

# परियोजना रिपोर्ट Project Report

## रिजल्ट फरेमवर्क डाक्यूमेंट मनेजमेंट सिस्टम इन आई.सी.ए.आर. Results Framework Document Management System in ICAR (RFDMS)

Project Code No. : AGENIASRI SIL 201400900028

Results Framework Document Management System in ICAR

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**Welcome**

A Results Framework Document (RFD) is an instrument to ensure that things are done right—that is effectively and efficiently. However, it also needs to make sure that right things are getting done. RFD helps in prioritizing and measuring the performance of department. RFD shows that the departments are moving in the right direction or not and doing the desirable things or not from the national point of view. RFD is an instrument to implement a strategy and convert departmental vision into reality.

IASRI has been developed web based Results Framework Document Management System in ICAR (RFD-MS) to manage the RFD activities in ICAR. It helps in preparing and submission of institutes RFDs online. It provides information on a click of a mouse to SMDs and RFD coordination unit. It also provides previous years information such as RFD, achievements, composite scores, trend values etc.



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(Project Team)

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## ABSTARCT

RFD provides a summary of the most important results that a department/ministry expects to achieve during the financial year. This document has two main purposes: (a) move the focus of the department from process-orientation to result-orientation, and (b) provide an objective and fair basis to evaluate department's overall performance at the end of the year.

RFD is essentially a record of understanding between a Minister representing the people's mandate, and the Secretary of a Department responsible for implementing this mandate. This document contains not only the agreed objectives, policies, programs and projects but also success indicators and targets to measure progress in implementing them. The RFD should contain the following six sections: Section 1 Institute's Vision, Mission, Objectives and Functions, Section 2 *Inter se* priorities among key objectives, success indicators and targets, Section 3 Trend values of the success indicators, Section 4 Description and definition of success indicators and proposed measurement methodology, Section 5 Specific performance requirements from other departments that are critical for delivering agreed results, Section 6 Outcome / Impact of activities of department/ministry.

Government of India was prepared the format of RFD and issued guidelines to prepare RFDs in their departments/institutes ([www.performance.gov.in](http://www.performance.gov.in)). The database was created using MySQL database software for storage of the result of the various module in RFDMS environment. MySQL has been chosen to develop the database because it is efficiently manage large database, concurrent database users, high transaction performance, and compatible with .Net Technology. The database contains the details information on RFD Six Sections.

The user interface was developed to interact in RFDMS environment. This user interface is the only component of RFDMS that is visible to user. It transforms the user inputs in RFD document. A set of mock values was entered into the developed RFDMS. It was found that system is generating the RFD report satisfactorily.

## सार

आरएफडी. ऐसा महत्वपूर्ण दस्तावेज है जो कि एक विभाग का वित्त वर्ष के दौरान निर्दिष्ट लक्ष्य हासिल करने की सारांश प्रदान करता है। इस दस्तावेज के दो मुख्य उद्देश्य हैं (1) प्रक्रिया उन्मुखीकरण से रिजल्ट उन्मुखीकरण की ओर ध्यान केंद्रित करना, (2) वर्ष के अंत में विभाग का निष्पक्ष आधार पर समग्र प्रदर्शन का मूल्यांकन करना उद्देश्य है।

आरएफडी जनता के प्रतिनिधि मंत्री एवं विभाग के सचिव बीच इस मॉडल को लागू करने की जिम्मेदारी है। इस दस्तावेज का उद्देश्य न केवल सहमति, नीतियों, कार्यक्रमों और परियोजनाओं को रखना है बल्कि लक्ष्यों को लागू करने में हुई प्रगति का मूल्यांकन करना भी है। आरएफडी के निम्नलिखित छः संकेत हैं (1) संस्थान के विजन, मिशन, उद्देश्य और कार्य, (2) प्रमुख उद्देश्य, सफलता संकेत और लक्ष्य, (3) सफलता संकेतों का ट्रेंड मूल्य, (4) विवरण, सफलता संकेतों की परिभाषा, प्रस्तावित माप पद्धति (5) महत्वपूर्ण रिजल्ट पर सहमति के लिए अन्य विभागों से निर्दिष्ट प्रदर्शन की आवश्यकताएं, (6) विभाग एवं मंत्रालय के कार्यों का प्रभाव

भारत सरकार द्वारा आरएफडी का प्रारूप तैयार किया गया है और इस दस्तावेज को तैयार करने के लिए निर्दिष्ट सभी विभागों / संस्थानों को जारी किये जा चुके हैं जो कि इस वेबसाइट

[www.performance.gov.in](http://www.performance.gov.in) उपलब्ध है। एक ऑनलाइन आरएफडीएमएस दस्तावेज प्रबंधन

प्रणाली मैनुअल दस्तावेजों के आधार पर तैयार किया गया है जो कि संस्थान के लक्ष्य एवं उपलब्धियों प्रस्तुत करने के लिए आईसीएआर में विकसित किया गया है।

आरएफडीएमएस के लिए डेटाबेस विभिन्न मॉड्यूल के रिजल्ट के भंडारण के लिए **MYSQL** डेटाबेस सॉफ्टवेयर का उपयोग करके बनाया गया है। डेटाबेस विकसित करने के लिए **MYSQL** को चुना गया क्योंकि यह कुशलतापूर्वक बड़े डेटाबेस विकसित, कानकरेंट डेटाबेस उपयोगकर्ता, उच्च ट्राजेवॉल प्रदर्शन में सक्षम है और डॉट नेट के साथ अनुकूल है। डेटाबेस आरएफडीएमएस में छः वर्गों का विवरण शामिल है। आरएफडीएमएस से काम्यूनिकेशन के लिए यूजर इंटरफेस विकसित किया गया है। इस यूजर इंटरफेस आरएफडीएमएस का घटक है जो कि उपयोगकर्ता के लिए है। उपयोगकर्ता द्वारा एनटर की गई सूचना को आरएफडीएमएस आरएफडी दस्तावेज में बदल देता है। विकसित आरएफडीएमएस में एक मॉक डेटासेट एनटर किया और यह पाया गया कि आरएफडीएमएस संतोशजनक ढंग से आरएफडी रिपोर्ट प्रस्तुत कर रहा है।

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## **1. Introduction**

Information Technology has changed the life style of people over a period of time. At the same time, environment plays a major role in the innovation of technology, and later technology became the need of the society. Document management became an important entity in any organization. Document management is a process that supports operational activities, strategic planning and decision-making. So any organization looks for a solution that allows to capture the documents in digital form, archiving for fast retrieval, movement of the documents, monitoring, evaluation and decision making (Emelia, 2011, Nathaniel, 2012 and Tom, 2012) .

Recently several document management systems were developed across the global. In 2012, a Result Framework Management System was developed by National Informatics Centre (NIC) to manage the RFD documents of all the central ministries. In this system the RFDs are being submitted online by all the ministries and monitored by the Government of India (<https://www.rfms.nic.in/>). The Results-Based Management System (RBMS) was developed by UNISDR's which is aimed to strengthen capacities, efficiencies and accountabilities in its management and programmatic functions and work processes to effectively deliver its mandate as well as its strategic framework (<http://www.unisdr.org/who-we-are/rbms>). An operational framework was prepared by World Health Organization (WHO) for monitoring and evaluation of health system strengthening (HSS) and discussed how it can be operationalized at the country level ([http://www.who.int/healthinfo/HSS\\_MandE\\_framework\\_Nov\\_2009.pdf](http://www.who.int/healthinfo/HSS_MandE_framework_Nov_2009.pdf)).

### **1.1 Background:**

The Prime Minister approved the outline of a “Performance Monitoring and Evaluation System (PMES) for Government Departments” vide PMO I.D. No. 1331721/PMO/2009-Pol dated 11.9.2009. Under PMES, each department is required to prepare a Results-Framework Document (RFD). Accordingly, Government of India has been issued guidelines to all the Ministries to prepare RFDs in their departments/institutes etc.

RFD provides a summary of the most important results that a department/ministry expects to achieve during the financial year. This document has two main purposes: (a) move the focus of the department from process-orientation to result-orientation, and (b) provide an objective and fair basis to evaluate department's overall performance at the end of the year.

## **1.2 Status of developing of RFDs in ICAR:**

Following these guidelines, in RFD of DARE/ICAR for 2010-2011, 2.00% weight was allotted for developing the RFDs for all the Responsibility Centres (Institutes, NRCs, Directorate and Deemed Universities etc.). The list of all the ninety seven ICAR Institutes' (Responsibility Centres) has been sent to the Secretary, Performance Management Division, Cabinet Secretariat, New Delhi for their approval. The approval for preparing RFD of RCs from the competent authority was received in August, 2010. The issue was discussed in SOC meeting of the Council held in November, 2010. After that, in consultation with the Chairman, Core Working Group of RFD, it has been decided that the Subject Matter Division's of the Council should identify the Nodal Officers for constituting the RFD Cell/Unit in their Divisions. SMD Nodal Officers have been trained by Core Working Group of RFD/RFD Cell of the Council for developing the RFD's in the Institutes which are under the administrative control of the concerned DDG. The Directors of the Deemed Universities/Institutes/Directorates/ NRCs have identified the Nodal Officers for constituting the RFD Cell/Unit in their Institutions. Institute's Nodal Officers have been trained by the Nodal Officers of the concerned Division's of the Council. Initially, All Institutes developed their RFDs for the remaining period of 2010-2011 (December 1 to March, 31, 2011) on the pattern/lines of RFD of DARE/ICAR 2010-2011. DDGs/Nodal Officers of the Divisions has computed the composite scorecard of each Institute/Responsibility center on the basis of their achievements against the objectives on six monthly basis (mid-term achievements) and annual and rank various Institutes based on the composite score on six monthly/annual basis. The Nodal Officers of the Division's and institutes is being continuing to submit RFD, monthly, half yearly and annual report to the Nodal Officer, RFD Cell of the Council by the last week of

each month for its compilation and onward transmission to the Secretary, Performance Management Division, Cabinet Secretariat, New Delhi.

### **1.3 Importance of Results Framework Document**

A Results Framework Document (RFD) is an instrument to ensure that things are done right—that is effectively and efficiently. However, it also needs to make sure that right things are getting done. RFD helps in prioritizing and measuring the performance of department. RFD shows that the departments are moving in the right direction or not and doing the desirable things or not from the national point of view. RFD is an instrument to implement a strategy and convert departmental vision into reality.

RFD is essentially a record of understanding between a Minister representing the people's mandate, and the Secretary of a Department responsible for implementing this mandate. This document contains not only the agreed objectives, policies, programs and projects but also success indicators and targets to measure progress in implementing them. To ensure the successful implementation of agreed actions, RFD may also include necessary operational autonomy.

The RFD seeks to address three basic questions: (a) what are institute's main objectives for the year? (b) What actions are proposed by the institute to achieve these objectives? (c) How would someone know at the end of the year the degree of progress made in implementing these actions? That is, what are the relevant success indicators and their targets which can be monitored?

The RFD should contain the following six sections:

Section 1 Institute's Vision, Mission, Objectives and Functions.

Section 2 *Inter se* priorities among key objectives, success indicators and targets.

Section 3 Trend values of the success indicators.

Section 4 Description and definition of success indicators and proposed measurement methodology.

Section 5 Specific performance requirements from other departments that are critical for delivering agreed results.

Section 6 Outcome / Impact of activities of department/ministry

#### **1.4 Need to Develop Results Framework Document Management System in ICAR**

In the meeting of RFD screening committee of DARE/ICAR, it was felt that there is need to develop a web based system to submit the RFD and progress Report in ICAR for effectively and efficiently manage the RFD related documents. In this regards, Director, IASRI was asked to develop an online system for managing the RFD.

Keeping in view the above it was proposed to develop and implement a web based Results Framework Document Management System in ICAR with the following objectives and utilities.

Objectives:

- Designing and development of web based RFD-MS in ICAR
- Implementation of RFD-MS in ICAR
- Maintenance of RFD-MS

Utilities:

- RFD-MS facilitates institutes to report RFD online and input achievements.
- RFD-MS provides access to officials nominated by Institute, respective SMDs and RFD coordination unit
- It facilitates generation of consolidated reports for individual institutes, SMDs and RFD Coordination Unit
- It provides online availability of previous years RFD/Achievements/Composite Scores/Trend Values to the institutes, SMDs and RFD Coordination Unit

## **2. Review of literature**

Information and communication technology (ICT) is an umbrella term that includes computer hardware and software, digital broadcast and telecommunications technologies as well as digital information repositories online or offline [Selwyn, N. 2002], and includes contemporary social networking aspects, read/write interfaces on the web and file sharing systems online. It represents a broad and continually evolving range of elements that further includes television (TV), radio, mobile phones etc. According to [Skyrme, David J. and Amidon, Debra M. (1997)] for example the main findings are: (i) Creation of knowledge databases -best practices, expert directories, market intelligence etc, (ii) effective information management - gathering, filtering, classifying, storing etc. (iii) development of knowledge centers - focal points for knowledge skills and facilitating knowledge flow (iv) knowledge webs - networks of experts who collaborate across and beyond an organization's functional and geographic boundaries.

Beginning in the 1980s, a number of vendors began developing software systems to manage paper-based documents. These systems dealt with paper documents, which included not only printed and published documents, but also photographs, prints, etc. Later developers began to write a second type of system which could manage electronic documents, i.e., all those documents, or files, created on computers, and often stored on users' local file-systems. The earliest electronic document management (EDM) systems managed either proprietary file types, or a limited number of file formats. EDM systems evolved to a point where systems could manage any type of file format that could be stored on the network. The applications grew to encompass electronic documents, collaboration tools, security, workflow, and auditing capabilities. These systems enabled an organization to capture faxes and forms, to save copies of the documents as images, and to store the image files in the repository for security and quick retrieval (retrieval made possible because the system handled the extraction of the text from the document in the process of capture, and the text-indexer function provided text-retrieval capabilities) [ [http://en.wikipedia.org/wiki/Document\\_management\\_system#cite\\_ref-pub\\_3-0](http://en.wikipedia.org/wiki/Document_management_system#cite_ref-pub_3-0)].

While many EDM systems store documents in their native file format (Microsoft Word or Excel, PDF), some web-based document management systems are beginning to store content in the form of html. These policy management systems require content to be imported into the system. However, once content is imported, the software acts like a search engine so users can find what they are looking for faster. The html format allows for better application of search capabilities such as full-text searching and stemming.

Paper is a needless expense. Printer maintenance, ink and storage space consume time and money. Fortunately, one can make significant cuts to these costs without making major changes to their business. Document management software gives tools to organize, edit and distribute the important contracts and proposal. The best document control software helps in quickly scan papers, import existing files and folders into a central location and distribute important documents in standardized formats. A document tracking system looks similar to a physical filing cabinet, but in the software, keyword and full-text search allows to find documents in seconds, rather than minutes or hours. These and other features make document management software a perfect way to organize the business, cut printing and storage costs, and reduce wasted materials and time. M-Files DMS, PaperPort Professional 14 and DocPoint Personal Edition are the document management softwares.

[<http://document-management-software-review.toptenreviews.com/->]

In 2012 a Result Framework Management System was developed by National Informatics Centre (NIC) to manage the RFD document of all the central ministries. In this system the RFD is being submitted online and monitoring

[<https://www.rfms.nic.in/> ].

### 3. Materials and Methods

Government of India was prepared the format of RFD and issued guidelines to prepare RFDs in their departments/institutes ([www.performance.gov.in](http://www.performance.gov.in)). Based on this format, the database was designed and application program with various modules were developed.

#### 3.1 Working Process of the RFDMS

- The requirement analysis was carried out in consultation with RFD coordinating unit of ICAR.
- Transformed into software requirement and design document.
- The system was designed and developed using following three tier web architecture

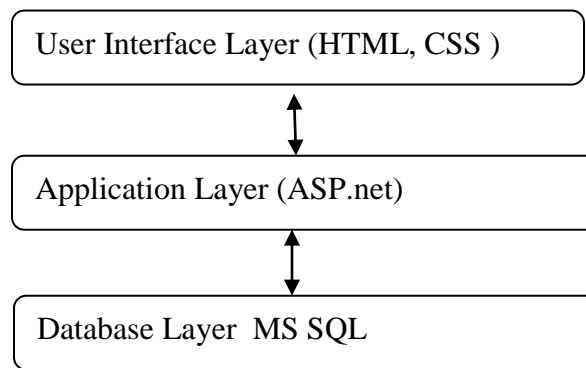
##### ✓ User Interface & Application Layer

User Interface and application layer interfaces for online data entry, data updating modifications, queries etc., was developed using ASP.net and HTML that includes

- Designing and development of front end tools
- Designing and development of input forms
- Validation and linking of input forms
- Testing and validation with real data

##### ✓ Database Layer

The database is stored in the form of a relational database using MS SQL





- The system was validated and tested with real data
- Trainings/workshops will be organized to all the ICAR institutes
- System will be implemented in all the ICAR institutes
- Maintenance of the system

### **3.2 Database development**

The database was created using MySQL database software for storage of the result of the various module in RFDMS environment. MySQL has been chosen to develop the database because it is efficiently manage large database, concurrent database users, high transaction performance, and compatible with .Net Technology. The database contains the details information on RFD Six Sections namely Section 1 Institute's Vision, Mission, Objectives and Functions; Section 2 *Inter se* priorities among key objectives, success indicators and targets; Section 3 Trend values of the success indicators; Section 4 Description and definition of success indicators and proposed measurement methodology; Section 5 Specific performance requirements from other departments that are critical for delivering agreed results; Section 6 Outcome / Impact of activities of department/ministry

The database was designed and presented as follow:

Table 1 was designed for storage the login id, institute code, institute name, institute address and url. The information used to login into the system for the respective institutes.

Designed for storage of the SMD details is presented in table 2. This table has two attributes namely 'smdid' and 'smd'. This data file was used to provide the smd name and id for RFD preparation.

Table 3 was designed for storage of the state details. This table has two attributes namely 'stateid' and 'statename'. This data file was used to provide the state name for RFD preparation.

The storage of the vision of the institute in table 4. This table has five attributes i.e vision, year, userid, institute code and vision id. This table is used as input data file for institutes vision.

The storage of the function of the institute in table 5. This table has five attributes i.e function, year, userid, institute code and function id. This table is used as input data file for institutes function. Similarly table 6 was designed for mission of the institute.

Table 7 was designed for objectives of the institute. In this table seven attributes were defined namely objective, year, weight of the objective, user id, mode of the objective (mandatory and non-mandatory), priority of the objectives and objective id for further reference in other tables. Similarly table 8 was designed for action of the respective objectives. This table has five attributes i.e action in against the objective wise, year, institute code, objective id and action id for further used in other tables.

Table 9 was comprised for success indicators and their weightage and target values. This table has 18 attributes including achievement attribute. This table provides the information to generate the section 2 of the RFD documents. It also provides to generate the achievement reports.

Table 10 is designed to store the input for section 4 of the RFD. This table has nine attributes which includes description and definition of success indicators and proposed measurement methodology.

Designed for storage of the input for section 5 is given in the table 11. This table has twelve attributes for defining specific performance requirements from other departments that are critical for delivering agreed results etc.

Table 12 is designed for storage of outcome / Impact of activities of department/ministry. This table has twelve attributes. This table provides the input to generate the section 6.

Table 13 is created for storage the acronyms of the documents. This table provides the input to section 4 in RFD document.

Table 1: Login Detials

Login1	
UserId	
Institute_Code	
Email	
Password	
institute_name	
institute_address	
institute_url	

Table 2: SMD Details

Smds	
SMDID	
SMD	

Table 3: State Names

States	
StateId	
StateName	

Table 4: Vision of the Institute

InsttVision	
Visions	
Year	
UserId	
Institute_Code	
VisionID	

Table 5: Functions of the Institute

InsttFunctions	
Functions	
Year	
UserId	
Institute_Code	
FunctionId	

Table 6: Mission of the institute

InsttMission	
Missions	
Year	
UserId	
Instt_Code	
MissionId	

Table 7: Objective of the Institute

InsttObjectives	
Objectives	
Year	
Weights	
UserId	
Mode_Objective	
DisplayOrder	
obj_id	

Table 8: Action Objective Wise

InsttActions	
Actions	
Year	
Institute_Code	
Obj_Id	
Action_Id	

Table 9: Success indicators and their weightage and traget value

InsttSuccessIndicator	
Success_Indicators	
Unit	
Weight	
Excellent	
VeryGood	
Good	
Fair	
Poor	
Action_Id	
UserId	
Year	
S_Ind_Id	
ActualValue1	
ActualValue2	
TargetValue	
ProjectedValue1	
ProjectedValue2	
Achievement	

Table 10: Section 4

Section4	
S_Ind_Id	
Succ_Indicator	
Description	
Definition	
Measurement	
General_Comments	
UserId	
Year	
id	

Table 11: Section 5

section5	
ID	
LocationType	
State	
OrganisationType	
OrganisationName	
Relevant_Success_Indicators	
Reqmt_from_this_orgz	
Justification_for_reqmt	
Quantify_reqmt_from_this_o.	
Reqmt_notmet	
UserId	
Year	

Table 12: Section 6

Section6	
Success_Indicator	
Outcomeoforgz	
deptsresponsiblefor	
Unit	
Year	
UserId	
id	
last2lastYear	
lastYear	
currentYear	
nextYear	
next2nextYear	

Table 13: Acronyms

Acronyms	
Acronym	
Description	
Year	
UserId	
id	

## **4. Results and Discussion**

The results are organized in four sections that include RFDMS development, Section of the RFDMS, user interface and validation of the RFDMS.

### **4.1 RFDMS Software**

RFDMS was designed and developed in 3-tier architecture on the .NET platform. The user interface was developed using HTML (Jon, 2011), CSS (Christopher, 2008), JSP (Marty *et. al.*, 2007 and Phil, 2003), the application layer was developed using ASP.net (Stephen, 2002 and Stephen, 2004) and the database layer was designed using MySQL (Russell, 2008 and Seyed *et. al.*, 2008). The system has a user interface for online data entry, updation and modification of all sections of RFD document. The system has been divided into two components such as user and administrator. The user module has the access to the system for online data entry, updation and modifications of all the sections of RFD document time to time. The administrator module of this system has the control to create a new member of this RFDMS, manage the database, delete unwanted information and modify the existing database etc. The software development process was carried out by following the sequence of software engineering life cycle components viz., system requirements, system analysis, software designing, software coding and software testing (Frank, 2014).

### **4.2 Section of the RFDMS**

The RFDMS has the six sections. The section 1 constitutes the vision, mission, objectives and functions of the institute. This section provides the context and the background for the RFD. Vision and mission concepts plays a major role in the strategic planning exercise of any organization. Vision is an idealized state for the department. Vision is a long term statement and typically generic and grand. It does not change from year to year unless the department is dramatically restructured and is expected to undertake very difficult tasks in the future. The department's Mission is the nuts and bolts of the vision and mission should follow the vision. The vision represents the big picture and the

mission represents the necessary work. The objectives and functions represent the developmental requirements to be achieved by the department in a particular sector by a selected set of policies and programmes over a specific period of time. These are linked and derived from the department vision and mission statement.

Section 2 consists of key objectives, which will be selected from the list of all the objectives of the department. The key objectives to be incorporated by the department should add up to 85% weights. The remaining 15% are mandatory objectives, which are approved by the council. These objectives will be ranked in a descending order of priority according to the degree of significance and specific weights will be attached to the objectives. For each objective, the department must specify the actions to be taken to achieve the objectives in terms of policies, programmes, schemes and projects. Often, an objective has one or more actions associated with it. For each action, the department must specify one or more success indicators, which are important management tools for driving improvements in departments' performance. A success indicator provides a means to evaluate progress in implementing the policy, programme, scheme or project which are qualitative and quantitative aspects of departmental performance. The specific units and relative weights will be attached to each success indicator. The next step is to choose a target for each success indicator. Targets are tools for driving performance improvements. The targets will be presented as per the five point scale viz., Excellent (100%), Very Good (90%), Good (80%), Fair (70%) and Poor (60%) ([www.performance.gov.in](http://www.performance.gov.in)).

Section 3 deals with the trend values of the success indicators. RFD must provide actual values for the past two years and also projected values for two years in the future against every success indicator and the corresponding target.

Section 4 contains detailed definitions of various success indicators and proposed measurement methodology. It also contains the abbreviation/acronyms and other details of the relevant scheme.

Section 5 contains the expectations from other departments that impact the department's performance and are critical for achievements of the selected success indicator.

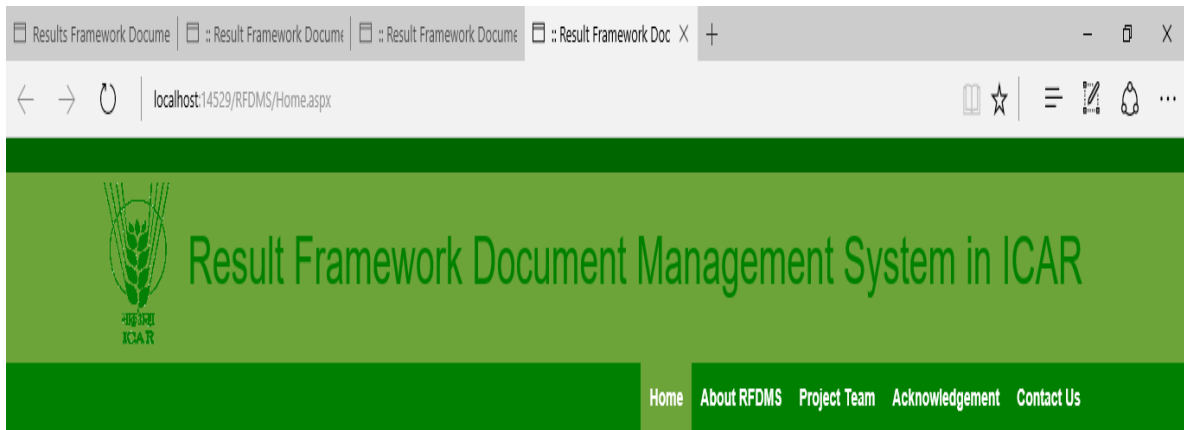
Section 6 contains the broad outcomes and the expected impact the department has on national welfare ([www.nic.in](http://www.nic.in)).

### **4.3 User Interface**

The user interface was developed to interact in RFDMS environment. This user interface is the only component of RFDMS that is visible to user. It transforms the user inputs in RFD document. The RFDMS interface facilitates transformation between user and the system where the model and database resides, in the following ways: (i) serves as the front end tools for entering the input for various sections to the system, (ii) provides features for extracting information stored in the database and saving input and output for the user's application to the system, (iii) display the result for the target year. Screenshots of the user interface are described and presented in this section:

#### **4.3.1 Login Page**

The main window of the GUI is presented in fig 1. This window shows the main login part and about the software. The menu bar is composed of five section. The first menu is 'Home'; 'About RFDMS'; 'Project Team'; 'Acknowledgment' and 'Contact us'. The user can login using the institute acronym name of the respective institute.



### Please Login To Enter

Enter User ID :

Enter Password :

### Welcome

A Results Framework Document (RFD) is an instrument to ensure that things are done right—that is effectively and efficiently. However, it also needs to make sure that right things are getting done. RFD helps in prioritizing and measuring the performance of department. RFD shows that the departments are moving in the right direction or not and doing the desirable things or not from the national point of view. RFD is an instrument to implement a strategy and convert departmental vision into reality.

IASRI has been developed web based Results Framework Document Management System in ICAR (RFD-MS) to manage the RFD activities in ICAR. It helps in preparing and submission of institutes RFDs online. It provides information on a click of a mouse to SMDs and RFD coordination unit. It also provides previous years information such as RFD, achievements, composite scores, trend values etc.

Figure 1: Login Page



### 4.3.2 Instruction to use

Screen shown in figure 2 presented the instruction for using the RFDMS. The user can select RFD from the menu and then select the section 1 and financial year for which RFD has to prepare. User may follow the desired option as available on menu bar i.e ‘Home’; ‘Prepare RFD’; ‘Input Achievement’ and ‘Print Report’.

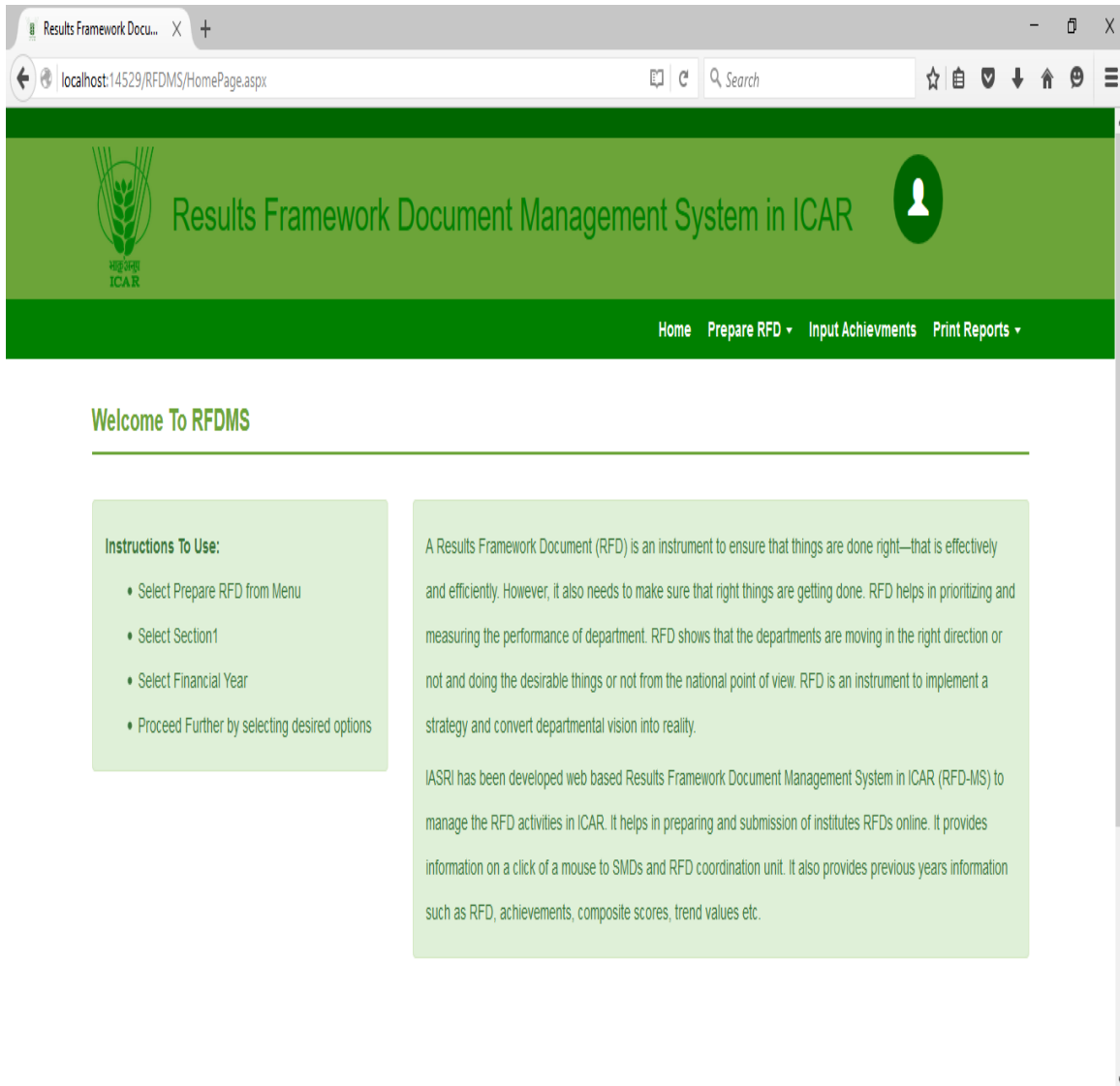


Figure 2. About RFDMS instruction

### 4.3.3. Vision and Mission

The vision and mission can be entered as shown in figure 3. The user can enter the vision by clicking on ‘Add/Edit’ button. The user can also edit the vision as desired. Similarly user can enter the mission one by one as shown in given below figure. So user can manage vision and mission by this page.

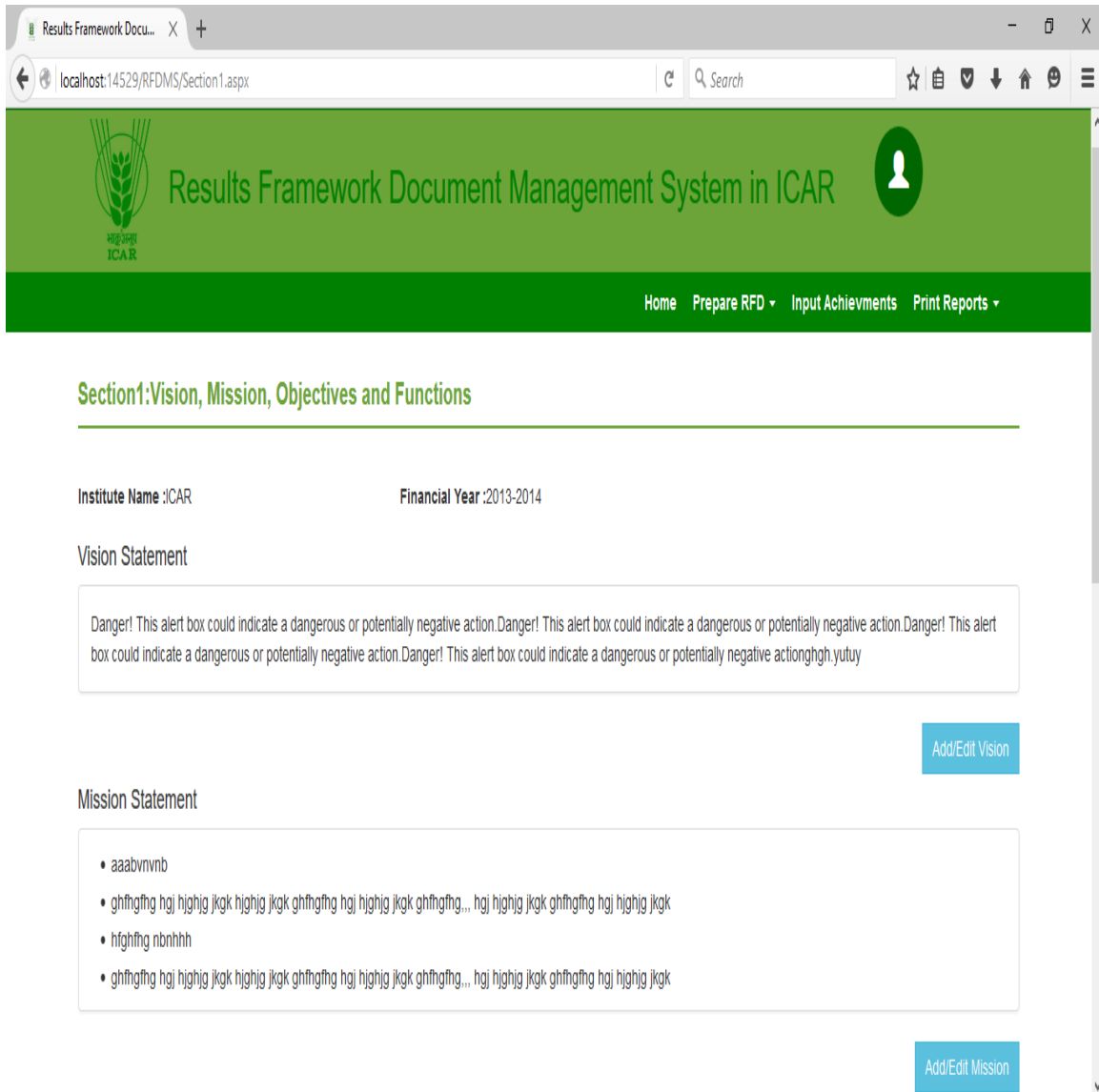


Figure 3: Interface for entering Vision and Mission

### 4.3.4 Objective and Function

The user interface for entering the objectives and function is presented in figure 4. From this page user can manage the objective and function of the RFDMS. This interface provides the input to the section 1 and also section 2 get the objective from this interface.

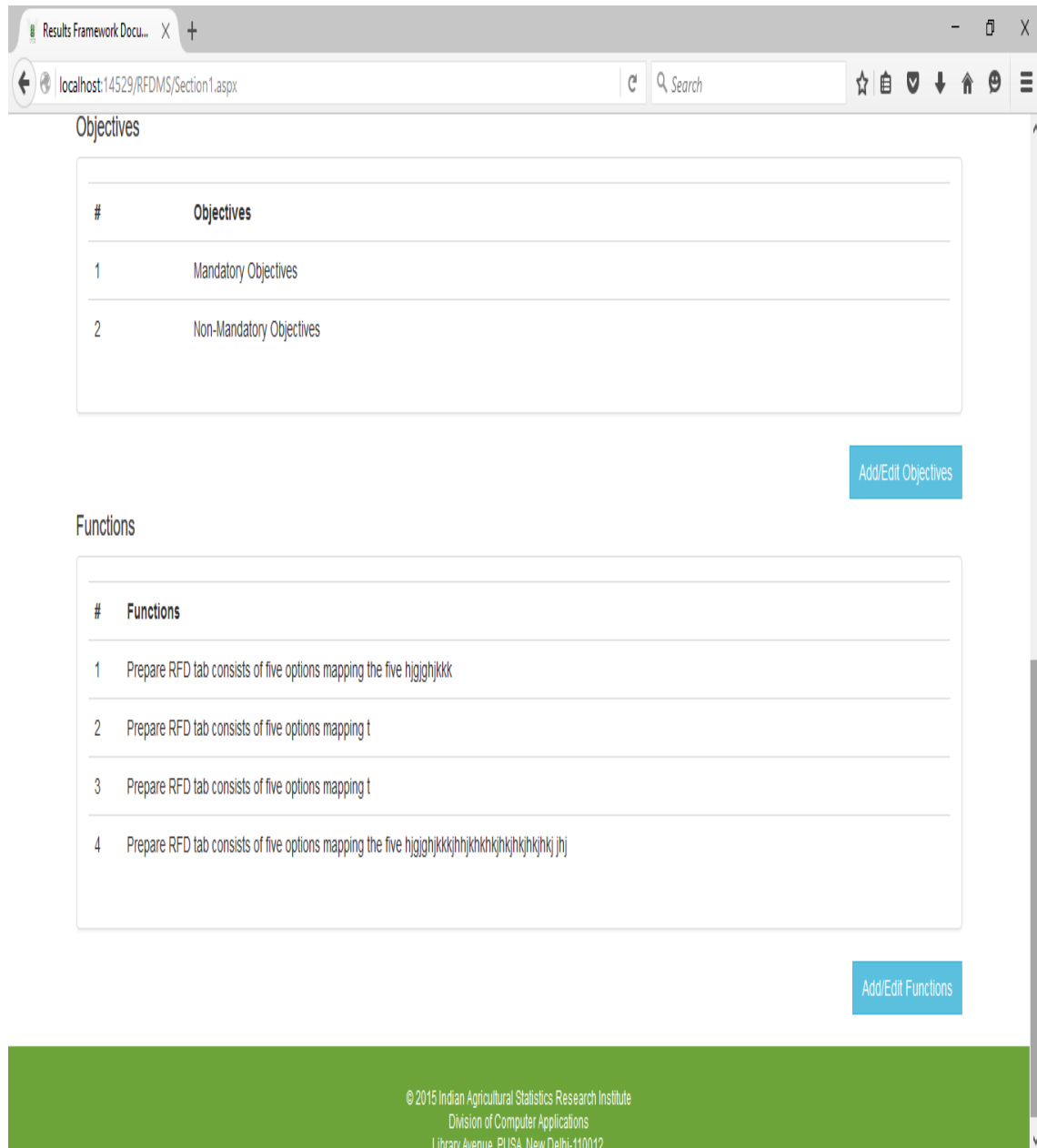


Figure 4: Interface for entering the Objectives and Function

### 4.3.5 Add/Edit Objectives

The user can manage the objective from the section 1 interface page as presented in figure 5. The user can delete the undesired objective and also edit the objective by clicking on the specific objective.

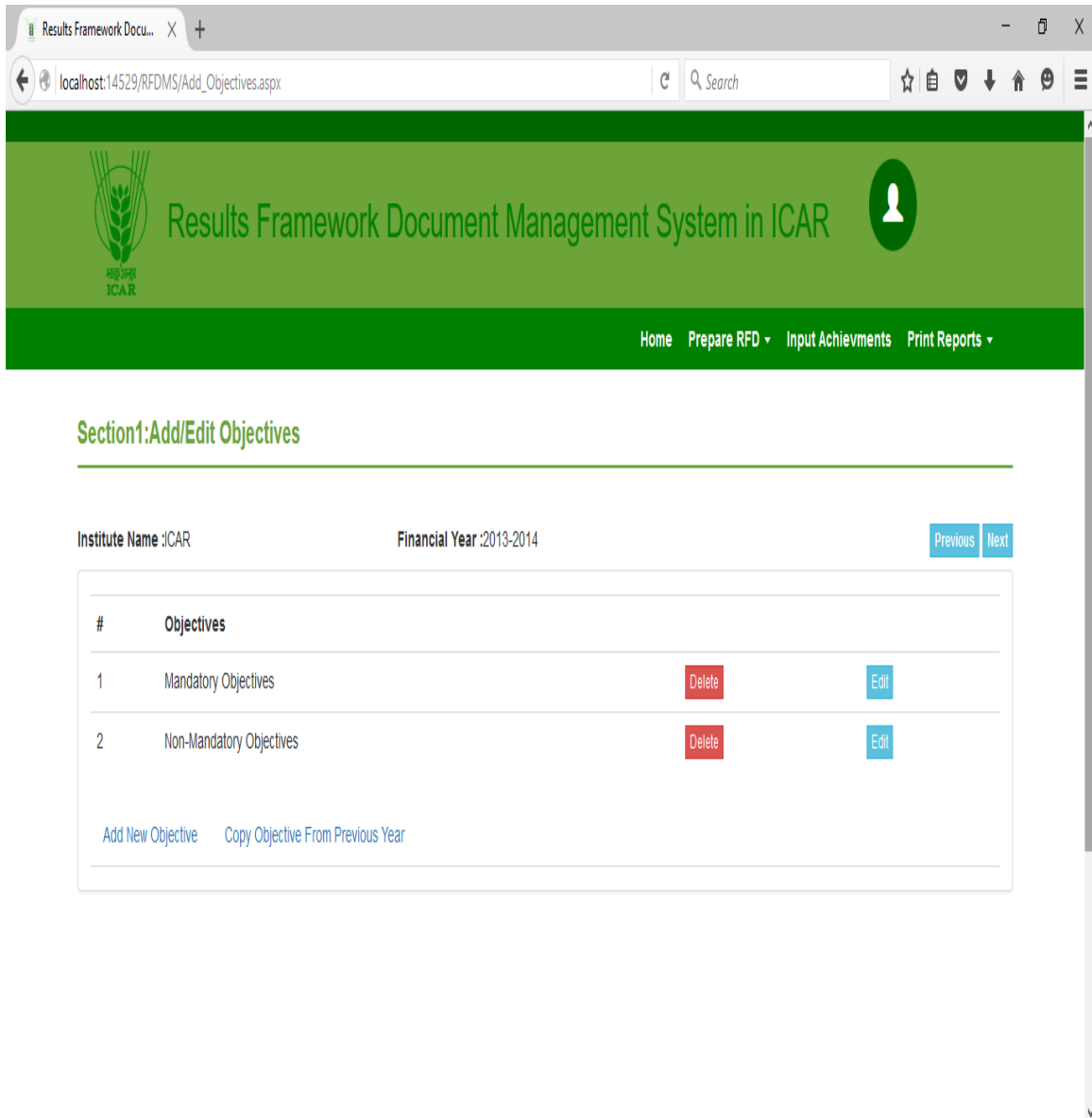


Figure 5 Manage the Objective through Section 1 Interface

From this page user can add the new objectives by clicking on ‘Add New Objective’. The interface provide a blank box for entering the new objective as shown in given below figure

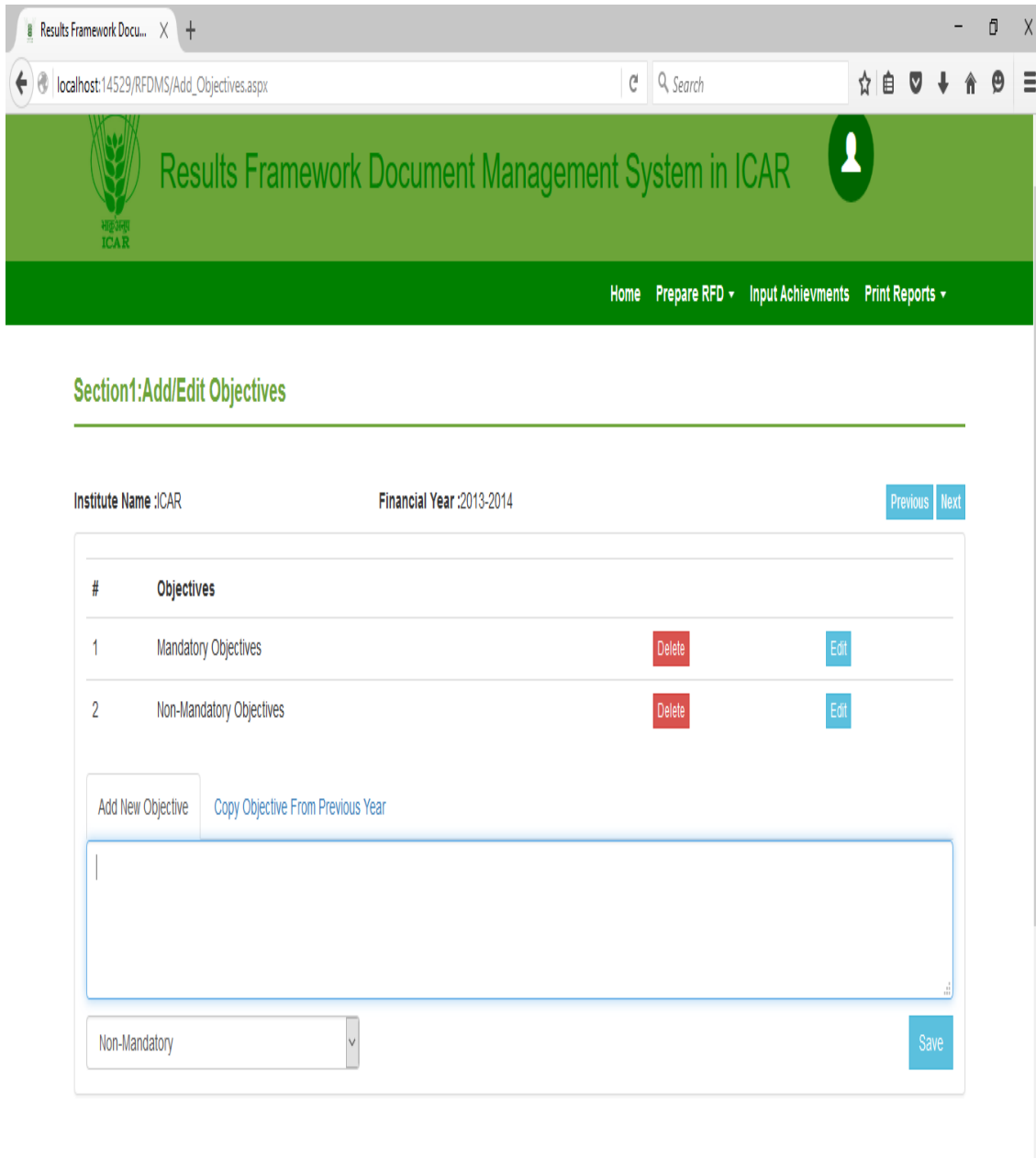


Figure 6: Add New Objectives

From this interface, if the objectives are same as previous year mentioned, user can copy the objective from the previous year by clicking on the tab as show in this figure.

The screenshot shows a web browser window with the URL `localhost:14529/RFDMS/Add_Objectives.aspx`. The page title is "Results Framework Document Management System in ICAR". The header includes a navigation menu with "Home", "Prepare RFD", "Input Achievements", and "Print Reports". The main content area is titled "Section1:Add/Edit Objectives".

At the top of the content area, it displays "Institute Name :ICAR" and "Financial Year :2013-2014". There are "Previous" and "Next" buttons on the right. Below this is a table of objectives:

#	Objectives	Delete	Edit
1	Mandatory Objectives	Delete	Edit
2	Non-Mandatory Objectives	Delete	Edit

Below the table, there are two buttons: "Add New Objective" and "Copy Objective From Previous Year". The "Copy Objective From Previous Year" button is highlighted with a dashed border.

A light blue notification box at the bottom of the content area contains the message: "Objectives for the financial Year 2012-2013 do not exist." with a close button (X).

Figure 7: Copy of the Objectives fom Previous Year

### 4.3.6 View the Key Objectives

After entering the objectives, the user can view the key objectives and assign the weight to the objectives on the basis of their priority. As show in given below figure the user can lock the weight permanently by selecting the Lock Weight option.

The screenshot shows a web browser window with the URL `localhost:14529/RFDMS/KeyObjectives.aspx`. The page header includes the ICAR logo and the text "Results Framework Document Management System in ICAR". Below the header, there are navigation links: "Home", "Prepare RFD", "Input Achievements", and "Print Reports".

#### Section2: Key Objectives

Institute Name :icar      Financial Year :2013-2014      [Previous](#) [Next](#)

SNo	Key Objective	Objective	Weight %	Lock Weight
1	<input type="checkbox"/>	Non-Mandatory Objectives	20	
*		Mandatory Objectives	10	
		<b>Total Weight</b>	<b>30</b>	

Figure 8: View Key Objectives

### 4.3.7 Add and View Action

From this screen the user can view the action for selected objective from the drop down menu for editing and updating. The user can also add new action from this page. This page provides the action to generate the section 2 and Section 3

The screenshot shows a web browser window with the URL localhost:14529/RFDMS/AddActions.aspx. The page header features the ICAR logo and the text 'Results Framework Document Management System in ICAR'. A navigation menu includes 'Home', 'Prepare RFD', 'Input Achievements', and 'Print Reports'. The main content area is titled 'Section2: Actions' and displays the following information:

Institute Name :ICAR      Financial Year :2013-2014      [Back](#)

Select Objectives

Mandatory Objectives

#	Actions	
1	Action1 Mandatory	<a href="#">Add/Update Success Indicators</a>

Enter New Action

[Add Action](#)

Figure 9: Add and View Action



### 4.3.8 Add New Success Indicator with Grade and Trend Value

The user can add new success indicator as show in figure 10. From this page user can assign the weight to the success indicator and also grade value for target achieved. These value display in section 2. The user can also enter actual value for previous two years, target value for the current year and projected value for the coming two year of the targets

**Section 2: Add New Success Indicators**

Institute Name : ICAR      Financial Year : 2013-2014      [Back](#)

**Success Indicator**

M SH1 Test123

**Unit**      **Weight**

Number      10

**Excellent**      **Very Good**      **Good**      **Fair**      **Poor**

90      80      60      50      59

**Actual Value for FY 11/12**      **Actual Value for FY 12/13**      **Targeted Value for FY 13/14**

100      90      90

**Projected Value for FY 14/15**      **Projected Value for FY 15/16**

90      90

[Add Details](#)

Figure 10 Add New Success Indicator

### 4.3.9 Target Criteria Values for the Success Indicators

As shown in figure 11, the user can manage the section 2 for success indicators. The user can set the proposed target value according to the grade which will be displayed in achievement report.

The screenshot shows a web browser window with the URL `localhost:14529/RFDM/Section2.aspx`. The page title is "Results Framework Document Management System in ICAR". The navigation menu includes "Home", "Prepare RFD", "Input Achievements", and "Print Reports".

The main content area is titled "Section2: Target Criteria Values of the Success Indicators". Below the title, the "Financial Year" is set to "2013-2014", and there is a "Manage Section2" button.

#	Objectives	Weight	Actions	Success Indicators	Units	Weight	Target				
							Excellent	VeryGood	Good	Fair	Poor
1	Non-Mandatory Objectives	20	Action1 Non Mandatory	NM SI1	Number	4	90	70	70	58	40
2			Action2 Non Mandatory	NM SI2	Number	16	80	70	60	50	59
*	Mandatory Objectives	10	Action1 Mandatory	M SI1 Test123	Number	10	90	80	60	50	59

Figure 11: Section 2 Target Criteria value

### 4.3.10 Manage Target Criteria Values

From this page the target values, weight and success indicators can be modified and delete. This page provides the value to section 2.

Results Framework Document Management System in ICAR

Home Prepare RFD Input Achievements Print Reports

#### Section2: Target Criteria Values of the Success Indicators

Financial Year :2013-2014 [Back](#)

#	Objectives	Weight	Actions	Success Indicators	Units	Weight	Target					Delete/Update
							Excellent	VeryGood	Good	Fair	Poor	
1	Non-Mandatory Objectives	20	Action1 Non Mandatory	NM SI1	Number	4	90	70	70	58	40	<a href="#">Edit</a> <a href="#">Delete</a>
2			Action2 Non Mandatory	NM SI2	Number	16	80	70	60	50	59	<a href="#">Edit</a> <a href="#">Delete</a>
*	Mandatory Objectives	10	Action1 Mandatory	M SI1 Test123	Number	10	90	80	60	50	59	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 12: Section 2 Manage Target Criteria Value

### 4.3.11 Manage Trend Values

The user can manage the trend value as shown in figure 13. User can manage the actual value for previous year, target value for current year and project value for the next coming two years by click on ‘Manage Section 3’ button. Further, next page will be opened as shown in figure 14. From this page the user can edit and delete the trend values.

Results Framework Document Management System in ICAR

Home Prepare RFD Input Achievements Print Reports

### Section3: Target Criteria Values of the Success Indicators

Financial Year :2013-2014 [Manage Section3](#)

#	Objectives	Weight	Actions	Success Indicators	Units	Trend Values				
						Actual Value for FY 11/12	Actual Value for FY 12/13	Targeted Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
1	Non-Mandatory Objectives	20	Action1 Non Mandatory	NM SI1	Number	100	90	90	90	90
2			Action2 Non Mandatory	NM SI2	Number	90	90	90	90	90
*	Mandatory Objectives	10	Action1 Mandatory	M SI1 Test123	Number	100	90	90	90	90

Figure 13: Section 3 Projected Values

## Section2: Target Criteria Values of the Success Indicators

Financial Year :2013-2014

[Back](#)

#	Objectives	Weight	Actions	Success Indicators	Units	Trend Values					Delete/Update
						Actual Value for FY 11/12	Actual Value for FY 12/13	Targeted Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16	
1	Non-Mandatory Objectives	20	Action1 Non Mandatory	NM SI1	Number	100	90	90	90	90	<a href="#">Edit</a> <a href="#">Delete</a>
2			Action2 Non Mandatory	NM SI2	Number	90	90	90	90	90	<a href="#">Edit</a> <a href="#">Delete</a>
*	Mandatory Objectives	10	Action1 Mandatory	M SI1 Test123	Number	100	90	90	90	90	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 14: Modify the trend Values for Section3

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

This is the input form for section 4 of RFD. From this page, acronyms can be defined which is used in whole RFD document. The description, definition, measurement and general comment of success indicators can enter from this screen as shown in figure 15.

The screenshot shows a web browser window with the URL localhost:14529/RFDMS/Section4.aspx. The page header includes the ICAR logo and the text "Results Framework Document Management System in ICAR". The main content area is titled "Section 4: Description and Definition of Success Indicators and Proposed Measurement Methodology & Acronyms".

At the top of the form, it displays "Institute Name : ICAR" and "Financial Year : 2013-2014".

The form is divided into two main sections:

- A. Acronyms**: Contains a text input field for "Acronym" and another for "Description". Below these is a blue "Add" button. A table below the form shows a list of acronyms with columns for "#", "Acronym", and "Description". The first row contains "1", "Test", and "test123".
- B. Description & Definition of Success Indicators and Proposed Measurement**: Contains a "Methodology" section with a "Success Indicator" dropdown menu (currently showing "-- Select Success Indicator --"). Below this are four text input fields: "Description", "Definition", "Measurement", and "General Comments". A blue "Add Details" button is located below these fields.

At the bottom of the form, there is a table with columns: "#", "Success Indicator", "Description", "Definition", "Measurement", and "General Comments".

Figure 15: Description and Defibation of Success Indicators

From this page the user can manage the acronym part by clicking on ‘Manage Acronym’ button. New acronyms can be added and existing acronym can be modified and delete. Similarly the success indicators part can be managed by clicking on ‘Manage Section 4’ button. From this page the user can enter new value by clicking on ‘Add Details’ button. The old records can also modified.

The screenshot shows a web browser window with the URL `localhost:14529/RFDMS/Section4.aspx`. The page is divided into two main sections:

- Acronym Section:**
  - Input fields for **Acronym** and **Description**.
  - An **Add** button.
  - A table with the following data:

#	Acronym	Description
1	Test	test123
2	abc	abc@123
  - A **Manage Acronyms** button.
- Methodology Section:**
  - A **Success Indicator** dropdown menu with the text "-- Select Success Indicator --".
  - Input fields for **Description** and **Definition**.
  - Input fields for **Measurement** and **General Comments**.
  - An **Add Details** button.
  - A table with the following data:

#	Success Indicator	Description	Definition	Measurement	General Comments
1	Entries tested under AICRP/SVT Trials	Test Description	Test Definition	Test Measurement	General Comments
2	Test	Description1	Definition1	Measurement1	General Comments1
  - A **Manage Section4** button.

At the bottom of the page, a green footer bar contains the following text: © 2015 Indian Agricultural Statistics Research Institute, Division of Computer Applications, Library Avenue, PUSA, New Delhi-110012.

Figure 16: Manage the Section 4

### 4.3.13 Section 5 Input Form

Form this page, the input can be entered for section5.

The screenshot shows a web browser window with the address bar displaying 'localhost:14529/RFDMS/Section5.aspx'. The page header is green and contains the ICAR logo, the text 'Results Framework Document Management System in ICAR', and a user profile icon. A navigation menu at the bottom of the header includes 'Home', 'Prepare RFD', 'Input Achievements', and 'Print Reports'. The main content area is titled 'Section 5: Specific performance requirements from other Departments that are critical for delivering agreed results'. Below the title is a form with the following fields:

Institute Name : ICAR	Financial Year : 2013-2014
Location Type	State
Organization 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 requirement is not met	

Figure 17: Input Form for Section 5



### 4.3.14 Manage the Section 5

From this page the user can enter the new input by clicking on ‘Add Details’ button. Further the input can be managed by clicking on ‘Manage Section5’ button as shown in figure 18.

Results Framework Docu... X +

localhost:14529/RFDMS/Section5.aspx

Organization 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 requirement is not met

Add Details

Sno	Location Type	State	Organisation Type	Organisation 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 requirement is not met
1									

Manage Section5

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**Figure 18: Manage Section 5 input**

### 4.3.15 Input Form for Section 6

As shown in figure 19, the outcome/impact of an organization can be entered. The user can manage this section by clicking on ‘Manage Section6’ button.

The screenshot displays a web browser window with the URL localhost:14529/RFDMS/Section6.aspx. The page header features the ICAR logo and the text 'Results Framework Document Management System in ICAR'. A navigation menu includes 'Home', 'Prepare RFD', 'Input Achievements', and 'Print Reports'. The main content area is titled 'Section 6: Outcome/Impact of activities of organization'. The form includes fields for 'Financial Year :2013-2014' and 'Institute Name :ICAR', a 'Manage Section6' button, a text area for 'Outcome/Impact of organization/RCS', and another text area for 'Jointly responsible for influencing this outcome/impact with the following organization(s)/departments/ministry(ies)'. Below these are fields for 'Success Indicator(s)' and 'Unit'. At the bottom, there are five input boxes corresponding to the financial years 2011-2012, 2012-2013, 2013-2014, 2014-2015, and 2015-2016.

Figure 19: Section 6 input form

From this page the user can enter the new details by clicking on ‘Add Details’ button as shown in figure 20. This input provides to generate the section 6 of RFD

Jointly responsible for influencing this outcome/impact with the following organization(s)/departments/ministry(ies)

Success Indicator(s) Unit

2011-2012 2012-2013 2013-2014 2014-2015 2015-2016

Add Details

#	Outcome/Impact of organization/RCS	Jointly responsible for influencing this outcome/impact with the following organization(s)/depatments/ministry(ies)	Success Indicator(s)	Unit	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1	Outcome/Impact of organization/RCS	Jointly responsible for influencing this outcome/impact with the following organization(s)/depatments/ministry(ies)	Success Indicator(s)	Number	2011-2012	2012-2013	2013-2014	2013-2014	20015-2016

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Figure 20: Add new details in section 6.

### 4.3.16 Achievement Form

The user can submit the achievement by clicking on ‘Input Achievements’ button the given below page displays. From this page, the input can be entered and update by clicking on ‘Update Input Achievement’ button.

The screenshot displays the 'Input Achievements' page. At the top, there is a green header with the ICAR logo and the text 'Results Framework Document Management System in ICAR'. Below the header is a navigation bar with links for 'Home', 'Prepare RFD', 'Input Achievements', and 'Print Reports'. The main content area is titled 'Input Achievements' and shows a table for the 'Financial Year: 2013-2014'. A blue button labeled 'Update Input Achievement' is located in the top right corner of the table area.

#	Objectives	Weight	Actions	Success Indicators	Units	Weight	Target					Achievement
							Excellent(100%)	VeryGood(90%)	Good(80%)	Fair(70%)	Poor(60%)	
1	Non-Mandatory Objectives	20	Action1 Non Mandatory	NM SI1	Number	4	90	70	70	58	40	100
2			Action2 Non Mandatory	NM SI2	Number	16	80	70	60	50	59	5
*	Mandatory Objectives	10	Action1 Mandatory	M SI1 Test123	Number	10	90	80	60	50	59	5

Figure 21: The achievement input form

### 4.3.17 Constraints for Implementation

As per the second objectives RFD-MS was to implement in ICAR. But this objectives was not carried out because the submission of RFD has been closed in ICAR and DARE. It was informed to IRC held on October 05-06, 2016. IRC has recommended to close this project by duly official formalities by November 15, 2016.

### 4.4 Validation of RFDMS

A set of mock values was entered into the developed RFDMS. It was found that system is generating the RFD report satisfactorily as shown in figure 22a, 22b, 22c and 22d. The user can print the report by clicking on the 'Print Reports' button form menu bar.

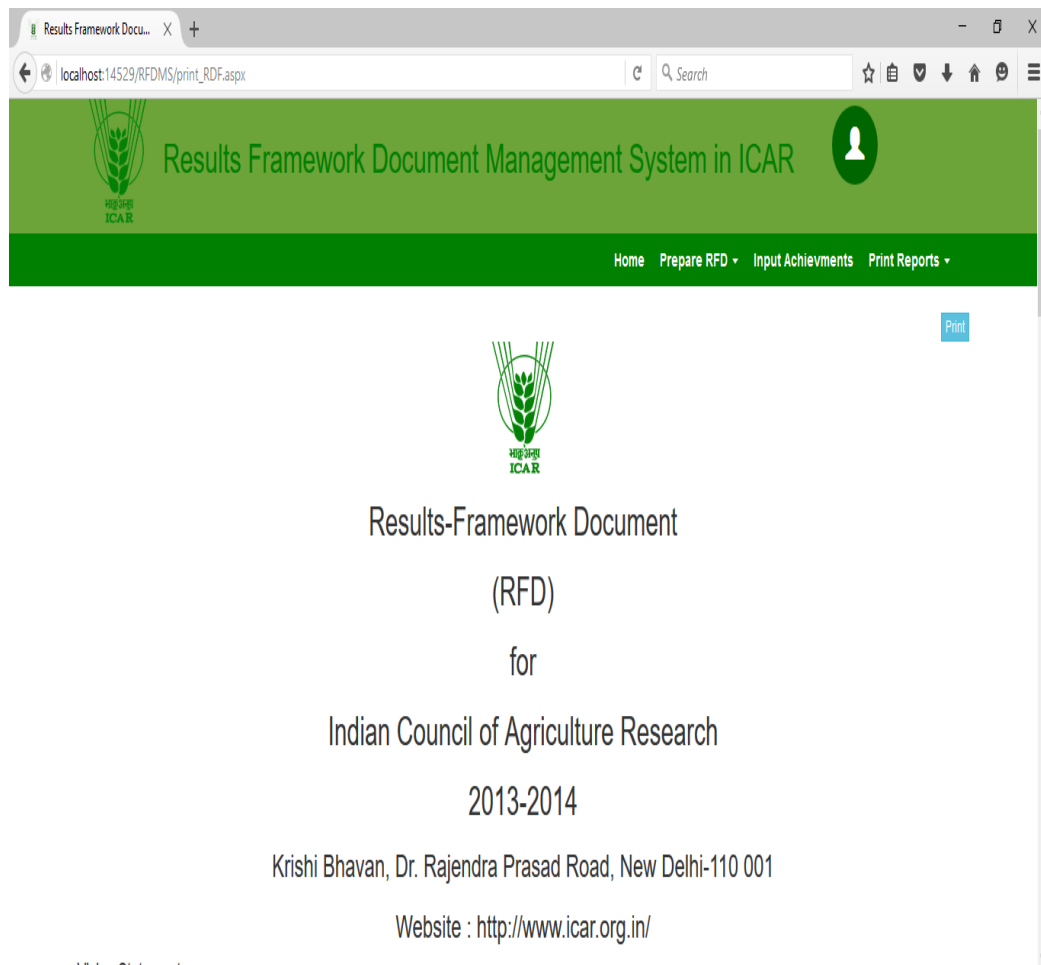


Figure 22a: Front Page

Results Framework Docu... X +

localhost:14529/RFDMS/print\_RDF.aspx

Search

### Vision Statement

Danger! This alert box could indicate a dangerous or potentially negative action.Danger! This alert box could indicate a dangerous or potentially negative action.Danger! This alert box could indicate a dangerous or potentially negative action.Danger! This alert box could indicate a dangerous or potentially negative actionghgh.yutuy

### Mission Statement

- aaabvvnvb
- ghfhghg hgi highig jkkg highig jkkg ghfhghg hgi highig jkkg ghfhghg... hgi highig jkkg ghfhghg hgi highig jkkg
- hfhghg nbhnhh
- ghfhghg hgi highig jkkg highig jkkg ghfhghg hgi highig jkkg ghfhghg... hgi highig jkkg ghfhghg hgi highig jkkg

### Objectives

#	Objectives
1	Mandatory Objectives
2	Non-Mandatory Objectives

### Functions

#	Functions
1	Prepare RFD tab consists of five options mapping the five hjgghjkkk
2	Prepare RFD tab consists of five options mapping t
3	Prepare RFD tab consists of five options mapping t

Figure 22b: Section 1 Report

Section 2

#	Objectives	Weight	Actions	Success Indicators	Units	Weight	Target				
							Excellent	VeryGood	Good	Fair	Poor
1	Non-Mandatory Objectives	20	Action1 Non Mandatory	NM SI1	Number	4	90	70	70	58	40
2			Action2 Non Mandatory	NM SI2	Number	16	80	70	60	50	59
*	Mandatory Objectives	10	Action1 Mandatory	M SI1 Test123	Number	10	90	80	60	50	59

Section 3

#	Objectives	Weight	Actions	Success Indicators	Units	Trend Values				
						Actual Value for FY 11/12	Actual Value for FY 12/13	Targeted Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
1	Non-Mandatory Objectives	20	Action1 Non Mandatory	NM SI1	Number	100	90	90	90	90
2			Action2 Non Mandatory	NM SI2	Number	90	90	90	90	90
*	Mandatory Objectives	10	Action1 Mandatory	M SI1 Test123	Number	100	90	90	90	90

Section 4: Acronyms

#	Acronym	Description
1	Test	test123

Figure 22c: Section 2 & Section 3 Report

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

#	Success Indicator	Description	Definition	Measurement	General Comments
1	Entries tested under AICRP/SVT Trials	Test Description	Test Definition	Test Measurement	General Comments
2	Test	Description1	Definition1	Measurement1	General Comments1

Section 5

Sno	Location Type	State	Organisation Type	Organisation 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 requirement is not met
1									

Section 6

#	Outcome/Impact of organization/RCs	Jointly responsible for influencing this outcome/impact with the following organization(s)/depatments/ministry(ies)	Success Indicator(s)	Unit	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1	Outcome/Impact of organization/RCs	Jointly responsible for influencing this outcome/impact with the following organization(s)/departments /ministry(ies)	Success Indicator(s)	Number	2011-2012	2012-2013	2013-2014	2013-2014	20015-2016

Figure 22d: Section 4, Section 5 and Section 6 Report



## **5. Conclusion**

The greater availability and acceptance of electronic document technology, along with the rapidly declining cost of computer systems, make a document management solution a prudent investment. In an environment where increasing productivity, efficiency and profitability is crucial to long term success, a document management solution is a business essential aspect day- to-day operations. It is solutions that cuts costs, reclaims storage space for revenue generating activities, allow staff to redirect labour to more productive tasks and simplifies compliance with ever changing regulations.

RFD provides a summary of the most important results that a department expects to achieve during the financial year. Based on the manual document of results framework, a result framework document management system is developed in ICAR to prepare and submit RFD documents and input achievements online. The reporting through this system will help in measuring the overall impact of the institutes targets and achievements. The software will provide information on a click of a mouse to SMDs and RFD coordination unit in ICAR. It facilitates generation of consolidated reports for individual institutes, SMDs and RFD coordination unit. It will also provide previous years information such as RFD, achievements, composite scores, trend values etc.

Result Framework Document management solution can work as effectively for sole proprietor as for ICAR. The key is selecting the system that is the best fit for the council.

## निश्कर्ष

आज कल अधिक से अधिक उपलब्धता और इलेक्ट्रॉनिक दस्तावेज की स्वीकृति होना, कम्प्यूटर की कीमत कम होने के कारण इलेक्ट्रॉनिक दस्तावेज प्रबंधन करना एक विवेकपूर्ण निवे" 1 करना होगा। हर कार्यालय एवं बिजनेस में प्रतिदिन कार्य का दस्तावेज प्रबंधन करना उत्पादकता बढ़ाना, दक्षता, दीर्घकालीन लाभप्रद सफलता के लिए महत्वपूर्ण है एवं पर्यावरण को बचाता है। दस्तावेज प्रबंधन समाधान से लागत में कटौती, राजस्व सृजन गतिविधियों के लिए भंडारण एवं कर्मचारियों को अधिक उत्पादकता वाले कार्य में लगाना है जिससे कार्यक्षमता बढ़ेगी।

आर. एफ. डी. ऐसा महत्वपूर्ण दस्तावेज है जो कि एक विभाग का वित्त वर्ष के दौरान निर्" चत लक्ष्य हासिल करने की सारा" 1 प्रदान करता है। एक ऑनलाइन आरएफडीएमएस दस्तावेज प्रबंधन प्रणाली मैनुअल दस्तावेजों के आधार पर तैयार किया गया है जो कि संस्थान के लक्ष्य एवं उपलब्धियों प्रस्तुत करने के लिए आईसीएआर में विकसित किया गया है। आरएफडीएमएस के माध्यम से संस्थानों को उनके लक्ष्य और उपलब्धियों के समग्र प्रभाव को देखने में सहायता मिलेगी। इस सॉफ्टवेयर के द्वारा आईसीएआर में आरएफडी समन्वय इकाई एवं संबधित एसएमडी एक क्लिक से समेकित सूचना हासिल कर सकते हैं। यह सभी संस्थानों, आरएफडी समन्वय इकाई एवं एसएमडी को समेकित रिपोर्ट प्रस्तुत करने की सुविधा देता है। यह पिछले वर्ष के आरएफडी दस्तावेज, लक्ष्य, उपलब्धियों, समग्र स्कोर एवं प्रवृत्ति मूल्यों के बारे में भी जानकारी हासिल की जा सकती है।

रिजल्ट फ्रेमवर्क दस्तावेज प्रबंधन आईसीएआर का एकमात्र अपना सिस्टम को प्रभावी रूप से लागू करके रिजल्ट दस्तावेजों समाधान कर सकते हैं। यह एक ऐसी कुंजी है जो परिशद के लिए सबसे उपयुक्त है।

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