



Government of the People's Republic of Bangladesh

Annual Performance Agreement (APA)

Between

The Cabinet Secretary
and

The Secretary, Ministry of Housing and Public Works

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 Housing and Public Works, representing the Minister, Ministry of Housing and Public Works, 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

Safe, affordable, habitable housing and facilitative working environment.

1.2 Mission

To provide housing facilities for standard living of the people in urban areas and better working environment for public offices through planning, research and proper use of land.

1.3 Functions

- 1 Formulation and amendment of housing policies, Laws, codes and rules.
- 2 Research and technological innovation on housing, building construction, urban development.
- 3 Preparation of architectural and structural design of public buildings and other infrastructure.
- 4 Collection of revenues.
- 5 Allotment of government offices and residents.
- 6 Management of abandoned property and acquired land.
- 7 Preparation of master plan.

1.4 Strategic Objectives

- 1 Providing official and residential accommodation.
- 2 Promotion of Affordable Housing.
- 3 Planned Urbanization.
- 4 Management of Government Owned Property.
- 5 Management of Public Buildings and Other Infrastructure.

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] Providing official and residential accommodation.	22.00	[1.1] Preparation of architectural designs for public buildings.	[1.1.1] Number of design prepared.	Number	4.40	70	65	60	55	50
		[1.2] Preparation of structural designs for public buildings.	[1.2.1] Number of design prepared.	Number	4.40	60	55	50	45	40
		[1.3] Construction of buildings for public offices.	[1.3.1] Area of buildings constructed.	Lakh Sq. ft.	3.30	4	3.75	3.50	3.25	3
		[1.4] Construction of 8400 flats at Uttara under G2G project between Bangladesh and Malaysia.	[1.4.1] Date of notification of award.	Date	3.30	22/06/2015	24/06/2015	26/06/2015	28/06/2015	30/06/2015
		[1.5] Allotment of lands to government agencies.	[1.5.1] Area of land allotted.	Acre	3.30	7.28	7.00	6.5	6.00	5.75
		[1.6] Transfer of flats to government officers.	[1.6.1] Number of flats transferred.	Number	3.30	360	350	345	340	330
[2] Promotion of Affordable Housing.	20.00	[2.1] Amendment of existing housing policies.	[2.1.1] Date of submission of draft to the cabinet division.	Date	2.00	15/06/2015	20/06/2015	25/06/2015	28/06/2015	30/06/2015
		[2.2] To develop land.	[2.2.1] Acre of land developed.	Acre	3.00	400	380	360	340	330
		[2.3] Construction of buildings.	[2.3.1] Area of buildings constructed.	Lakh Square feet	3.00	15	14.5	14	13.75	13.5
		[2.4] Allotment of plots.	[2.4.1] Number of plots allotted.	Number	6.00	600	580	560	550	540
		[2.5] Allotment of flats.	[2.5.1] Number of flats allotted.	Number	6.00	500	485	475	460	450

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%
[3] Planned Urbanization.	17.00	[3.1] Preparation of master plan.	[3.1.1] Three master plan prepared	Date	5.10	20/06/2015	22/06/2015	25/06/2015	28/06/2015	30/06/2015
		[3.2] Up-gradation of Detailed Area Plan (DAP).	[3.2.1] Date of appointment of consultant for upgrading the DAP	Date	3.40	20/06/2015	23/06/2015	25/06/2015	28/06/2015	30/06/2015
		[3.3] Approval of building plan.	[3.3.1] Number of plan approved	Number	4.25	2650	2645	2640	2635	2630
		[3.4] Approval of private housing schemes.	[3.4.1] Number of schemes approved.	Number	4.25	7	6	5	4	3
[4] Management of Government Owned Property.	14.00	[4.1] Preparation of database of abandoned property.	[4.1.1] Date of preparation of draft database.	Date	4.20	20/06/2015	23/06/2015	25/06/2015	28/06/2015	30/06/2015
		[4.2] Preparation of database of acquired land.	[4.2.1] Date of preparation of draft database.	Date	4.20	20/06/2015	23/06/2015	25/06/2015	28/06/2015	30/06/2015
		[4.3] Eviction of illegal occupant.	[4.3.1] Area of land recovered.	Acre	1.40	91	90	88	85	82
		[4.4] Conversion of Tejgaon industrial area to industrial cum commercial and residential area.	[4.4.1] Date of submission of master plan for conversion to Cabinet Division.	Date	4.20	20/06/2015	22/06/2015	25/06/2015	28/06/2015	30/06/2015
[5] Management of Public Buildings and Other Infrastructure.	12.00	[5.1] Construction of Kadamtali Fly Over in Chittagong.	[5.1.1] Date of completion of construction.	Date	4.80	20/06/2015	22/06/2015	25/06/2015	28/06/2015	30/06/2015
		[5.2] Maintenance of public buildings and other infrastructure.	[5.2.1] Number of works.	Number	1.80	16130	16100	16000	15800	15600
			[5.2.2] Area of buildings maintained.	Lakh Square meter	1.80	68	67.5	67	66.5	66
[5.3] Construction of link roads.	[5.3.1] Length of roads constructed.	Kilometer	3.60	38	35	32	30	28		

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] Providing official and residential accommodation.	[1.1] Preparation of architectural designs for public buildings.	[1.1.1] Number of design prepared.	Number	55	60	65	70	75
	[1.2] Preparation of structural designs for public buildings.	[1.2.1] Number of design prepared.	Number	30	40	55	45	40
	[1.3] Construction of buildings for public offices.	[1.3.1] Area of buildings constructed.	Lakh Sq. ft.	0.46	2.84	3.75	5	6
	[1.4] Construction of 8400 flats at Uttara under G2G project between Bangladesh and Malaysia.	[1.4.1] Date of notification of award.	Date	--	--	22/06/2015	30/05/2016	20/04/2017
	[1.5] Allotment of lands to government agencies.	[1.5.1] Area of land allotted.	Acre	--	0.49	7.00	8.00	8.5
	[1.6] Transfer of flats to government officers.	[1.6.1] Number of flats transferred.	Number	108	945	350	367	136
[2] Promotion of Affordable Housing.	[2.1] Amendment of existing housing policies.	[2.1.1] Date of submission of draft to the cabinet division.	Date	--	--	20/06/2015	15/08/2015	20/08/2016
	[2.2] To develop land.	[2.2.1] Acre of land developed.	Acre	328	326.25	380	350	370
	[2.3] Construction of buildings.	[2.3.1] Area of buildings constructed.	Lakh Square feet	3.30468	14.72938	14.5	11	11.5
	[2.4] Allotment of plots.	[2.4.1] Number of plots allotted.	Number	596	403	580	1100	1150

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
	[2.5] Allotment of flats.	[2.5.1] Number of flats allotted.	Number	6108	176	485	1500	2000
[3] Planned Urbanization.	[3.1] Preparation of master plan.	[3.1.1] Three master plan prepared	Date	--	--	20/06/2015	25/09/2015	25/05/2016
	[3.2] Up-gradation of Detailed Area Plan (DAP).	[3.2.1] Date of appointment of consultant for upgrading the DAP	Date	--	--	20/06/2015	20/08/2015	10/08/2016
	[3.3] Approval of building plan.	[3.3.1] Number of plan approved	Number	2500	2600	2650	2700	2800
	[3.4] Approval of private housing schemes.	[3.4.1] Number of schemes approved.	Number	--	--	6	8	9
[4] Management of Government Owned Property.	[4.1] Preparation of database of abandoned property.	[4.1.1] Date of preparation of draft database.	Date	--	--	15/06/2015	30/06/2016	30/06/2017
	[4.2] Preparation of database of acquired land.	[4.2.1] Date of preparation of draft database.	Date	--	--	15/06/2015	30/06/2016	30/06/2017
	[4.3] Eviction of illegal occupant.	[4.3.1] Area of land recovered.	Acre	7.68	43.68	90	92	93
	[4.4] Conversion of Tejgaon industrial area to industrial cum commercial and residential area.	[4.4.1] Date of submission of master plan for conversion to Cabinet Division.	Date	--	--	20/06/2015	25/12/2015	15/11/2016
[5] Management of Public Buildings and Other Infrastructure.	[5.1] Construction of Kadamtali Fly Over in Chittagong.	[5.1.1] Date of completion of construction.	Date	--	--	22/06/2015	--	--
	[5.2] Maintenance of public buildings and other infrastructure.	[5.2.1] Number of works.	Number	16614	16525	16100	16200	16500

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
		[5.2.2] Area of buildings maintained.	Lakh Square meter	--	70	67.5	75	80
	[5.3] Construction of link roads.	[5.3.1] Length of roads constructed.	Kilometer	--	25	35	55	60

Section 4:

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

SI.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
1	[1.1.1] Number of design prepared.	AD is responsible for preparing architectural design of public buildings. Public buildings are constructed on the basis of this architectural designs.	AD	Annual report and project completion report.	
2	[1.2.1] Number of design prepared.	PWD is responsible for preparing structural plan of public building. Public building is constructed on the basis of structural plan.	PWD	Annual report of PWD.	
3	[1.3.1] Area of buildings constructed.	PWD construct public buildings on the basis of architectural and structural designs. PWD constructs this buildings to accommodate government offices and other government purposes.	PWD	Annual report of PWD.	
4	[1.4.1] Date of notification of award.	RAJUK will construct 8400 flats at Uttara under G2G project between Bangladesh and Malaysia.	RAJUK	Project report of RAJUK	
5	[1.5.1] Area of land allotted.	MoHPW allots land to different government agencies to construct their office buildings.	MoHPW		

Section 4:

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

SI.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
6	[1.6.1] Number of flats transferred.	To provide housing facilities every year RAJUK and NHA allot flats to government officials and other citizens.	RAJUK; NHA	Annual and project report of RAJUK and NHA.	
7	[2.1.1] Date of submission of draft to the cabinet division.	NHA has sent a proposal to amend some section of the National Housing Policy 2008 of NHA. After examine the proposal of NHA, MoHPW will submit the draft of the policy to the Cabinet Division.	NHA, MoHPW		
8	[2.2.1] Acre of land developed.	Land to be developed for some plot project of NHA in different district throughout the country.	NHA	Project Report of NHA	
9	[2.3.1] Area of buildings constructed.	Total area (sq. ft.) of buildings constructed for housing facilities for different income group.	NHA Rajuk	Annual Report of NHA.	
10	[2.4.1] Number of plots allotted.	Every year NHA and Rajuk allot plots to different income group people. The plot distribution programs has significant impact in reduction of housing problem.	NHA ; Rajuk.	Annual and project report of RAJUK and NHA.	

Section 4:

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

SI.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
11	[2.5.1] Number of flats allotted.	NHA and Rajuk allot flats to different group of people every year for reducing housing scarcity.	NHA and Rajuk	Annual report of RAJUK and NHA.	
12	[3.1.1] Three master plan prepared	Every year UDD prepares master plan for creating new town in different districts and upazilas under specific projects. In 2014-2015 UDD will prepare Master Plan of Madaripur Sadar Upazila, Rajoir Upazila and Mymensingh Sadar Upazila.	UDD	Project Completion Report.	
13	[3.2.1] Date of appointment of consultant for upgrading the DAP	Rajuk is responsible for upgrading the DAP of Dhaka City. This year Rajuk will appoint consultant for upgrading the DAP.	RAJUK	Annual report of RAJUK.	
14	[3.3.1] Number of plan approved	When a land owner wants to construct a building, the plan (design) of that building needs to be approved by the concern development authority. RAJUK is the approval authority of the building plans (drawings) of Dhaka city.	RAJUK	Annual report of RAJUK.	
15	[3.4.1] Number of schemes approved.	When any Real Estate company wants to develop a housing scheme, that scheme needs to be approved by MoHPW. Primarily RAJUK examine the schemes physically, then	MoHPW; RAJUK		

Section 4:

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

SI.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
15	[3.4.1] Number of schemes approved.	according to RAJUK recommendation MoHPW approves the schemes.	MoHPW; RAJUK		
16	[4.1.1] Date of preparation of draft database.	MoHPW is preparing a database of abandoned property. The draft of this database will submit by 30 June 2015.	MoHPW, APMB		
17	[4.2.1] Date of preparation of draft database.	PWD is preparing a database of acquired land. The draft of the database will submit to the Ministry by 30 June 2015.	PWD		
18	[4.3.1] Area of land recovered.	RAJUK, NHA and PWD evict illegal occupants every year to recover the lands which are illegally occupied.	RAJUK, NHA and PWD		
19	[4.4.1] Date of submission of master plan for conversion to Cabinet Division.	MoHPW formed a committee to prepare a master plan to convert the Tejgaon Industrial Area to Industrial cum Commercial and Residential Area by the direction of Cabinet Division. This committee is working for preparing the Master Plan which will be submitted by 30 June 2015.	moHPW		

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
20	[5.1.1] Date of completion of construction.	Construction of Kadamtoli Flyover with 1.14 kilometer length and 8.53 meter width will be completed by June 2015 in Chittagong.	CDA	Annual report; Project completion report;	
21	[5.2.1] Number of works.	PWD maintains public buildings and infrastructures to provide better work environment.	PWD		
22	[5.2.2] Area of buildings maintained.	PWD has some maintenance programs in public establishments.	PWD		
23	[5.3.1] Length of roads constructed.	Link roads are constructed in different areas.	PWD, RAJUK, CDA,		

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 Reduction of housing shortage in urban areas	Finance Division, Planning Commission	Number of families provided with plots.	Number	596	403	600	1100	1150
		Number of families provided with flats.	Number	6108	176	500	1500	2000
2 Office accommodation for public offices increased.	Finance Division and Planning Commission.	Office spaces provided to public offices.	Lakh sq. feet	0.46	2.84	4	5	6
		Area of land allotted to government offices	Acre		0.49	7.28	8	8.5

Whereas,

I, the Secretary, Ministry of Housing and Public Works representing the Minister, Ministry of Housing and Public Works, 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 Housing and Public Works to provide necessary support for delivery of the results described in this agreement.

Signed,



Secretary
Ministry of Housing and Public Works

23.02.2015

Date



Cabinet Secretary
Cabinet Division

23/02/2015

Date

Annex-1

Acronyms

Sl.	Acronym	Description
1	APMB	Abandoned Property Management Board
2	CDA	Chittagong Development Authority
3	DA	Department of Architect
4	HBRI	Housing and Building Research Institute
5	MoHPW	Ministry of Housing and Public Works
6	NHA	National Housing Authority
7	PWD	Public Works Department
8	RAJUK	Rajdhani Unnayan Katriphakha
9	UDD	Urban Development Directorate

