



Government of the People's Republic of Bangladesh

# Annual Performance Agreement (APA)

Between

The Cabinet Secretary

and

The Senior Secretary, Ministry of Public Administration

2014 - 2015



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## Preamble

The Annual Performance Agreement is made and entered into on 09 March 2015

BETWEEN

The Senior Secretary, Ministry of Public Administration, representing the Minister, Ministry of Public Administration, Government of the People's Republic of Bangladesh.

AND

The Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh.

The parties hereto agree as follows:

## Section 1: Ministry's/Division's Vision, Mission, Strategic Objectives and Functions

### 1.1 Vision

A competent and responsive Public Administration

### 1.2 Mission

Develop a competent, service focused, welfare based and accountable public administration through appointment, training and enhancement of institutional capabilities.

### 1.3 Functions

- 1 Recruitment and first appointment to a post of cadre service
- 2 Creation of posts in different government departments and institutions, review and revision of organogram of the public offices
- 3 Formulation/modification of rules/policies and providing legal opinion regarding service regulations and conditions;
- 4 Transfer, promotion and adoption of disciplinary procedures for the officers under the administrative control of the Ministry of Public Administration;
- 5 Formulation of training policies and action plan for the enhancement of professional skills of the government officers/staff and arrangement of training at home and abroad;
- 6 Deputation of all officers under the administrative control of the Ministry of Public Administration and absorption/employment of surplus public servants;
- 7 Ensure welfare of the government officers/staff and management of group insurance and welfare fund;
- 8 Publication of different government documents, question papers, cheque books etc. and procurement and supply of different stationery items and transports.

### 1.4 Strategic Objectives

- 1 Enhancing institutional capacity of the public administration
- 2 Ensuring transparency and accountability in the public administration
- 3 Effective implementation of government policies/programmes at the field level
- 4 Management of welfare activities of the government employees

## Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%
<b>Ministry/Division Strategic Objectives</b>										
[1] Enhancing institutional capacity of the public administration	60.00	[1.1] Imparting training to cadre officers on various basic and other relevant subjects	[1.1.1] Officers trained	No	15.00	1250	1150	1125	1100	1000
		[1.2] Sending Cadre officers for foreign training	[1.2.1] Officers sent	No	5.00	270	250	240	230	220
		[1.3] Recruitment in Cadre Services	[1.3.1] Officers recruited	No	5.00	2500	2200	2000	1850	1600
		[1.4] Transfer/Posting	[1.4.1] Officers transferred/posted	No	5.00	3000	2700	2400	2100	1800
		[1.5] Framing/Updating Rules & Regulations	[1.5.1] Rules and regulations framed	%	5.00	80	70	60	50	40
		[1.6] Providing legal opinions regarding Rules & Regulations	[1.6.1] Legal opinions provided	%	5.00	80	70	60	50	40
		[1.7] Post creation and retention	[1.7.1] Post created/Retained	No(thous and)	15.00	75	70	65	60	55
[2] Ensuring transparency and accountability in the public administration	5.00	[1.8] Providing assistance to officers for higher education abroad	[1.8.1] Officers sent for higher educationMastersDiplomaShort Course	No	5.00	310	270	240	210	180
		[2.1] Disposal of complaints in the ministry	[2.1.1] Complaints disposed	No	5.00	200	180	160	140	120
[3] Effective implementation of government policies/programmes at the field level	5.00	[3.1] Publishing of Govt. Documents	[3.1.1] Documents publishedGazetteQu estionsBallot PapersGovt.	No (Lac)	5.00	167	150	133	117	100

## Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value							
						Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%			
[4] Management of welfare activities of the government employees	15.00		Cheque Books/Cause List and Parliamentary proceeding										
		[4.1] Provide financial assistance to the families of deceased government officers/staff	[4.1.1] Number of beneficiaries	No	3.00	200	180	160	140	120			
		[4.2] Transport Services for employees	[4.2.1] Employees covered	No	2.00	8000	7200	6400	5600	4800			
		[4.3] Financial support for medical treatment	[4.3.1] Number of beneficiaries	No	2.00	1000	980	850	800	750			
		[4.4] Education support to the children of employees	[4.4.1] No. of Children benefitted	No	2.00	1100	1000	900	850	800			
		[4.5] Maintenance/Repair of Govt. vehicles	[4.5.1] Vehicles repaired	No	2.00	5600	5400	5200	5000	4500			
[4.6] Health Services for employees	2.00	Outdoor Patient	(thousand d)	89	85	80	75	70					
									[4.6.2] Indoor Patient	No (thousand d)	2.00	1.03	0.95

### Mandatory Strategic Objectives

* Improve Service delivery to the Public	6.00	Implementation of Citizens' Charter (CC)	Preparation and approval of CC by the Ministry/Division	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
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\* Mandatory Objective(s)

## Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
<b>Mandatory Strategic Objectives</b>										
* Improve governance	4.00	Implementation of Grievance Redress System (GRS) system	Publication of CC in website or others means	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Publishing names and contact details of GRS focal point in the website	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Sending GRS report(s) to the Cabinet Division from January 2015	Number of report(s)	1.0	5	4	3	2	1
			Implemented decisions of the innovation team	%	1.0	100	80	50	30	--
			Unicode used in all official activities	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
* Improve Financial Management	3.00	Compliance with RTI Act and proactive disclosure	Percentage of information, mentioned in the RTI Act and related regulations, disclosed in the website	%	2.0	80	70	60	50	40
			Preparation and Implementation of the National Integrity Strategy Work Plan	Date	2.0	28/02/2015	31/03/2015	30/04/2015	31/05/2015	30/06/2015
* Mandatory Objective(s)		Improve compliance with the Terms of Reference of the Budget Management Committee (BMC)	Budget Implementation Plan (BIP) prepared and Quarterly Budget Implementation Report (QIMR) submitted to Finance Division (FD) meeting FD requirements	Number of report	1.0	5	4	3	2	1



**Section 2:  
Strategic Objectives, Activities, Performance Indicators and Targets**

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%
<b>Mandatory Strategic Objectives</b>										
			Actual achievements against performance targets are monitored by the BMC on a quarterly basis	Number of BMC meetings	1.0	4	3	2	1	--
		Improve audit performance	Percentage of outstanding audit objections disposed off during the year	%	1.0	70	55	40	30	20
* Efficient Functioning of the Annual Performance Agreement (APA) System	2.00	Timely submission of Draft APA for 2014-2015	On-time submission	Date	2.0	01/02/2015	02/02/2015	03/02/2015	04/02/2015	05/02/2015

\* Mandatory Objective(s)

### Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
<b>Ministry/Division Strategic Objectives</b>								
[1] Enhancing institutional capacity of the public administration	[1.1] Imparting training to cadre officers on various basic and other relevant subjects	[1.1.1] Officers trained	No	1210	1150	1150	1225	1250
	[1.2] Sending Cadre officers for foreign training	[1.2.1] Officers sent	No	263	270	250	250	250
	[1.3] Recruitment in Cadre Services	[1.3.1] Officers recruited	No	1904	1639	2200	2557	1803
	[1.4] Transfer/Posting	[1.4.1] Officers transferred/posted	No	3545	3804	2700	4000	4000
	[1.5] Framing/Updating Rules & Regulations	[1.5.1] Rules and regulations framed	%	70	80	70	85	87
	[1.6] Providing legal opinions regarding Rules & Regulations	[1.6.1] Legal opinions provided	%	70	80	70	85	87
	[1.7] Post creation and retention	[1.7.1] Post created/Retained	No(thousand)	90	92	70	95	95
	[1.8] Providing assistance to officers for higher education abroad	[1.8.1] Officers sent for higher education/Masters Diploma/Short Course	No	311	310	270	320	370
[2] Ensuring transparency and accountability in the public administration	[2.1] Disposal of complaints in the ministry	[2.1.1] Complaints disposed	No	200	210	180	220	230
[3] Effective implementation of government policies/programmes at the field level	[3.1] Publishing of Govt. Documents	[3.1.1] Documents published/Gazette/Questions/Ballot	No (Lac)	157	181	150	155	165

### Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
[4] Management of welfare activities of the government employees		PapersGovt. Cheque BooksCause List and Parliamentary proceeding						
	[4.1] Provide financial assistance to the families of deceased government officers/staff	[4.1.1] Number of beneficiaries	No	0	120	180	200	250
	[4.2] Transport Services for employees	[4.2.1] Employees covered	No	7.2	8.2	8.2	9.0	9.0
	[4.3] Financial support for medical treatment	[4.3.1] Number of beneficiaries	No	700	720	648	750	775
	[4.4] Education support to the children of employees	[4.4.1] No. of Children benefitted	No	1195	1270	1143	1325	1350
	[4.5] Maintenance/Repair of Govt. vehicles	[4.5.1] Vehicles repaired	No	7400	3500	5400	5600	6500
	[4.6] Health Services for employees	[4.6.1] Outdoor Patient	No (thousand )	0	89	85	93	95
		[4.6.2] Indoor Patient	No (thousand )	0	1.03	0.95	1.20	1.50

## Section 4:

## Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
1	[1.1.1] Officers trained	Newly recruited officers/officers are offered FT and Law & Administration, ACAD, SSC in order to enable them to discharge their day to day duties and responsibilities with efficiency	BPATC and Bangladesh Civil Service (Administration) Academy, BIAM	Annual Reports of BPATC and BCS(Administration) Academy and periodical reports sent to MoPA	
2	[1.2.1] Officers sent	Different Training institutes under MoPA annually send cadre officers for foreign training	BPATC and Bangladesh Civil Service (Administration) Academy,	Annual Reports of BPATC and BCS(Administration) Academy and periodical reports sent to MoPA	
3	[1.3.1] Officers recruited	Recruitment of officers in different cadre services	MoPA and PSC	Annual Report of MoPA	
4	[1.4.1] Officers transferred/ posted	Officers transferred/posted By MoPA & Div. Comm. Office	MoPA, Div. Comm. Office	MoPA Website and annual report of MoPA,Website of Div. Comm. Office	
5	[1.5.1] Rules and regulations framed	Percentage of Rules and Regulations framed/updated on the basis of requisition from other Ministries/Divisions/Departments/Autonomous organizations as well as Ministry's own requirement.	MoPA	Annual Report of MoPA	

**Section 4:**  
**Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology**

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
6	[1.6.1] Legal opinions provided	Framing/Updating Rules & Regulations by MoPA	MoPA	Annual Report of MoPA	
7	[1.7.1] Post created/Retained	Providing legal opinions regarding Rules & Regulations	MoPA	Annual Report of MoPA	
8	[1.8.1] Officers sent for higher educationMastersDiplomaShort Course	No. of post created on the basis requiring body (Different Ministries/Dept.)	MoPA	Annual Report of MoPA	
9	[2.1.1] Complaints disposed	MoPA offers different courses like diploma, graduation and masters as well as short courses	MoPA	Annual Report of MoPA	
10	[3.1.1] Documents publishedGazetteQuestionsBallot PapersGovt. Cheque BooksCause List and Parliamentary proceeding	Official/Departmental complaints against officers	MoPA	Annual Report of MoPA	

## Section 4:

## Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
11	[4.1.1] Number of beneficiaries	Different types of Govt. documents like question papers, cheque books, parliamentary proceedings, cause-list, gazette etc.	Directorate of Printing and Publications	Annual Report of Directorate of Printing and Publications/periodical reports sent to MoPA	
12	[4.2.1] Employees covered	As per the latest Govt. order each family of a deceased Govt. officer/staff, who died on duty/in job will receive a grant of Tk. 5.00 Lac	MoPA	No. of applications received grant. Annual report of MoPA/periodical report of Welfare Section of MoPA	
13	[4.3.1] Number of beneficiaries	BKKB provides bus tickets for pick-drop transport support to the officials	BKKB	BKKB Annual Report	
14	[4.4.1] No. of Children benefitted	Amount of money granted for medical treatment for the officials and their dependents	BKKB	BKKB Annual Report	
15	[4.5.1] Vehicles repaired	Amount of money granted as stipend for the children of Officials	BKKB	BKKB Annual Report	

**Section 4:**  
**Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology**

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
16	4.6.1] Outdoor Patient	Maintenance/Repair of Govt. vehicles	Directorate of Govt. Transport	Annual Report of Directorate of Govt. Transport/ periodical reports sent to MoPA	
17	4.6.2] Indoor Patient	Number of employees and their family members taken health services in outdoor and indoor.	GEH	Periodical report of GEH/Welfare Section of MoPA	

**Section 5 :**  
**Specific Performance Requirements from other Ministries/Divisions**

Organisation Type	Organisation Name	Relevant Performance Indicator	What is your requirement from this organisation	Justification for this requirement	Requirement from this Organisation	What happens if your requirement is not met
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**Section 6:  
Outcome of Ministry/Division**

Outcome/Impact	Jointly responsible for influencing this outcome / impact with the following organisation (s) / division (s) / ministry(ies)	Performance Indicator (s)	Unit	Actual FY 12-13	Actual FY 13-14	Target FY 14-15	Projection FY 15-16	Projection FY 16-17
1 Establishment of efficient and effective Public Administration	Finance Division PSC	Increasing efficiency by recruiting competent officers.	Number	1904	1639	2200	2557	1803
2 Establishment of efficient and effective Public Administration	Finance Division PSC BPATC BCS (Administration) Academy	Enhancement of training capabilities.	Number	1210	1150	1150	1225	1250

Whereas,

I, the Senior Secretary, Ministry of Public Administration representing the Minister, Ministry of Public Administration, Government of the People's Republic of Bangladesh commit to the Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh to deliver the results described in this agreement.

I, the Cabinet Secretary, Cabinet Division, on behalf of the Prime Minister, Government of the People's Republic of Bangladesh, commit to the Secretary, Ministry of Public Administration to provide necessary support for delivery of the results described in this agreement.

Signed,



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Senior Secretary  
Ministry of Public Administration

9.3.2015

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Date



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Cabinet Secretary  
Cabinet Division

09/3/2015

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Date

## Annex-1

## Acronyms

Sl.	Acronym	Description
1	ACAD	Advanced Course on Administration & Development
2	Addl. Sec	Additional Secretary
3	BIAM	Bangladesh Institute of Administration & Management
4	BKKB	Bangladesh Karmachari Kalyan Board
5	BPATC	Bangladesh Public Administration Training Centre
6	DC	Deputy Commissioner
7	Div. Comm.	Divisional Commissioner
8	DS	Deputy Secretary
9	FT	Foundation Training

10	GEH Annual Performance Agreement (APA) for Ministry of Public Administration -(2014-2015)	Government Employees Hospital
11	iBAS	Integrated Budget & Accounting System
12	JS	Joint Secretary
13	MoPA	Ministry of Public Administration
14	Sec.	Secretary
15	SSC	Senior Staff Course