



Government of the People's Republic of Bangladesh

Annual Performance Agreement (APA)

Between

The Cabinet Secretary
and

The Secretary, Ministry of Home Affairs

2014-2015

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Preamble

The Annual Performance Agreement is made and entered into on *23 February 2015*

BETWEEN

The Secretary, Ministry of Home Affairs, representing the Minister, Ministry of Home Affairs, 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 safe, secured and habitable human environment.

1.2 Mission

To ensure safety of life and property for all citizens of the country through improving internal law and order.

1.3 Functions

- 1 To formulate and implement security related laws, rules and policies
- 2 Activities related to border protection, prevention smuggling, jail management and narcotics control and Ansar and VDP activities
- 3 To ensure internal security through anti-terrorism activities, strengthening of intelligence activities and control and development of law and order
- 4 Issues related to passport and visa, naturalization, control of women and children trafficking
- 5 To conduct Fire Service and Civil Defence activities
- 6 To provide assistance to rescue operation during natural and social disaster
- 7 To maintain liaison with international organizations and countries and entering into agreements

1.4 Strategic Objectives

- 1 Maintain Law & Order of the country
- 2 Ensuring border security and maintaining the economic & commercial interest
- 3 Combating illegal drugs & narcotics
- 4 Facilitating smooth movement of citizens
- 5 Ensuring healthy and safe prison life
- 6 Control fire & other man-made or natural disasters

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%
Ministry/Division Strategic Objectives										
[1] Maintain Law & Order of the country	30.00	[1.1] Crime detection and apprehension	[1.1.1] Criminals identified	%	9.00	90	87	84	81	78
			[1.1.2] Arrest warrant executed	%	8.00	80	78	76	74	72
		[1.2] Crime prevalence	[1.2.1] Investigation completed	%	7.00	92	90	88	86	84
		[1.3] Highway & street police patrolling	[1.3.1] Highway crimes reduced	%	6.00	7	6	5	4	3
[2] Ensuring border security and maintaining the economic & commercial interest	12.00	[2.1] Reduction of illegal activities throughout the border	[2.1.1] Human trafficking reduced	%	3.00	8	7	6	5	4
			[2.1.2] Other illegal activities reduced through the border	%	5.00	7	6	5	4	3
		[2.2] Reduction of illegal activities in coastal area	[2.2.1] Illegal activities reduced through the coastal belt	%	4.00	7	6	5	4	3
[3] Combating illegal drugs & narcotics	10.00	[3.1] Building awareness	[3.1.1] key persons of all unions identified	Number	1.00	2000	1800	1600	1400	1200
			[3.1.2] Workshop arranged	Number	2.00	20	18	16	14	12
		[3.2] Regular drive against drug peddling	[3.2.1] Criminals identified	Number	2.00	640	600	560	520	480
			[3.2.2] Action taken against committed drug related crimes	%	3.00	90	87	84	81	78
			[3.2.3] Addicted persons treated	%	2.00	90	87	84	81	78

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%
[4] Facilitating smooth movement of citizens	12.00	[4.1] Timely issuance of MRP/MRV	[4.1.1] MRP issued	%	4.00	95	93	91	89	87
			[4.1.2] MRV issued	--	2.00	92	90	88	86	84
		[4.2] Establishing help desk in all passport office	[4.2.1] Established help desk	Number	3.00	95	93	91	89	87
		[4.3] Police clearance and verification	[4.3.1] Response in time against applications	%	3.00	95	93	91	89	87
[5] Ensuring healthy and safe prison life	8.00	[5.1] Increasing facilities of prison	[5.1.1] Prison Service	Prisoners	3.00	20000	19000	18000	17000	16000
			[5.1.2] Accommodation for convicted	Sq.ft/Person	3.00	18.0	17.5	17.0	16.5	16.0
		[5.2] Covering technical training for convicted	[5.2.1] Number of prisoners trained	Number	2.00	300	275	250	225	200
[6] Control fire & other man-made or natural disasters	13.00	[6.1] Rescue operation conducted by Fire Service Directorate	[6.1.1] Response time for urban	Mins/KM	2.00	7.00	7.15	7.30	7.45	8.00
			[6.1.2] Response time for rural	Mins/KM	1.00	2.00	2.15	2.30	2.45	3.00
			[6.1.3] Rate of rescue operation against no. of related incidents	%	3.00	90	88	86	84	82
			[6.1.4] Rate of rescued person against actual reachable	%	2.00	90	88	86	84	82
		[6.2] Prevention	[6.2.1] Number of Fire Drill	Number	3.00	800	775	750	725	700
			[6.2.2] Number of volunteer trained	Number	2.00	500	475	450	425	400

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%

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
			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
		Implementation of Grievance Redress System (GRS) system	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
		Implementing Innovations	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 governance	4.00	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	Preparation of NIS Work Plan for 2015 and get approved by the Ethics Committee	Date	2.0	28/02/2015	31/03/2015	30/04/2015	31/05/2015	30/06/2015
* Improve Financial Management	3.00	Improve compliance with the Terms of Reference of the Budget Management Committee (BMC)	Budget Implementation Plan (BIP) prepared and Quarterly Budget Implementation Report	Number of report	1.0	5	4	3	2	1

* 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%

Mandatory Strategic Objectives

			(QIMR) submitted to Finance Division (FD) meeting FD requirements							
			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
Ministry/Division Strategic Objectives								
[1] Maintain Law & Order of the country	[1.1] Crime detection and apprehension	[1.1.1] Criminals identified	%	84	85	87	89	90
		[1.1.2] Arrest warrant executed	%	75	77	78	79	80
	[1.2] Crime prevalence	[1.2.1] Investigation completed	%	87	88	90	91	92
	[1.3] Highway & street police patrolling	[1.3.1] Highway crimes reduced	%	4	5	6	6.5	7
[2] Ensuring border security and maintaining the economic & commercial interest	[2.1] Reduction of illegal activities throughout the border	[2.1.1] Human trafficking reduced	%	4	6	7	7.25	7.50
		[2.1.2] Other illegal activities reduced through the border	%	4	5	6	6.5	7
	[2.2] Reduction of illegal activities in coastal area	[2.2.1] Illegal activities reduced through the coastal belt	%	4	5	6	6.10	6.25
[3] Combating illegal drugs & narcotics	[3.1] Building awareness	[3.1.1] key persons of all unions identified	Number	1200	1500	1800	1900	2000
		[3.1.2] Workshop arranged	Number	12	15	18	20	22
	[3.2] Regular drive against drug peddling	[3.2.1] Criminals identified	Number	450	500	600	650	700
		[3.2.2] Action taken against committed drug related crimes	%	80	84	87	88	90

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
		[3.2.3] Addicted persons treated	%	80	83	87	87.5	88
[4] Facilitating smooth movement of citizens	[4.1] Timely issuance of MRP/MRV	[4.1.1] MRP issued	%	91	92	93	94	95
		[4.1.2] MRV issued	--	90	91	92	93	94
	[4.2] Establishing help desk in all passport office	[4.2.1] Established help desk	Number	50	60	64	64	64
	[4.3] Police clearance and verification	[4.3.1] Response in time against applications	%	80	85	93	94	95
[5] Ensuring healthy and safe prison life	[5.1] Increasing facilities of prison	[5.1.1] Prison Service	Prisoners	15000	17000	19000	19500	20000
		[5.1.2] Accommodation for convicted	Sq.ft/Person	16	17	17.5	17.75	18
	[5.2] Covering technical training for convicted	[5.2.1] Number of prisoners trained	Number	150	200	275	350	500
[6] Control fire & other man-made or natural disasters	[6.1] Rescue operation conducted by Fire Service Directorate	[6.1.1] Response time for urban	Mins/KM	7.40	7.30	7.15	7.00	6.30
		[6.1.2] Response time for rural	Mins/KM	3.00	2.30	2.15	2.00	1.45
		[6.1.3] Rate of rescue operation against no. of related incidents	%	80	84	88	89	90
		[6.1.4] Rate of rescued person against actual reachable	%	80	85	88	89	90

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
	[6.2] Prevention	[6.2.1] Number of Fire Drill	Number	500	650	775	850	900
		[6.2.2] Number of volunteer trained	Number	300	350	475	550	600

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] Criminals identified	Rate of identification of criminals against crime occurred.	Bangladesh Police	Annual report of Bangladesh Police	
2	[1.1.2] Arrest warrant executed	Rate of arrest warrant against charge sheet	Bangladesh Police	Annual report of Bangladesh Police	
3	[1.2.1] Investigation completed	Rate of investigation completed against case filed.	Bangladesh Police	Annual report of Bangladesh Police	
4	[1.3.1] Highway crimes reduced	Rate of reduction crimes in highways	Bangladesh Police	Annual report of Bangladesh Police	It could be increased due to political unrest
5	[2.1.1] Human trafficking reduced	Rate of reduction of men, women and children trafficking	Border guard Bangladesh	Annual report of Border guard Bangladesh	It could be increased due to efficient drive

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	[2.1.2] Other illegal activities reduced through the border	Rate of reduction of informal border trade & drugs peddling in the border area	Border Guard Bangladesh (BGB)	Annual report of Border Guard Bangladesh	
7	[2.2.1] Illegal activities reduced through the coastal belt	Rate of reduction of all types of illegal activities through the coastal belt	Coast Guard Bangladesh	Annual report of Coast Guard Bangladesh	
8	[3.1.1] key persons of all unions identified	Identify key persons eg. chairman, headmaster etc of all unions	Directorate of Narcotics Control (DNC)	Annual report of DNC	
9	[3.1.2] Workshop arranged	Workshop arranged for previously identified key persons (100 persons/1 workshop)	DNC	Annual report of DNC	
10	[3.2.1] Criminals identified	Number of narcotic related potential Criminals identified	DNC	Annual report of DNC	

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	[3.2.2] Action taken against committed drug related crimes	Rate of action against committed drug related crimes	DNC	Annual report of DNC	
12	[3.2.3] Addicted persons treated	Number of addicted persons treated	DNC	Annual report of DNC	
13	[4.1.1] MRP issued	Rate of issuing MRP against applicants	Directorate of Immigration & Passport (DIP)	Annual report of Directorate of Immigration & Passport	
14	[4.1.2] MRV issued	Rate of MRV issued against applicants	DIP	Annual report of DIP	
15	[4.2.1] Established help desk	Number of establishing help desk covering all district headquarters.	DIP	Annual report of DIP	

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	[4.4.1] Response in time against applications	Rate of response in time against applications	Special Branch of Bangladesh Police	Annual report of Bangladesh Police	
17	[5.1.1] Prison Service	Number of prisoners availed service in different prisons.	Directorate of Prisons	Annual report of Directorate of Prisons	
18	[5.1.2] Accommodation for convicted	Accommodation for convicted prisoners in sq.ft	Directorate of Prisons	Annual report of Directorate of Prisons	
19	[5.2.1] Number of prisoners trained	Number of prisoners trained	Directorate of prison	Annual report of Directorate of prison	
20	[6.1.1] Response time for arban	Response time to reach at scene	Directorate of Fire service & Civil Defense	Annual report of Directorate of Fire service & Civil Defense	

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
21	[6.1.3] Rate of rescue operation against no. of related incidents	Rate of rescue operation against no. of related incidents	Directorate of Fire service & Civil Defense	Annual report of Directorate of Fire service & Civil Defense	
22	[6.1.4] Rate of rescued person against actual reachable	Rate of rescued person against actual reachable	Directorate of Fire service & Civil Defense	Annual report of Directorate of Fire service & Civil Defense	
23	[6.2.1] Number of Fire Drill	Number of Fire Drill conducted	Directorate of Fire service & Civil Defense	Annual report of Directorate of Fire service & Civil Defense	
24	[6.2.2] Number of volunteer trained	Number of volunteer trained by Fire Service & Civil Defence	Directorate of Fire service & Civil Defense	Annual report of Directorate of Fire service & Civil Defense	

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

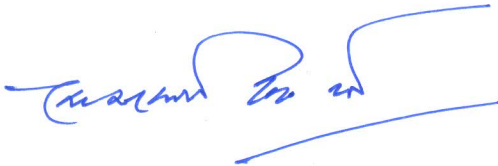
Outcome/Impact	Jointly responsible for influencing this outcome / impact with the following organisation (s) / division (s) / ministry(ies)	Performance Indicator (s)	Unit	Actual FY 12-13	Actual FY 13-14	Target FY 14-15	Projection FY 15-16	Projection FY 16-17
1 Crime Prevalence reduced		Crime rate reduced	%	0.08	0.09	0.10	0.12	0.14
2 Drug addiction reduced		Drug addiction rate reduced	%	0.10	0.30	0.50	0.75	1.00

Whereas,

I, the Secretary, Ministry of Home Affairs representing the Minister, Ministry of Home Affairs , 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 Home Affairs to provide necessary support for delivery of the results described in this agreement.

Signed,



Senior Secretary
Ministry of Home Affairs

23 February 2015

Date



Cabinet Secretary
Cabinet Division

23/02/2015

Date

Annex-1

Acronyms

Sl.	Acronym	Description
1	BGB	Border Guard Bangladesh
2	BP	Bangladesh Police
3	DIP	Directorate of Immigration & Passport
4	DNC	Directorate of Narcotics Control
5	MoHA	Ministry of Home Affairs
6	MRP	Machine Readable Passport
7	MRV	Machine Readable VISA
8	SB	Special Branch
9	VDP	Village Defense Party

