document (RFD) for Employment (2014-15)

Section 2:**Inter se Priorities among Key Objective, 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) Registration of job seekers for employment assistant.	15.00	[1.1] i) Registration of job seekers	[1.1.1] Number of jobs seekers registration	Nos	2.00	190000	185000	175000	170000	165000
		[1.2] ii) verification of the Qualification received	[1.2.1] number of applications verified	Nos	5.00	190000	185000	175000	170000	165000
		[1.3] iii) placement against notified vacancies	[1.3.1] number of candidates placed	Nos	8.00	9500	9000	8000	7500	7000
(2) To provide career counseling and vocational guidance to the students of educational/ professional/ technical institutions and placements through job fairs	30.00	[2.1] i) Group Guidance	[2.1.1] No of guidance organized	Nos	6.00	3400	3200	2800	2600	2400
		[2.2] ii) Individual Guidance and Self Employment	[2.2.1] no of guidance individual guidance and self employment provided	Nos	6.00	6800	6600	6200	6000	5800
		[2.3] iii) Career Talks in education/professional/ technical institutions	[2.3.1] No. of career talks delivered	Nos	6.00	1800	1700	1500	1400	1300
		[2.4] iv) Career weeks to be organized in the month of January and July	[2.4.1] No. of Career weeks organized	Nos	2.00	50	48	44	42	40
		[2.5] v) Placement through job fairs	[2.5.1] No of candidates placed	Nos	10.00	22000	20000	17000	16000	15000
(3) To collect and disseminate labour market information	20.00	[3.0] i) Collection and compilation of ER-I and ER II	[3.1.1] No. of return received	Nos	5.00	46000	44000	40000	38000	35000

Results – Framework Document (RFD) for Employment (2014-15)

Section 2:**Inter se Priorities among Key Objective, 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%
		[3.2] ii) Submission of information to DGE&T	[3.2.1] Timely submission of returns	Date	5.00	31/12/13	31/01/14	28/02/14	31/03/14	31/03-14
		[3.3] iii) Inspection of Employers under compulsory Notification of vacancies Act, 1959	[3.3.1] No of inspections done.	Nos.	10.00	450	400	300	275	250
(4) To provide unemployment allowance to eligible candidates		[4.1] i) Verification of applications	[4.1.1] No. of application Verified	%	4.00	100%	90%	80%	70%	60%
		[4.2] ii) Disbursement of Unemployment Allowance through RTGS	[4.2.1] No. of applicants disbursed	Nos	7.00	40000	36000	32000	28000	24000
		[4.3] v) Independent evaluation of Unemployment allowance scheme	[4.3.1] Commissioning of study for evaluation	Date	5.00	30/04/13	30/06/13	30/09/13	31/12/13	31/03/14
(5) To study the working of the department in the present economic scenario	5.00	[5.1] Constitution of the study along with TDR	[5.1.1] Timely commission of study	Date	5.00	30/04/13	30/06/13	30/09/13	31/12/13	31/03/14
• Efficient Functioning of RFD	4.00	Timely submission of draft approval	On-time submission	Date	2.0	25/04/13	30/04/13	03/05/13	07/05/13	10/05/13

RFD of Deptt. Of Employment, Haryana

		Finalize a strategic plan	Finalize the strategic plan for the next year	Date	2.0	24/02/14	25/02/14	26/02/14	27/02/14	28/02/14
--	--	---------------------------	---	------	-----	----------	----------	----------	----------	----------

Results – Framework Document (RFD) for Employment (2014-15)

Section 2:

Inter se Priorities among Key Objective, 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%
<ul style="list-style-type: none"> Improving internal efficiency/ Responsiveness/ Services delivery of Departments 	6.00	Deliver of RFD's for all responsibility centers.	Percentage of RCc covered	%	2.0	100	90	80	70	60
		Implementation of Harsamadhan	Percentage of complaints resolved within prescribed timeline	%	2.0	100	90	80	70	60
		Delivery of services as per citizen charter.	Percentage of targeted services	%	2.0	100	90	80	70	60

- Mandatory Objective (s)

Results – Framework Document (RFD) for Employment (2014-15)

Section 3:

Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 11/12	Actual Value FY 11/13	Target Value FY 13/14	Projected Value of FY 14/15	Projected Value of FY 15/16
[1] Registration of job seekers for employment assistant	[1.1] Registration of job seekers	[1.1.] Number of job seekers registration	Nos	182345	233693	190000	195000	196000
	[1.2] ii) verification of the Qualification received	[1.2.1] number of applications verified	Nos	182345	172865	190000	195000	196000
	[1.3] iii) placement against notified vacancies	[1.3.1] number of candidates placed	Nos	8362	19791	9500	10000	11000
[2]To provide career counseling and vocational guidance to the students of educational/ professional/ technical institutions and placements through job fairs	[2.1] i) Group Guidance	[2.1.1] No of guidance organized	Nos	3137	3205	3300	3400	3500
	[2.2] ii) Individual Guidance and Self Employment	[2.2.1] no of guidance individual guidance and self employment provided	Nos	6521	6600	6700	6800	6900
	[2.3] iii) Career Talks in education/professional/ technical institutions	[2.3.1] No. of career talks delivered	Nos	1637	1680	1800	1900	2000
	[2.4] iv) Career weeks to be organized in the month of January and July	[2.4.1] No. of Career weeks organized	Nos	48	48	48	48	48
	[2.5] v) Placement through job fairs	[2.5.1] No of candidates placed	Nos.	20123	13974	21000	22000	23000

RFD of Deptt. Of Employment, Haryana

[3] To collect and disseminate labour market information	[3.0] i) Collection and compilation of ER-I and ER II	[3.1.1] No. of return received	Nos	43095	44724	44500	45000	45500
	[3.2] ii) Submission of information to DGE&T	[3.2.1] Timely submission of returns	Date	31/12/12	01/03/12	31/12/14	31/12/15	31/12/16

Results – Framework Document (RFD) for Employment (2014-15)

Section 3:

Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 11/12	Actual Value FY 11/13	Target Value FY 13/14	Projected Value of FY 14/15	Projected Value of FY 15/16
	[3.3] iii) Inspection of Employers under compulsory Notification of vacancies Act, 1959	[3.3.1] No of inspections done.	Nos.	325	476	450	500	550
	[3.4] iv) issue of notice for violations under CNV Act, 1959,	[3.4.1] no of notices issued	Nos	31	15	45	50	55
[4] To provide unemployment allowance to eligible candidates	[4.1] i) Receipt of application	[4.1.1] No. of application received	Nos	69845	8000	8000	8000	8000
	[4.2] ii) Verification of applications	[4.2.1] No. of application Verified	Nos	69845	8000	8000	8000	8000
	[4.3] iii) Disbursement of Unemployment Allowance through RTGS	[4.3.1] No. of applicants disbursed	Nos	69845	37231	40000	40000	40000
	[4.4] iv) Introduction of online system for Unemployment allowance scheme	[4.4.1] Rolling out of online system	Date	31/03/13	30/04/13	30/04/14	30/04/15	30/04/16
	[4.5] v) Independent evaluation of Unemployment allowance scheme	[4.5.1] Commissioning of study for evaluation	Date	31/03/13	30/06/13	31/12/13	30/04/14	30/04/15
[5] To study the working of the department in the present economic scenario	[5.1] Constitution of the study along with TDR	[5.1.1] Timely commission of study	Date	31/03/12	30/06/13	31/12/13	30/04/14	30/04/15

RFD of Deptt. Of Employment, Haryana

• Efficient Functioning of RFD	Timely submission of draft approval	On-time submission	Date	-	27/11/12	30/04/13	-	-
	Finalize a strategic plan	Finalize the strategic plan for the next year	Date	-	25/02/13	25/02/14	-	-

Results – Framework Document (RFD) for Employment (2014-15)

Section 3:

Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 11/12	Actual Value FY 11/13	Target Value FY 13/14	Projected Value of FY 14/15	Projected Value of FY 15/16
• Improving internal efficiency/ Responsiveness/ Services delivery of Departments	Deliver of RFD's for all responsibility centers.	Percentage of RCc covered	%	-	95	90	-	-
	Implementation of Harsamadhan	Percentage of complaints resolved within prescribed timeline	%	-	100	90	-	-
	Delivery of services as per citizen charter.	Percentage of targeted services	%	-	100	90	-	-

- Mandatory Objective (s)

Results – Framework Document (RFD) for Employment (2014-15)

Section 4:

Acronym

<u>Sr. No.</u>	<u>Acronym</u>	<u>Description</u>
1.	EE (CNV) Act	Enforcement of EE (CNC) Act—Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 shall be done under which all public sector establishment and private sector establishment ordinarily employing 25 or more persons it is mandatory to notify the vacancies to local Employment Exchange. Regular inspections are carried out for the compliance of the above said act.
2.	ER-I	ER-I—Employees Return I (Quarterly). All public sector employers employing to 25 or more persons are bound to submit the information to the Employment Exchange regarding vacancies available and filled in their establishments.
3.	ER-II	ER-II—Employees Return II (Biennial). All public sector employers and private sector employers employing 25 or more persons are bound to submit the information to the Employment Exchange regarding vacancies available and filled in their establishments showing the type of workers with their designation and qualification.
4.	Target	Target shall be fixed for each field officer to achieve the target value and projected value for each financial year and shall be reviewed periodically.
5.	TBD	To be decided
6.	Training	Training to the enforcement functionaries as well as ministerial staff shall be imparted in order to increase the efficiency.

Results – Framework Document (RFD) for Employment (2014-15)

Section 4:

Acronym

Sr. No.	Acronym	Description
7.	UEA	The Un-employment Allowance Scheme in Haryana was implemented w.e.f. 1-11-88. Subsequently, the Government started a new scheme called " Un-employment Allowance for the Educated Unemployed Scheme 2005 & quot; w.e.f. 1 st November, 2005 and discontinued the old scheme. Any applicant who fulfils the conditions laid down in the scheme is required to contact the Employment Exchange where he/she is registered, he is required to apply through the model form devised by the department; reports regarding income, property etc, are to be verified by the revenue authorities, along with the other relevant documents and declarations made by the applicant. Online application and disbursement of Un-employment Allowance is under process.
8.	VG	Vocational Guidance is the assistance given to an individual to enhance his/her employability. It helps an individual in deciding choice of career, occupation change and adjustments. It is based upon the individual 's interest, aptitude, and capabilities and job requirements. Vocational Guidance helps us for a better adjustment in life.

Results – Framework Document (RFD) for Employment (2014-15)

Section 4:

Description and Definition of Success Indicators and Proposed Measurement Methodology

Sr. No.	Success indicator	Description	Definition	Measurement	General Comments
1.	[1.1.1] Numbers of job seekers registered	Registration is done by the applicants online through the web portal www.hrex.org		Number of candidates are registered online with Employment Exchanges	
2.	[1.2.1] Number of applications verified	After entering the details at the Candidates Registration Link, the applicant has to send attested copies of all his/her testimonials to the Employment Exchange concerned to enable the Employment Exchange validate the registration.		Number of applicants found true and correct.	
3.	[1.3.1] Number of additions made	Addition of Qualifications, Experience etc. made on online		How many time a candidate add his/her qualifications.	
4.	[1.4.1] Number of renewals made	Renewal period is of 3 years from the month of online registration for all type of applicants.		Number of renewals effected by candidates.	
5.	[1.5.1] Number of candidate placed	Number of candidates placed against the notified vacancies		Number of candidates placed through Employment Exchanges.	

Results – Framework Document (RFD) for Employment (2014-15)

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

Sr. No.	Success indicator	Description	Definition	Measurement	General Comments
6.	[2.1.1] No. of group guidance organized	Group Guidance programme is organized in school/ colleges in the State of Haryana.		Number of group guidance programme is organized.	
7.	[2.2.1] No. of individual guidance and self employment provided	Vocational Guidance is the assistance given to an individual to enhance his/her employability.	It helps an individual in deciding choice of career, occupation change and adjustments. It is based upon the individual's interest, aptitude, and capabilities and job requirements.		
8.	[2.3.1] No. of career talks delivered	Career talks given through the vocational guidance programmes which are organized in the school and colleges.		Number of candidates who were present in the vocational guidance programmes	
9.	[2.4.1] No. of career weeks organized		Vocational guidance helps us for a better adjustment in life. vocational guidance programmes are organized in the school, colleges, ITI's and other institutions.		

Results – Framework Document (RFD) for Employment (2014-15)

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

Sr. No.	Success indicator	Description	Definition	Measurement	General Comments
10.	[2.5.1] No. of candidates placed	Number of job fairs organized in the jurisdiction of employment exchanges.		Number of candidates placed through job fairs in the Private/ Public sectors.	
11.	[3.1.1] No. of returns received	Number of returns of ER-I (Quarterly) and ER-II (Biennial) received from all public and private sector employers.	ER-I --- Employees Return I (Quarterly) ER-II--- Employees Return II (Biennial)	Number of employers who rendered ER-I.	
12.	[3.2.1] timely submission of returns	ER-I is submitted on the quarter end and ER-II submitted on the yearly basis by the public and private sector employers, respectively.	All public sector employers and private sector employers are bound to submit the information to the Employment Exchange regarding vacancies available and filled in their establishments.	Number of employers who rendered ER-II.	
13.	[3.3.1] No. of inspections done.	Regular inspections are carried out for the compliance of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.		Number of inspections carried out by the Employment officers.	
14.	[3.4.1] No. of notice issued	Those employers who do not submit their returns on time, the notices issue to them.		Number of notices issued to employers.	

Results – Framework Document (RFD) for Employment (2014-15)

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

Sr. No.	Success indicator	Description	Definition	Measurement	General Comments
15.	[4.1.1] No. of application received	Eligible applicants can apply for Unemployment Allowance on 1 st November to 30 th November, on every year.	Those applicants who are registered in employment exchanges from 3 years continuously and full-fill the all conditioned issued by the employment exchanges.	Number of application received.	
16.	[4.2.1] No. of applications verified	After submissions of applications. It is scrutinized by the revenue authorities.	It is verification regarding the income, property etc along with the other relevant documents and declaration mad by applicants.	Number of verifications made by the employment officers.	
17.	[4.3.1] No. of applications disbursed	After verification process of applications the disbursement of Unemployment Allowance deposited on quarterly basis in the bank account of applicants.		Number of applicants who were actually disbursed unemployment allowance.	
18.	[4.4.1] rolling out of online system	Terms and conditions to get the Unemployment Allowance displayed on the web portal of the department			
19.	[4.5.1] commissioning of study for evaluation	Verification of applicant's eligibility done by the employment officer, personally.			

Results – Framework Document (RFD) for Employment (2014-15)

Section 4:

Description and Definition of Success Indicators and Proposed Measurement Methodology

Sr. No.	Success indicator	Description	Definition	Measurement	General Comments
2.	[5.1.1] timely commissioning of study	Strengthening and rationalization of the Department shall be done for efficient function of Result Framework Document System in order to achieve the target.			

Results – Framework Document (RFD) for Employment (2014-15)

Section 5:

Specific Performance Requirements from other Departments.

Location Type	State	Organization Type	Organization Name	Relevant Success Indicator	What is your requirement from this organization	Justification for this requirement	Please quantify your requirement from this Organization	What happens if your requirement is not met?
State Government	Haryana	Departments	Industries and Commerce	[2.1.1] no of group guidance organized [2.2.1] No. of individual guidance and self employment provided	Experts	Helps in choosing right career	Cannot be quantified	Increase Unemployment
			Technical Education	[2.1.1] no of group guidance organized [2.4.1] No. of career weeks organized [2.5.1] No. of candidates placed	Technically qualified candidates, experts and venue for organizing seminars/job fairs.			Choosing wrong career leads to unemployment.
			Department of Industrial Training	[2.1.1] no of group guidance organized [2.2.1] No. of individual guidance and self [2.5.1] No. of candidates placed				

Results – Framework Document (RFD) for Employment (2014-15)

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 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
1. Number of Placements	1. Technical Education Department, Haryana. 2. Industrial Training Department, Haryana.	Placement of job seekers	Number	28485	30000	32000	34000	36000
2. Number of persons provided career counseling/ Vocational Guidance	1. Education Department, Haryana 2. Technical Education Department, Haryana. 3. Industrial Training Department, Haryana.	Number of candidates	Number	67655	70000	72000	74000	76000
3. Improving the employ ability of the candidates	1. Technical Education Department, Haryana. 2. Industrial Training Department, Haryana.	Number of candidates whose skill has been upgraded	TBD	TBD	TBD	TBD	TBD	TBD