

Results Framework Document(RFD) for the period 2015-2016
for Responsibility Centres (RCs)



CENTRAL BUREAU OF NARCOTICS

DEPARTMENT OF REVENUE

MINISTRY OF FINANCE

GOVERNMENT OF INDIA

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SECTION: 1

VISION, MISSION, OBJECTIVES AND FUNCTIONS

Vision

Securing availability of narcotic drugs for medical and scientific purpose and to prevent & combat the evil of drug abuse for the health and welfare of mankind.

Mission

- ✓ Ensure adequate availability of narcotic drugs for medical & scientific purpose.
- ✓ Enforce drug laws with fairness to stop trafficking of drugs.
- ✓ Regulate & monitor import-export of narcotic drugs, psychotropic substances and notified precursor chemicals.
- ✓ Building up of professional and dedicated workforce by continuous up gradation of skills.

Objectives

The mandate of Central Bureau of Narcotics is to regulate and monitor licit cultivation of opium poppy in India; enforcement of provisions of NDPS Act, 1985 to stop trafficking in Narcotics Drugs, Psychotropic Substances and notified Precursor Chemicals; regulate and control export and import of Narcotics Drugs, Psychotropic Substances and notified Precursor Chemicals; to grant manufacturing licenses for synthetic narcotic drugs; to allocate quota of Narcotics Drugs to pharmaceutical manufacturers; and ensure compliance of UN international drug control convention. Broadly the objectives are:-

1. To make available opium to Government Opium and Alkaloid Works Neemuch (M.P.) and Ghazipur (U.P) in requisite quantity by exercising supervision and control over licit cultivation of opium poppy in India.
2. Enforcement of provisions of NDPS Act, 1985 to stop trafficking in Narcotics Drugs, Psychotropic Substances and notified Precursor

Chemicals including destruction of illicit cultivation of opium poppy and cannabis, tracing and freezing of illegally acquired property of drug traffickers, and preventive detention of smuggler under PITSNDPS Acts 1988.

3. To regulate and monitor licit flow (export and import) of Narcotics Drugs, Psychotropic Substances, registration of manufacturers of Psychotropic substances and notified Precursor Chemicals.
4. To control and regulate the manufacture and utilization of Narcotics Drugs in the country through grant of manufacturing licence for synthetic narcotic drugs and quota allocation of narcotic drugs to Pharmaceutical Companies (located within India) for manufacture of formulations /medicines as per estimates approved by International Narcotics Control Bureau (INCB) for the country and to regulate the import of poppy seeds from the notified countries through registration of sales contract.
5. To Improve organizational efficiency through training, capacity building, and introduction of latest IT system.
6. Efficient functioning of the RFD System.

Functions:-

- 1(a) Compilation and analysis of data related to licit cultivation of opium during past few years and its submission to Department of Revenue, Ministry of Finance to assist them in determining the terms of General Conditions relating to grant of license for opium poppy cultivation every year.
- (b) Settlement of accounts i.e. Payment of dues to cultivators after receipt of final analysis report of opium from GOAW.
- (c) Licensing Operation i.e., undertake all steps for issuance of license to cultivate opium poppy to eligible cultivator after issue of notification, by Government of India, incorporating conditions General Conditions for grant of license.

- (d) Measurement & Test Measurement of opium poppy fields.
 - (e) Ploughing back of damaged crop on receipt of application from cultivators.
 - (f) Procurement of opium from licenced cultivators at designated place called Weighment Centres.
 - (g) Ensure safe transportation of opium procured from cultivators to Government Opium and Alkaloid Works, Neemuch/Ghazipur.
2. (a) Booking of cases against offenders of NDPS Act and filing complaint in the designated court and ensure their conviction.
- (b) Awareness against drug abuse.
 - (c) Inspections of stock/factories under Rule 47 of NDPS Rules, 1985.
3. (a) Streamline granting of Export Authorizations/Import Certificates issued for Export/Import of Narcotic Drugs and Psychotropic Substances.
- (b) Utilise PEN (Pre-Export Notification) online system to verify the genuineness of the transaction related to Precursor chemicals and issue NOC for import/export of precursor chemicals.
 - (c) Submission of Form “A” (Quarterly return for export/ import of narcotic drugs) and Form “A/P” (Quarterly return for export/ import of Schedule II psychotropic substances) to the NCB for onward transmission to the INCB
 - (d) Submission of Form “P” (Annual statistics on manufacture, export/ import of psychotropic substances) and Form “D” (Annual statistics on manufacture, export/ import of precursors) to the NCB for onward transmission to the INCB
 - (e) Online registration of manufacturer of Psychotropic substances as per provision of NDPS Rules 65.

- 4 (a) Grant of manufacturing licenses for production of Narcotics Drugs.
 - (b) Renewal of manufacturing licenses for production of Narcotics Drugs.
 - (c) Quota allocation of narcotic drugs.
 - (d) Registration of sales contract for import of poppy seeds.
- (d) Submission of Form “B” (Annual estimate of narcotic drugs) and Form “C” (Annual statistics on manufacture, utilization, consumption and stocks of narcotic drugs) to the NCB for onward transmission to the INCB.
- (e) Registration of sales contract for import of poppy seeds from the notified countries.
5. (a) Impart training including small arms training whenever necessary .
 - (b) Conduct Computer Based on the job training for staff.
 - (c) Holding of DPCs on time.
 - (d) Completion of APAR on time.
6. (a) Timely submission of RFD for 2015-2016
 - (b) Timely submission of results for 2014-2015
 - (c) Finalize a Strategic Plan for next three years.
 - (d) Identify potential areas of corruption related to organization activities and develop an action plan to mitigate them.
 - (e) Implementation of Sevottam

Section- 2

Inter-se priorities among key Objectives, Success Indicators and Targets

Column1	Column 2	Column3	Column4	Column5		Column 6				
						Target/ Criteria Value				
Objective	Weight	Actions	Success Indicator	Unit	Weight	Excellent	Very Good	Good	Fair	poor
						100%	90%	80%	70%	60%
1. To make available opium to Government Opium and Alkaloid Works Neemuch (M.P.) and Ghazipur (U.P) in requisite quantity.	50%	Prepare Green Book and submit it to DoR, MoF for Issue of Notification reg. opium poppy cultivation.	On-time submission	Dateline	10%	August 7, 2015	August 10, 2015	August 14, 2015	August 20, 2015	After August 20, 2015
		Settlement of Accounts	Completion of activity	Dateline	5%	Within 15 days of receipt of Challan	Within 18 days of receipt of Challan	Within 20 days of receipt of Challan	Within 25 days of receipt of Challan	Within 30 days of receipt of Challan
		Conduct licensing Operation.	Completion of activity	Dateline	5%	October 31, 2015	November 3, 2015	November 6, 2015	November 9, 2015	After November 9, 2015
		Conduct Measurement of cultivation fields.	Completion of activity	Dateline	5%	February 5, 2016	February 8, 2016	February 10, 2016	February 12, 2016	After February 12, 2016
		Conduct Test Measurement of cultivation fields.	Completion of activity	Dateline	5%	February 18, 2016	February 20, 2016	February 22, 2016	February 24, 2016	After February 24, 2016
		Ploughing back of damaged crop	Completion of activity	Dateline	5%	March 22, 2016	March 24, 2016	March 26, 2016	March 28, 2016	After March 28, 2016
		Procure opium from licenced cultivators at designated place called Weighment	Completion of activity	Dateline	10%	April 30, 2016	May 2, 2016	May 4, 2016	May 6, 2016	After May 6, 2016

		Centres.								
		Dispatch of opium procured from cultivators to Government Opium and Alkaloid Works, Neemuch/ Ghazipur.	Completion of activity	Dateline	5%	May15, 2016	May 17,2016	May 19,2016	May 21,2016	After May 21,2016
2. Enforcement of provisions of NDPS Act, 1985	10%	Case- wise convictions	Rate of Conviction	%	4%	80-100	70-79	60-69	50-59	Less than 50
		Awareness against drug abuse	No. of events organized to sensitize the masses	Number	3%	8	6	4	2	Less than 2
		Inspections under Rule 47 of NDPS Rules, 1985	No. of companies inspected	Number	3%	10	8	6	4	Less than 4
3 To regulate and monitor licit flow (export and import) of Narcotic Drugs, Psychotropic Substances and notified Precursor Chemicals	10%	Issuance of Export/Import Authorizations with respect to Narcotic Drugs and Psychotropic Substances	Disposal within 20 working days from the date of receipt of complete application	%	2%	90 to 100	80 to 89	70 to 79	60 to 69	Less than 60
		Issuance of Export/Import NOCs with respect to Precursors {after Issuance of Pre-Export Notifications (PEN) }	Disposal within 20 working days from the date of receipt of complete application	%	2%	90 to 100	80 to 89	70 to 79	60 to 69	Less than 60
		Submission of Form "P" (Annual statistics on manufacture, export/	On-time submission	Dateline	2%	15 th June, 2015	26 th June, 2015	30 th June, 2015	15 th July, 2015	After 20 th July, 2015

		import of psychotropic substances)								
		Submission of Form "D" (Annual statistics on manufacture, export/import of precursors) to the NCB for onward transmission to the INCB	On-time submission	Dateline	2%	15 th June, 2015	26 th June, 2015	30 th June, 2015	15 th July, 2015	After 20 th July, 2015
		Registration of manufacturers of Psychotropic Substances	Disposal within 30 working days from the date of receipt of complete application	%	2%	90 to 100	80 to 89	70 to 79	60 to 69	Less than 60
4. To control and regulate the manufacture and utilization of narcotic drugs in the country	10%	Grant of manufacturing licence	Disposal	No. of working Days	2%	45	50	55	60	After 60 Days
		Renewal of manufacturing licence on receipt of complete documents	Disposal	Dateline	1%	By 25 th of January, 2016	By 5 th of February, 2016	By 15 th of February, 2016	By 25 th of February, 2016	After 28 th of February, 2016
		Quota allocation of narcotic drugs on receipt of complete documents	Finalisation of policy	Dateline	1%	25 th of January, 2016	27 th of January, 2016	29 th of January, 2016	31 st of January, 2016	After 31 st of January, 2016
			Issuance of Quota allocation	%	2%	90 to 100	80 to 89	70 to 79	60 to 69	Less than 60

			within 25 working days from the date of receipt of completed application							
		Submission of Form "B" (Annual estimate of narcotic drugs) to the NCB for onward transmission to the INCB	On time submission	Dateline	1%	15 th June, 2015	25 th June, 2015	30 th June, 2015	15 th July, 2015	After 20 th July, 2015
		Submission of Form "C" (Annual statistics on manufacture, utilization, consumption and stocks of narcotic drugs) to the NCB for onward transmission to the INCB	On time submission	Dateline	1%	5 th June, 2015	10 th June, 2015	15 th June, 2015	20 th June, 2015	After 20 th June 2015
		Registration of sales contract for import of poppy seeds from notified countries	Disposal within 3 working days from the date of receipt of complete application (after cutoff date)	%	2%	90 to 100	80 to 89	70 to 79	60 to 69	Less than 60
5. Human Resource Development	8%	Impart Training/ practice to staff including small arms, wherever necessary	No. of staff	Number	2%	20	15	10	5	Nil
		On job Computer	No. of staff	Number	2%	30	20	15	10	Nil

		Based Training								
		Holding of timely DPCs	Completion of activity	Delay in Days	2%	No Delay	Delay by 15 days	Delay by 30 days	Delay by 45 days	Delay by 60 days
		Completion of APAR	Completion of activity	Dateline	2%	31 st July, 2015	16 th August, 2015	31 st August, 2015	14 th September, 2015	28 th September 2015
6.Efficient Functioning of the RFD System	12%	Timely submission of RFD for 2015-16	On-time submission	Dateline	2%	March 5, 2015	March 8, 2015	March 9, 2015	March 10, 2015	After March 11, 2015
		Timely submission of results for 2014-2015	On-time submission	Dateline	1%	May 1, 2016	May 2, 2016	May 3, 2016	May 4, 2016	May 5, 2016
7.Administrative Reforms	12%	Implement ISO 9001	Prepare ISO 9001 action plan	Dateline	1%	May 1, 2016	May 2, 2016	May 3, 2016	May 4, 2016	May 5, 2016
			Implementation of ISO 9001 action plan	%	2%	March 25, 2016	March 26, 2016	March 27, 2016	March 28, 2016	March 29, 2016
		Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	2%	100	95	90	85	80
8.Improving Internal Efficiency / responsiveness / service delivery of Ministry / Department	12%	Implementation of Sevottam	Independent Audit of Implementation of Citizen's Charter	Dateline	2%	100	95	90	85	80
			Independent Audit of Implementation of public grievance redressal system	%	2%	100	95	90	85	80

Section 3

Trend Values of the Success Indicators

Objective	Actions	Success Indicator	Unit	Actual Value for FY 13-14	Actual Value for FY 14-15	Target Value for FY 15-16	Target Value for FY 16-17	Projected Value for FY 17-18
1. To make available opium to Government Opium and Alkaloid Works Neemuch (M.P.) and Ghazipur (U.P) in requisite quantity.	Prepare Green Book and submit it to DoR, MoF for Issue of Notification reg. opium poppy cultivation.	On-time submission	Dateline	August 7, 2013	August 25, 2014	August 7, 2015	August 7, 2014	August 7, 2015
	Conduct Settlement Operation.	Completion of activity	Dateline	October 18, 2013	October & November 2014	October 31, 2015	October 31, 2014	October 31, 2015
	Conduct Measurement of cultivation fields.	Completion of activity	Dateline	February 5, 2014	January 31, 2015	January 31, 2016	January 31, 2015	January 31, 2016
	Conduct Test Measurement of cultivation fields.	Completion of activity	Dateline	February 15, 2014	February 15, 2015	February 15, 2016	February 15, 2015	February 15, 2016
	Ploughing back of damaged crop	Completion of activity	Dateline	April 2, 2014	March 25, 2015	March 22, 2016	March 22, 2015	March 22, 2016
	Procure opium from licenced cultivators at designated place called Weighment Centres.	Completion of activity	Dateline	April 26, 2014	April 20, 2015	April 30, 2016	April 30, 2015	April 30, 2016
	Dispatch of opium procured from cultivators to Government Opium and Alkaloid Works, Neemuch/Ghazipur.	Completion of activity	Dateline	April 27, 2014	April 22, 2015	May 15, 2016	May 15, 2015	May 15, 2016
2. Enforcement of provisions of NDPS Act, 1985 to stop drug trafficking.	Case- wise convictions	Rate of Conviction	%	79%	73%	80-100	80-100	80-100
	Awareness against drug abuse	No. of events organized to sensitize the masses	Number	--	9	8	8	8

Objective	Actions	Success Indicator	Unit	Actual Value for FY 13-14	Actual Value for FY 14-15	Target Value for FY 15-16	Target Value for FY 16-17	Projected Value for FY 17-18
	Inspections under Rule 47 of NDPS Rules,1985	No. of companies inspected	Number	-	4	10	10	10
3. To regulate and monitor licit flow (export and import) of Narcotic Drugs, Psychotropic Substances and notified Precursor Chemicals	Issuance of Export/ Import Authorizations with respect to Narcotic Drugs and Psychotropic Substances	Disposal within 20 working days from the date of receipt of complete application	%	82	84	85 to 100	90 to 100	90 to 100
	Issuance of Export/Import NOCs with respect to Precursors {after Issuance of Pre-Export Notifications (PEN) }	Disposal within 20 working days from the date of receipt of complete application	%	98	99	90 to 100	90 to 100	90 to 100
	Submission of Form "P" (Annual statistics on manufacture, export/ import of psychotropic substances) to the NCB for onward transmission to the INCB	On-time submission	Dateline	26 th June 2013	28 th July 2014	26 th June 2015	15 th June, 2015	15 th June, 2017
	Submission of Form "D" (Annual statistics on manufacture, export/ import of precursors) to the NCB for onward transmission to the INCB	On-time submission	Dateline	26 th June 2013	01 st July 2014	15 th June, 2015	15 th June, 2016	15 th June, 2017
	Registration of manufacturers of Psychotropic Substances	Disposal within 30 working days from the date of receipt of	%	--	--	80 to 90	90 to 100	90 to 100

Objective	Actions	Success Indicator	Unit	Actual Value for FY 13-14	Actual Value for FY 14-15	Target Value for FY 15-16	Target Value for FY 16-17	Projected Value for FY 17-18
		complete application						
4 To control and regulate the manufacture and utilization of narcotic drugs in the country	Grant of manufacturing licence on receipt of complete documents	Disposal	No. of working Days	45	30	30	30	30
	Renewal of manufacturing licence on receipt of complete documents	Disposal	Date of renewal	1 st April 2014	21 Working days; Last manufacturing licence issued on 13 th Feb 2015	25 th January, 2016	25 th January, 2017	25 th January, 2018
	Quota allocation of narcotic drugs	Finalization of policy	Dateline	24 Dec 2013	11 th Dec 2014	25 th January, 2016	25 th January, 2017	25 th January, 2018
		Issuance of quota allocation within 25 working days from the date of complete application	%	75	75	90 to 100	90 to 100	90 to 100
	Submission of Form "B" (Annual estimate of narcotic drugs) to the NCB for onward transmission to the INCB	On-time submission	Dateline	15 June 2013	25 th June 2014	15 th June, 2015	15 th June, 2016	15 th June, 2017
Submission of Form "C" (Annual statistics on manufacture, utilization, consumption and stocks of narcotic drugs) to the NCB for onward transmission to the INCB	On-time submission	Dateline	25 June 2013	18 th November 2014	15 th June, 2015	15 th June, 2016	15 th June, 2017	

Objective	Actions	Success Indicator	Unit	Actual Value for FY 13-14	Actual Value for FY 14-15	Target Value for FY 15-16	Target Value for FY 16-17	Projected Value for FY 17-18
	Registration of sales contract for import of poppy seeds from notified countries	Disposal within 3 working days from the date of receipt of complete application (after cutoff date)	%	--	--	90-100	90-100	90-100
5. Human Resource Development	Impart small Arms Training/ practice to executive staff	Completion of activity	Number	--	75	40	20	20
	Computer Based Training	Completion of activity	Number	6	22	80	100	100
	Holding of timely DPCs	Completion of activity	Delay in Days	27/07/2013	11/11/2014	No Delay	No Delay	No Delay
	Completion of APAR by Reviewing officer	Completion of activity	Date	23 rd Sep 2013	29/12/2014	31 st July,2015	31 st July,2016	31 st July,2017
6.Efficient Functioning of the RFD System	Timely submission of RFD for 2013-14	On-time submission	Date	7 th May 2013	21 st Aug 2014	March 5, 2015	March 5, 2016	March 5, 2017
	Timely submission of results for 2013-14	On-time submission	Date	-----	21 st Aug 2014	May 1, 2016	May 1, 2017	May 1, 2018
	7.Administrative Reforms	Implement ISO 9001	Prepare ISO 9001 action plan	Date	-----	-----	May 1, 2016	May 1, 2017
Implementation of ISO 9001 action plan			%				100	100
	Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	-----	i) Publication of names of ineligible cultivators in prominent newspaper. ii) 100% payment to cultivators through electronic transfer iii) Time frame for	i) Publication of names of ineligible cultivators in prominent newspaper. ii) 100% payment to cultivators through electronic transfer iii) Time frame for	100	100

Objective	Actions	Success Indicator	Unit	Actual Value for FY 13-14	Actual Value for FY 14-15	Target Value for FY 15-16	Target Value for FY 16-17	Projected Value for FY 17-18
					issue of import licence/Export authorization/NOC for import and export of Psychotropic, Narcotics and controlled Substances. iv) Uploading of all instruction, circular, guidelines on the departmental website for transparency.	issue of import licence/Export authorization/NOC for import and export of Psychotropic, Narcotics and controlled Substances. iv) Uploading of all instruction, circular, guidelines on the departmental website for transparency. v) Online issuance of export authorization and import licence for Psychotropic Substances.		
	Implementation of Sevottam	Independent Audit of Implementation of Citizen's Charter	%	-----	-----	--	100	100
		Independent Audit of Implementation of public grievance redressal system	%	8 meeting with the trade to sensitize them and for redress of their grievances were conducted.	--		100	100

SECTION-4

DESCRIPTION & DEFINITION OF SUCCESS INDICATORS AND PROPOSED MEASUREMENT METHODOLOGY

Success Indicators	Comments The proposed measurement methodology to achieve the success indicators are indicated below:
On-time submission	Date
Completion of activity	Date
Rate of Conviction	%
Confirmation of detention proposals by Central Government	%
Confirmation of freezing orders by Competent Authorities	%
Disposal within 12 working days from the date of receipt of complete application	%
Disposal within 20 working days from the date of receipt of complete application	%
Disposal	No. of Days taken
Finalization of policy	Date
Issuance of Quota allocation within 25 working days from the date of complete application	%
Finalize the Strategic Plan for next 5 years	Date
Prepare ISO 9001 action plan	Date
Implementation of ISO 9001 action plan	
Independent audit of implementation of Citizens Charter	
Independent audit of implementation of public grievance redressal system	%

Section 5:

Specific performance requirements from other Departments that are critical for delivering agreed results

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 ?
Department of Revenue Ministry of Finance and Chief Controller of Factories of GOAW.	Timely completion of all the activities related to cultivation and supply of opium to GOAW.	1. Issue of Gazette Notification incorporating General Conditions of Licence on time by Department of Revenue. 2. Timely information regarding quantity of opium required for the crop year 2012-13 from CCF	Unless Gazette notification is issued by Deptt. Of Revenue, no licence for cultivation can be issued. 2. Based on the projection of requirement of opium given by CCF, recommendation Is sent to DoR for formulating General Conditions of Licence.	On time	If notification is not issued on time by DoR and timely information regarding requirement of opium is not provided by CCF, then it would not be possible to meet the target/deadline of activities related to cultivation.
Drugs Controller General of India (DCGI) Ministry of Health	Issue of New Manufacturing Licence	Expert opinion from DCGI regarding requirement of the drug in the country for which the manufacturer has applied for Licence	Before granting licence, it is mandatory to seek their opinion	On time	If the requisite opinion from DCGI is not received in time, granting of manufacturing licence would be delayed.
Central Excise Commissionerates, CBEC, Department of Revenue, Ministry of Finance	Issuance of Export/Import authorizations, Manufacturing Licence, Quota allocation to New Firms	Verification report on the existence and genuineness of the Manufacturing Units and their offices.	Before issuance of Export/Import authorizations, Manufacturing Licence, Quota allocation to New Firms, their existence and genuineness is required	On time	If the requisite verification report is not received in time, issuance of Export/Import authorizations, Manufacturing Licence, Quota allocation to New Firms, would be delayed.

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 ?
National informatics Center, Ministry of Information and Technology	Timely registration of manufacturers of Psychotropic Substances	For backend support. Maintenance and monitoring of server and development of application	The registration of manufacturers of Psychotropic Substances are being done online, the server for which is maintained and monitored by NIC	On time and prompt	If the backend support, maintenance and monitoring of server is not done the online registration of manufacturers of Psychotropic Substances would not be possible.