



PERFORMANCE AGREEMENT
BETWEEN
SECRETARY, MINISTRY OF WORKS & HUMAN
SETTLEMENT

AND

CHIEF PLANNING OFFICER,
CHIEF HUMAN RESOURCE OFFICER &
CHIEF ADMINISTRATIVE OFFICER,
SECRETARIAT, MINISTRY OF WORKS & HUMAN
SETTLEMENT

(JULY 01, 2016- JUNE 30, 2017)

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Preamble

The Performance Agreement is entered between the **Secretary, Ministry of Works & Human Settlement** and **Chief Planning Officer, Chief Human Resource Officer and Chief Administrative Officer**.

The Objectives of this Performance Agreement are

- a) To establish clarity and consensus about annual priorities for the consistent with the 11th Five Year Plan of the Ministry, and Government's other priorities;
- b) To provide an objective and fair basis for evaluating the overall performance of the at the end of the financial year;
- c) The Performance Agreement represents an important accountability mechanism for inculcating a performance based culture at all levels of government.

Therefore, the parties hereto agree as follows;

SECTION 1: VISION, MISSION & OBJECTIVES

VISION

To be professional organization, competent in enabling provision of physical infrastructure of excellent quality, environmentally sound and embodying the Bhutanese cultural and traditional values to foster socio-economic development.

MISSION

To provide adequate and sustainable physical infrastructure such as roads, urban services, housing, promotion of construction industry, construction standards and practices.

OBJECTIVES

- 1) To support department/agency achieve its mandates and objectives through strategic human resource management.
- 2) To provide effective and efficient direction and operational services.
- 3) To coordinate and formulate policies, legislative instruments, plans and programs.
- 4) To enhance efficiency and effectiveness of planning and coordination system.
- 5) To enhance efficiency and effectiveness of Administrative, Finance and ICT services.

SECTION 2: OBJECTIVES, SUCCESS INDICATORS & TARGET

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
To support department/agency achieve its mandates and objectives through strategic human resource management.	25	Develop and implement staff recruitment plan in line with agency's plans and programs.	Percentage recruited.	Percent	4	100	90	80	70	<70
		Develop and implement capacity building plan in line with agency's plans and programs	Percentage Implemented	Percent	3	100	90	80	70	<70
		Review and process promotion, transfer and deployment of employees	Processed on time.	Date	3	12/01/2016	01/01/2017	02/01/2017	03/01/2017	04/01/2017
		Coordinate ministerial level HRC meeting	Number of HRC meeting coordinated.	Number	3	12	10	8	6	<6
		Conduct trainings to preserve and promote national language	Number of Dzongkha Training Conducted.	Number	3	1	0	0	0	0
		Process remuneration and benefits of employees on	Turn Around Time by which remuneration and benefits of	Days	3	5	8	10	15	<15

To coordinate and formulate policies, legislative instruments, plans and programs.	12	Formulate or revise draft bills, rules & regulations and guidelines.	Formulated or revised draft bills, rules & regulations and guidelines.	Percent	1	80	70	60	50	<50
		Coordinate conduct of training for Thromdes to implement reform measures in financial and management system and processes.	Number of Thromde employees trained.	Number	1	10	9	8	7	<7
		Coordinate quarterly review meeting on implementation of financial and management reforms in Thimphu, Phuentsholing, Gelephu and Samdrup Jongkhar Thromdes.	Number of Quarterly Review Meetings coordinated on time.	Number	1	4	3	2	1	0
		Coordinate, monitor and formulate donor assisted projects within the Ministry and liaise closely with GNHC.	Coordinated, monitored and formulated donor assisted projects within the ministry and liaised closely with GNHC.	Percent	1	80	70	60	50	<50

Coordinate implementation of revenue and asset management and accounting systems in Thimphu and Phuentsholing Thromdes, and in Gelephu and Samdrup Jongkhar Thromdes.	Revenue and Asset management systems satisfactorily implemented.	Percent	2	70	60	50	40	<40
Facilitate discussion and formulation of green construction policy	Green Construction policy discussed and formulated	Date	1	03/01/2017	04/03/2017	05/01/2017	06/01/2017	06/30/2017
Initiate discussion on 12th Five Year Plan and framing basic programmes	Timeline by which 12th Five Year Plan and framing basic programmes initiated	Date	2	10/03/2016	12/01/2016	02/01/2017	04/03/2017	06/01/2017
Preparation of Strategic Environment Assessment for plans and programmes	Strategic Environment Assessment prepared for plans and programmes	Number	1	2	-	-	-	1
Submission of Human Settlement Policy to Cabinet secretariat for approval.	Timeline by which Human Settlement Policy is submitted to cabinet for approval.	Date	1	10/03/2016	10/17/2016	10/24/2016	11/01/2016	11/07/2016
Formulation of Urban Sanitation	Timeline by which urban sanitation	Date	0.5	06/01/2017	06/09/2017	06/16/2017	06/23/2017	06/30/2017

		Policy.	policy is submitted to Cabinet for approval.							
		Submission of national transport policy to cabinet for approval.	Timeline by which national transport policy is submitted to cabinet for approval.	Date	0.5	02/01/2017	02/10/2017	02/17/2017	02/24/2017	03/03/2017
To enhance efficiency and effectiveness of planning and coordination system.	13	Prepare MoU to be signed between Broadcasting Media House (BBS) and the ministry and liaise with departments on the relevant topics for panel discussion.	Number of Awareness programme held on BBS TV by the Ministry.	Number	1	8	7	6	5	<5
		Review and assess applications for environment clearances for infrastructure development.	TAT to review and assess applications for environmental clearances for infrastructure development.	Days	2	60	70	80	90	>90
		Prepare and submit proposals on environmental related projects to international agencies, NGOs, donor funded agencies and GNHC for fund mobilization.	Number of proposals prepared and submitted on environmental related projects.	Number	2	2	-	-	-	1

Organize National Consultative Committee on Human Settlement (NCCHS) meetings, as and when required.	Number of NCCHS meeting organized by PPD	Date	0.5	03/01/2017	03/31/2017	04/03/2017	04/28/2017	06/01/2017
Coordinate policy and planning coordination meetings	Number of PPCM coordinated and conducted by PPD	Number	2	10	8	6	4	<4
Publish quarterly newsletter	Number of quarterly newsletter published and distributed	Number	1	4	3	2	-	1
Advise, provide legal opinions and interpretations	TAT to advice, provide legal opinions and interpretations	Days	0.5	30	40	50	60	>60
Conduct Mid-Year Review of APA activities	Timeline by which mid-year review of APA conducted	Date	1	01/02/2017	01/09/2017	01/16/2017	01/23/2017	01/30/2017
Prepare state of the nation report	Timeline by which state of the nation report prepared and submitted to cabinet secretariat	Date	1	04/17/2017	04/24/2017	05/01/2017	05/08/2017	05/15/2017
Prepare annual performance agreement in close consultation with relevant agencies to be signed between (i) HPM & HZL, (ii) HZL	Timeline by which annual performance agreement prepared and signed between HPM& HZL, HZL & Secretary, Secretary & HoDs.	Date	1	05/31/2016	06/01/2016	06/06/2016	06/13/2016	06/20/2016

		& HS, (iii) HS & HoDs								
		Publish annual information bulletin	Timeline by which annual information bulletin published and distributed	Date	0.5	06/05/2017	06/12/2017	06/19/2017	06/26/2017	07/03/2017
		Publish service delivery standards for the Ministry	Service delivery standard published	Date	0.5	12/30/2016	01/02/2017	01/09/2017	01/16/2017	01/23/2017
To Enhance efficiency and effectiveness of Administrative, Finance and ICT services	47	Review/ reporting of the Annual Budget for FY 2016-17	TAT for budget revisions services for projects and programmes.	Number	1	2	3	4	5	>5
			Timeline by which 1st quarter report is submitted.	Date	1	10/10/2016	10/15/2016	10/20/2016	10/25/2016	10/31/2016
			Timeline by which mid year budget review is completed.	Date	1	12/31/2016	01/10/2017	01/15/2017	01/20/2017	01/31/2017
			Timeline by which 3rd quarter report is submitted.	Date	1	04/10/2017	04/15/2017	04/20/2017	04/25/2017	04/30/2017
	Submission of Budget utilization plan for FY 2016-17	Timeline by which BUP is submitted	Date	1	07/31/2016	08/05/2016	08/10/2016	08/15/2016	08/20/2016	
	Conduct surprise checks on internal control systems	Number of surprise checks conducted	Number	1	5	4	3	2	1	
	Provide maximum Agency network connectivity uptime	network connectivity uptime	Hours	1	24	21.6	19.2	16.8	14.4	

Verify and prepare survey report on non-serviceable government properties and declare obsolete for surrender to DNP.	TAT by which survey report is prepared.	Days	1	7	10	15	20	>20
Enhance and launch G2C systems in collaboration with G2C office and Department of Engineering Services.	Number of G2C systems enhanced.	Number	3	3	-	2	-	1
Provide training on upgraded database to municipal and thomde utility billing operators.	Number of training on enhanced database conducted.	Number	3	14	10	6	2	0
Provide maximum internet uptime.	internet uptime	Hours	1	24	21.6	19.2	16.8	14.4
Agency website ranking score	website ranking improved	Number	0.5	1-5	6-10	11-15	15-20	>20
IT enabled services in operation uptime	MoWHS web, road safety app, water and sanitation inventory system	Hours	0.5	24	21.6	19.2	16.8	14.4
Provide ICT help desk support	Turn Around Time by which ICT support provided	Hours	1	<30 mins	30-60 mins	60-120 mins	120-180 mins	180-240 mins

Preparing of tender documents (developing material specifications, preparing of bidding documents) and calling NIT through public media by providing sufficient bidding time.	Maintaining minimum stock level of running office supply.	Percent	2.5	10	-	5	-	<5
	Timeline by which procurement planning is proposed.	Date	2.5	08/01/2016	09/01/2016	10/01/2016	11/01/2016	12/01/2016
Formulate and implement Annual Audit Plan.	Number of Departments/agencies audited.	Number	4	13	10	8	6	4
	Percentage of audit recommendations implemented	Percent	2	100	80	60	40	20
	Timeline by which Annual audit plan formulated	Date	1	05/31/2016	06/30/2016	07/31/2016	08/31/2016	09/30/2016
Assist management in decision making against complaints received.	Turn Around time by which investigations and verifications completed from the date of receiving instructions.	Days	2	5	7	9	11	13
Submission of Annual Budget Proposal for the Ministry for FY 2017-18.	Timeline by which Annual Budget is proposed	Date	2	02/28/2017	03/31/2017	04/30/2017	05/31/2017	06/30/2016

Processing of Budgetary Releases	TAT for budget release processed.	Days	1	2	3	4	5	>5
Processing of Bill payments.	TAT for passing vouchers	Days	1	2	3	4	5	>5
Facilitation of Auditing	Numbers of financial audit memos as per audit reports.	Number	1	5	7	9	11	13
Preparation and certification of financial statements for RGoB & Projects	Timeline for certification	Date	2	12/31/2016	01/31/2017	02/28/2017	03/31/2017	04/30/2017
Process fresh/renew visa with the Department of Immigration for overseas consultants/other official visitors.	TAT to process/renew the visa for official visitors.	Days	2	1	2	3	4	5
Ensure, monitor and verify asset declaration of the MoWHS covered officials/staff	Percentage of officials/staffs declared assets within the time.	Percent	2	100	80	60	40	<40
Arrange/coordinate annual engineers/planners conference.	Number of annual engineering/planners meeting coordinated.	Number	3	1	0	0	0	0
Verify bills for remittance of payments for land	TAT to verify bills for remittance of payments for land	Days	1	3	4	5	6	7

	tax, water and electricity.	tax, water and electricity.							
	Maintain/manage conference hall	TAT by which conference hall is repaired and maintained.	Days	1	5	6	7	8	9

Section 3: Trend values of success indicators

Objective	Action	Success Indicator1	Unit	Actual Values [FY 2013-14]	Actual Values [FY 2014-15]	Target Values [FY 2015-16]	Projected Values [FY 2016-17]	Projected Values [FY 2017-18]
To coordinate and formulate policies, legislative instruments, plans and programs.	Coordinate conduct of training for Thromdes to implement reform measures in financial and management system and processes.	Number of Thromde employees trained.	Number	0	0	0	10	0
	Coordinate implementation of revenue and asset management and accounting systems in Thimphu and Phuentsholing Thromdes, and in Gelephu and Samdrup Jongkhar Thromdes.	Revenue and Asset management systems satisfactorily implemented.	Percent	50	60	70	70	70

Coordinate quarterly review meeting on implementation of financial and management reforms in Thimphu, Phuentsholing, Gelephu and Samdrup Jongkhar Thromdes.	Number of Quarterly Review Meetings coordinated on time.	Number	4	4	4	4	4
Coordinate, monitor and formulate donor assisted projects within the Ministry and liaise closely with GNHC.	Coordinated, monitored and formulated donor assisted projects within the ministry and liaised closely with GNHC.	Percent	80	80	80	80	80
Facilitate discussion for formulation of green construction policy	Concept note on Green Construction policy discussed for formulated	Date	03/03/2014	03/02/2015	03/01/2016	03/01/2017	03/01/2018
Formulate or revise draft bills, rules & regulations and guidelines.	Formulated or revised draft bills, rules & regulations and guidelines.	Percent	80	80	80	80	80
Formulation of Urban Sanitation Policy.	Timeline by which urban sanitation policy is submitted to Cabinet for approval.	Date	05/25/2016	05/25/2016	05/25/2016	06/01/2017	06/16/2017
Initiate discussion on 12th Five Year	Timeline by which 12th Five Year Plan	Date	10/01/2001	10/03/2006	10/03/2011	10/03/2016	10/03/2022

	Plan and framing major programmes	and framing major programmes initiated						
	Preparation of Strategic Environment Assessment for plans and programmes	Strategic Environment Assessment prepared for plans and programmes	Number	0	0	0	2	1
	Submission of Human Settlement Policy to Cabinet secretariat for approval.	Timeline by which Human Settlement Policy is submitted to cabinet for approval.	Date	05/25/2016	05/25/2016	05/25/2016	10/03/2016	05/25/2016
	Submission of national transport policy to cabinet for approval.	Timeline by which national transport policy is submitted to cabinet for approval.	Date	05/25/2016	05/25/2016	05/25/2016	02/01/2017	02/01/2018
To Enhance efficiency and effectiveness of Administrative, Finance and ICT services	Agency website ranking score	website ranking improved	Number	0	0	0	1-5	1-5
	Arrange/coordinate annual engineers/planners conference.	Number of annual engineering/planners meeting coordinated.	Number	0	1	0	1	0
	Assist management in decision making against complaints received.	Turn Around time by which investigations and verifications completed from the date of receiving instructions.	Days	5	5	5	5	5
	Conduct surprise checks on internal control systems	Number of surprise checks conducted	Number	5	5	5	5	5
	Enhance and	Number of G2C	Number	3	3	3	3	3

launch G2C systems in collaboration with G2C office and Department of Engineering Services.	systems enhanced.						
Ensure, monitor and verify asset declaration of the MoWHS covered officials/staff	Percentage of officials/staffs declared assets within the time.	Percent	100	100	100	100	100
Facilitation of Auditing	Numbers of financial audit memos as per audit reports.	Number	0	0	0	5	5
Formulate and implement Annual Audit Plan.	Number of Departments/agencies audited.	Number	13	13	13	13	13
	Percentage of audit recommendations implemented	Percent	100	100	100	100	100
	Timeline by which Annual audit plan formulated	Date	05/31/2013	05/31/2014	05/31/2015	05/31/2016	05/31/2017
IT enabled services in operation uptime	MoWHS web, road safety app, water and sanitation inventory system	Hours	0	0	0	24	24
Maintain/manage conference hall	TAT by which conference hall is repaired and maintained.	Days	5	5	5	5	5
Preparation and	Timeline for	Date	12/31/2013	12/31/2014	12/31/2015	12/31/2016	12/31/2017

certification of financial statements for RGoB & Projects	certification						
Preparing of tender documents (developing material specifications, preparing of bidding documents) and calling NIT through public media by providing sufficient bidding time.	Maintaining minimum stock level of running office supply.	Percent	0	0	0	10	10
	Timeline by which procurement planning is proposed.	Date	08/01/2013	08/01/2014	08/01/2015	08/01/2016	08/01/2017
Process fresh/renew visa with the Department of Immigration for overseas consultants/other official visitors.	TAT to process/renew the visa for official visitors.	Days	1	1	1	1	1
Processing of Bill payments.	TAT for passing vouchers	Days	2	2	2	2	2
Processing of Budgetary Releases	TAT for budget release processed.	Days	2	2	2	2	2
Provide ICT help desk support	Turn Around Time by which ICT support provided	Hours	0	0	0	<30 mins	< 30 mins

Provide maximum Agency network connectivity uptime	network connectivity uptime	Hours	0	0	0	24	24
Provide maximum internet uptime.	internet uptime	Hours	0	0	0	24	24
Provide training on upgraded database to municipal and thromde utility billing operators.	Number of training on enhanced database conducted.	Number	0	0	0	14	0
Review/ reporting of the Annual Budget for FY 2016-17	TAT for budget revisions services for projects and programmes.	Number	0	0	0	2	2
	Timeline by which 1st quarter report is submitted.	Date	10/10/2013	10/10/2014	10/10/2015	10/10/2016	10/10/2017
	Timeline by which 3rd quarter report is submitted.	Date	04/10/2014	04/10/2015	04/10/2016	04/10/2017	04/10/2018
	Timeline by which mid year budget review is completed.	Date	12/31/2013	12/31/2014	12/31/2015	12/31/2016	12/31/2017
Submission of Annual Budget Proposal for the Ministry for FY 2017-18.	Timeline by which Annual Budget is proposed	Date	02/28/2014	02/28/2015	02/29/2016	02/28/2017	02/28/2018
Submission of Budget utilization plan for FY 2016-17	Timeline by which BUP is submitted	Date	08/31/2013	08/31/2014	08/31/2015	08/31/2016	08/31/2017

	Verify and prepare survey report on non-serviceable government properties and declare obsolete for surrender to DNP.	TAT by which survey report is prepared.	Days	0	0	0	7	7
	Verify bills for remittance of payments for land tax, water and electricity.	TAT to verify bills for remittance of payments for land tax, water and electricity.	Days	3	3	3	3	3
To enhance efficiency and effectiveness of planning and coordination system.	Advise, provide legal opinions and interpretations	TAT to advice, provide legal opinions and interpretations	Days	30	30	30	30	30
	Conduct Mid-Year Review of APA activities	Timeline by which mid-year review of APA conducted	Date	01/03/2014	01/05/2015	12/18/2015	01/02/2017	01/01/2018
	Coordinate policy and planning coordination meetings	Number of PPCM coordinated and conducted by PPD	Number	10	10	10	10	10
	Organize National Consultative Committee on Human Settlement (NCCHS) meetings, as and when required.	Number of NCCHS meeting organized by PPD	Date	03/03/2014	03/02/2015	03/01/2016	03/01/2017	03/01/2018
	Prepare and submit proposals on environmental	Number of proposals prepared and submitted on	Number	0	0	0	2	0

related projects to international agencies, NGOs, donor funded agencies and GNHC for fund mobilization.	environmental related projects.						
Prepare annual performance agreement in close consultation with relevant agencies to be signed between (i) HPM & HZL, (ii) HZL & HS, (iii) HS & HoDs	Timeline by which annual performance agreement prepared and signed between HPM& HZL, HZL & Secretary, Secretary & HoDs.	Date	12/31/2012	08/30/2013	04/10/2014	05/31/2016	05/31/2017
Prepare MoU to be signed between Broadcasting Media House (BBS) and the ministry and liaise with departments on the relevant topics for panel discussion.	Number of Awareness programme held on BBS TV by the Ministry.	Number	0	0	9	8	0
Prepare state of the nation report	Timeline by which state of the nation report prepared and submitted to cabinet secretariat	Date	04/01/2014	04/01/2015	04/04/2016	04/17/2017	04/16/2018
Publish annual information bulletin	Timeline by which annual information bulletin published	Date	06/02/2014	06/01/2015	06/06/2016	06/05/2017	06/04/2018

		and distributed						
	Publish quarterly newsletter	Number of quarterly newsletter published and distributed	Number	4	4	4	4	4
	Publish service delivery standards for the Ministry	Service delivery standard published	Date	12/31/2013	12/31/2014	12/31/2015	12/30/2016	12/29/2017
	Review and assess applications for environment clearances for infrastructure development.	TAT to review and assess applications for environmental clearances for infrastructure development.	Days	60	60	60	60	60
To provide effective and efficient direction and operational services	Direction Services	% of working days for which pool vehicles are kept under running condition	Percent	100	100	100	100	100
		% reduction of office and vehicle maintenance cost compared to previous fiscal year	Percent	0	0	0	0	0
		Number of months for which salary of individual civil servants is debited into their account by 30th of every month.	Number	12	12	12	12	12
		Timeline by which office renovation is carried out	Days	0	0	0	5	0
		Turn Around Time	Days	0	0	0	3	0

		for cheque clearance by Accounts						
To support department/agency achieve its mandates and objectives through strategic human resource management.	Collect, compile and update PMS in CSIS	Timeline by which CSIS is updated.	Date	09/01/2013	09/01/2014	09/01/2015	09/01/2016	09/01/2017
	Conduct induction program for the new engineer recruits	Turn Around Time by which induction programme is conducted.	Days	7	7	7	7	7
	Conduct trainings to preserve and promote national language	Number of Dzongkha Training Conducted.	Number	1	1	1	1	1
	Coordinate ministerial level HRC meeting	Number of HRC meeting coordinated.	Number	12	12	12	12	12
	Develop and implement capacity building plan in line with agency's plans and programs	Percentage Implemented	Percent	0	0	0	100	100
	Develop and implement staff recruitment plan in line with agency's plans and programs.	Percentage recruited.	Percent	0	0	0	100	100
	Process remuneration and benefits of employees on	Turn Around Time by which remuneration and benefits of employees	Days	7	7	7	7	7

production of all the clearances	are processed upon separation.						
Review and process promotion, transfer and deployment of employees	Processed on time.	Date	12/01/2013	01/01/2014	01/01/2015	12/01/2016	12/01/2017

SECTION 4: DEFINITION OF SUCCESS INDICATORS

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
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SECTION 5: REQUIREMENTS FROM OTHER DEPARTMENTS & SECRETARIAT DIVISIONS

Organisation Name	Relevant Success Indicator	Requirement from the Organisation	Justification for the Requirement	Requirement detail	Impact (If Not Met)
CONSTRUCTION DEVELOPMENT BOARD	Number of PPCM coordinated and conducted by PPD.	Issues with regard to policy and planning.	Since PPCM is chaired by Hon'ble Lyonpo and attended by the Heads Secretary and of the Departments, it is the right forum for the departments to highlight the issues with regard to policy and planning.	Issues to be discussed in the PPCM.	The issues with regard to planning and policy might not be resolved.

DEPARTMENT OF ENGINEERING SERVICES	Number of PPCM coordinated and conducted by PPD.	Issues with regard to policy and planning.	Since PPCM is chaired by Hon'ble Lyonpo and attended by the Heads Secretary and of the Departments, it is the right forum for the departments to highlight the issues with regard to policy and planning.	Issues to be discussed in the PPCM.	The issues with regard to planning and policy might not be resolved.
DEPARTMENT OF HUMAN SETTLEMENT	Number of PPCM coordinated and conducted by PPD.	Issues with regard to policy and planning.	Since PPCM is chaired by Hon'ble Lyonpo and attended by the Heads Secretary and of the Departments, it is the right forum for the departments to highlight the issues with regard to policy and planning.	Issues to be discussed in the PPCM.	The issues with regard to planning and policy might not be resolved.
DEPARTMENT OF ROADS	Number of PPCM coordinated and conducted by PPD.	Issues with regard to policy and planning.	Since PPCM is chaired by Hon'ble Lyonpo and attended by the Heads Secretary and of the Departments, it is the right forum for the departments to highlight the issues with regard to policy and planning.	Issues to be discussed in the PPCM.	The issues with regard to planning and policy might not be resolved.
CONSTRUCTION DEVELOPMENT BOARD	Timeline by which mid-year review of APA conducted.	Progress report of the Success Indicators.	PPD takes a lead role in compiling the progress report of the Ministry.	Progress report	The progress of the SIs from the respective departments may not be

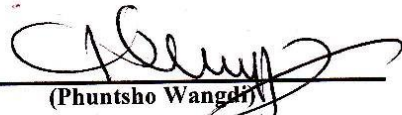
					highlighted, thereby affecting the ranking of the Ministry.
DEPARTMENT OF ENGINEERING SERVICES	Timeline by which mid-year review of APA conducted.	Progress report of the Success Indicators.	PPD takes a lead role in compiling the progress report of the Ministry.	Progress report	The progress of the SIs from the respective departments may not be highlighted, thereby affecting the ranking of the Ministry.
DEPARTMENT OF HUMAN SETTLEMENT	Timeline by which mid-year review of APA conducted.	Progress report of the Success Indicators.	PPD takes a lead role in compiling the progress report of the Ministry.	Progress report	The progress of the SIs from the respective departments may not be highlighted, thereby affecting the ranking of the Ministry.
DEPARTMENT OF ROADS	Timeline by which mid-year review of APA conducted.	Progress report of the Success Indicators.	PPD takes a lead role in compiling the progress report of the Ministry.	Progress report	The progress of the SIs from the respective departments may not be highlighted, thereby affecting the ranking of the Ministry.

Whereas,

We, the Chiefs of Policy and Planning Division, Human Resource Officer & Administrative & Finance Division, commit to the Secretary and the Minister, to deliver the results described in this Annual Performance Agreement 2016-17.

I, the Secretary, commit to the Chiefs of Policy and Planning Division, Human Resource Officer & Administrative & Finance Division, to provide necessary support for the delivery of results described in this Annual Performance Agreement 2016-17.

SIGNED:



(Phuntsho Wangdi)
Secretary

Ministry of Works & Human Settlement

18-7-2016
Date



(Dorji Wangmo)

Chief Planning Officer
Policy & Planning Division
Ministry of Works & Human Settlement

18-7-2016
Date



(Pem Tshewang)

Chief Human Resource Officer
Human Resource Division
Ministry of Works & Human Settlement

18/7/16
Date



(Jambay Nima)

Chief Administrative Officer
Administrative & Finance Division
Ministry of Works & Human Settlement

18-7-16
Date