



PERFORMANCE AGREEMENT

BETWEEN

**SECRETARY AND DIRECTOR, DIRECTORATE SERVICES;
CHIEF PLANNING OFFICER, POLICY AND PLANNING
DIVISION; AND CHIEF INTERNAL AUDITOR, INTERNAL
AUDIT UNIT**

(July 1, 2017 – June 30, 2018)

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Preamble

The Performance Agreement is entered into between the Secretary and the Director, Directorate Services; the Chief Planning Officer, Policy and Planning Division; and the Chief Internal Auditor, Internal Audit Unit.

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

The Performance Agreement represents an important accountability mechanism for inculcating a performance based culture at all levels of the government.

THEREFORE, the parties hereto agree as follows:

Section 1: Vision, Mission and Objectives

Vision

A leading organization in the region in infrastructure development for human settlement and transportation

Mission

To provide safe, reliable and sustainable infrastructure for human settlement and transportation towards balanced regional development embodying the Bhutanese values

Objectives

- 1) To coordinate and facilitate formulation of policies, legal instruments, plans and programs including monitoring
- 2) To prevent corruption
- 3) To support department/agency achieve its mandates and objectives through strategic human resource management.

- 4) To Enhance efficiency and effectiveness of Administrative, Finance, Legal and ICT services

- 5) To implement National Integrity and Anti-Corruption Strategy (NIACS)
- 6) To ensure full utilization of budget
- 7) To strengthen accountability, transparency, effectiveness and efficiency in management

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 coordinate and facilitate formulation of policies, legal instruments, plans and programs including monitoring	29	Prepare/Facilitate or revise legal instruments, policies, plans, reports and project proposals	Timeline by which 12FYP final draft submitted to GNHC	Date	2	12/31/2007	01/07/2018	01/14/2018	01/21/2018	01/31/2018
			Timeline by which concept Note on revision of Housing Policy approved by Cabinet	Date	1	03/31/2018	04/16/2018	04/30/2018	05/15/2018	05/31/2018
			Timeline by which implementation of Economic Development Policy related to Construction sector is facilitated	Percent	1	50	40	30	20	<10
			Percentage of Engineering Conference resolutions followed up	Percent	1	>70	>60	>50	>40	<40
			Timeline by which final draft Construction Industry Policy is submitted to GNHC for approval	Date	2	05/31/2018	06/07/2018	06/14/2018	06/21/2018	06/30/2018
			Timeline by which National Sanitation and Hygiene Policy final draft is submitted to GNHC for approval	Date	2	10/31/2017	11/30/2017	12/31/2017	01/31/2018	02/28/2018
			Timeline by which State of the Nation Report is prepared and submitted to Cabinet	Date	1	06/07/2018	06/14/2018	07/01/2018	07/16/2018	07/31/2018
			Timeline by which APA is prepared and signed between HPM and HZL	Date	1	07/31/2017	08/07/2017	08/21/2017	08/31/2017	09/14/2017
			Number of Quarterly Newsletter published and distributed	Number	1	4	3	2	1	0
			Timeline by which Annual Information Bulletin is published and distributed	Date	1	03/31/2018	04/07/2018	04/14/2018	04/21/2018	04/30/2018

		Timeline by which concept note on National construction Act is submitted to Cabinet	Date	1	05/01/2018	05/14/2018	05/31/2018	06/14/2018	06/30/2018	
	Coordinate meetings	Number of Policy and Planning Coordination Meetings conducted	Number	1	12	11	10	9	<9	
		Number of Quarterly Progress meetings conducted	Number	1	4	3	2	1	0	
		Number of National Consultative Committee for Human Settlement (NCCHS) meetings conducted	Number	1	1	0	0	0	0	
		Timeline by which Ministry organizes Engineering Conference	Date	3	03/31/2018	04/16/2018	04/30/2018	05/16/2018	05/31/2018	
		Timeline by which Mid-Year Review of APA is conducted	Date	2	01/31/2018	02/28/2018	03/15/2018	03/22/2018	03/31/2018	
		Environment services and Projects	TAT to review, assess and issue environment clearance	Days	2	60	70	80	90	>90
	Timeline by which SEA for TSP is completed		Date	2	01/01/2018	01/07/2018	01/14/2018	01/21/2018	01/31/2018	
	Coordination between BBS and the departments MoWHS	Number of Panel discussions conducted	Number	1	3	-	2	-	1	
	Coordinate implementation of the municipal financial and management reforms in four Dzongkhag Thromdes	Implementation of the municipal financial and management reforms in Thimphu & Phuntsholing	Percent	1	>90	>80	>70	>60	<60	
		Implementation of the municipal financial and management reforms in Gelephu & Samdrupjongkhar	Percent	1	>80	>70	>60	>50	<50	
To prevent corruption	1	Implement action plan adopted after the conduct of Integrity Diagnostic Test	Quarterly monitoring of the IDT action plan implementation by line agencies	Number	1	4	3	2	1	0

To support department/agency achieve its mandates and objectives through strategic human resource management.	9	Develop and implement staff recruitment plan in line with agency's plans and programs.	Percentage recruited.	Percent	1	100	90	80	70	60
		Develop and implement capacity building plan in line with agency's plans and programs	Percentage Implemented	Percent	1	100	90	80	70	<60
		Review and process promotion, transfer and deployment of employees	Processed on time.	Date	2	12/01/2017	01/01/2018	02/01/2018	03/01/2018	04/01/2018
		Coordinate ministerial level HRC meeting	Number of HRC meeting coordinated.	Number	1	12	10	8	6	<6
		Conduct trainings to preserve and promote national language	Number of Dzongkha Training Conducted.	Number	1	1	-	-	-	-
		Process remuneration and benefits of employees on production of all the clearances	Turn Around Time by which remuneration and benefits of employees are processed upon separation.	Days	1	5	8	10	15	>15
		Conduct induction program for the new engineer recruits	Turn Around Time by which induction programme is conducted.	Days	1	7	10	15	20	>20
		Collect, compile and update PMS in CSIS	Timeline by which CSIS is updated.	Date	1	09/01/2017	10/01/2017	11/01/2017	12/01/2017	01/01/2018
To Enhance	38	Ensure compliance to	Percentage compliance to e-GIF	Percent	1	100	-	-	-	<100

efficiency and effectiveness of Administrative, Legal and ICT services	e-GIF standards	standards							
	Legal Services	Timeline by which Legal Unit assisted DHS in submitting the Spatial Planning Bill to Cabinet for approval	Date	1	08/31/2017	09/14/2017	09/21/2017	10/16/2017	09/30/2017
		Timeline by which Tenancy Rules and Regulations is finalized and endorsed	Date	1	03/01/2018	03/15/2018	03/31/2018	04/16/2018	04/30/2018
		TAT to represent the Ministry before the court	Days	1	2	3	4	5	<6
		TAT to provide legal advise, opinions and interpretations	Days	1	30	40	50	60	<60
		No. of user trainings provided on Tenancy Services System	Number	1	3	-	2	-	1
	maintan continous supply of consumable items	% of minimum stock level of running office supply maintained.	Percent	2	100	90	80	70	60
	Extension of Office building	Timeline by which Construction/Extension of MoWHS office building is completed	Date	5	05/31/2018	06/07/2018	06/14/2018	06/21/2018	06/30/2018
	Develop and implement GPS enabled remote monitoring system	Timeline by which System is developed and implemented	Date	1	12/07/2017	01/07/2018	02/07/2018	03/07/2018	04/07/2018
	Provide technical support to municipal utility billing operators.	Number of technical support provided	Percent	1	100	90	80	70	<70
Direction service	Timeline by which office renovation is carried out	Days	1	5	10	15	20	>20	
	% of working days for which pool vehicles are kept under running	Percent	2	100	90	80	70	<70	

	condition							
Improve Ministry and public service delivery	TAT by which ICT helpdesk support provided	Hours	2	1	2	3	4	5
	Acceptable downtime of LAN and internet connectivity per incidence	Days	1	1	1.5	2	2.5	<2.5
Enhance basic ICT skills of non ICT staff members	Percentage of non ICT staff trained	Percent	1	50	45	40	35	30
Management of non expendable properties	% of assets maintained or repaired	Percent	1	100	90	80	70	60
	% of unserviable items surrendered to DNP	Percent	1	100	90	80	70	60
Agency website score	website score	Number	1	4	3	2	1	<1
Implement G2C systems in collaboration with G2C office and line department under MoWHS	Number of G2C systems launched	Number	1	2	-	-	-	1
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	2	3	4	5
Arrange/coordinate annual engineers/planners	Number of annual engineering/planners meeting coordinated.	Number	3	1	0	0	0	0

		conference.								
		Maintain/manage conference hall	TAT by which conference hall is repaired and maintained.	Days	1	5	6	7	8	>8
		Ensure, monitor and verify asset declaration of the MoWHS covered officials/staff	Percentage of officials/staffs declared assets within the time.	Percent	1	100	80	60	40	<40
		IT enabled services in operation uptime	MoWHS web, road safety app, water and sanitation inventory system, Tenancy services system, Road Condition Information System is functional	Hours	1	24	21	19	16	14
		Awareness on Tenancy Services System	Training on Tenancy Services System conducted	Number	1	3	-	2	-	1
		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	1	3	4	5	6	>6
		Procurement of goods, works and services	% of works, goods and services procured	Percent	3	100	90	80	70	60
To implement National Integrity and Anti-Corruption Strategy (NIACS)	2	To conduct face to face sensitization program on ethics and integrity tools by concerned ToT participants (gift rules and its management, asset declaration rules and its management, code of conduct and grievance redress mechanism)	Employees sensitized on the following ethics and integrity management tools-gifts, conflicts of interest, code of conduct, asset declaration and grievance redress mechanism	Percent	2	>90	81-90	71-80	61-70	<60

To ensure full utilization of budget	11	Review / Reporting of Annual Budget FY 17-18	Timeline by which 1st Qtr. Budget progress is Reported	Date	1	10/10/2017	10/15/2017	10/25/2017	10/31/2017	11/01/2017
			Timeline by which Mid Year Budget Reviewed	Date	1	01/10/2018	01/15/2018	01/25/2018	01/31/2018	02/01/2018
			Timeline by which 3rd Qtr. Budget progress is reported	Date	1	04/10/2018	04/15/2018	04/25/2018	04/30/2018	05/01/2018
		Closing of the Financial Year	Timeline by which all Accounts HQ in PEMS is closed	Date	1	07/06/2017	07/08/2017	07/10/2017	07/15/2017	07/31/2017
		Submission of Budget Proposal with respect to allocated budget ceiling	Percentage of Budget proposed with respect to budget ceiling	Percent	1	<150	<200	<300	<400	>400
		Review of Budget Proposal during budget discussion & after	Percentage of Budget Recommended with respect to allocated budget ceiling	Percent	1	<120	<140	<160	<180	>180
		Ensure full utilization of budget	Percentage of budget utilized	Percent	5	100	-	-	-	<100
To strengthen accountability, transparency, effectiveness and efficiency in management	10	Formulate and implement Annual Internal Audit Plan.	Number of Departments/agencies audited.	Number	4	9	8	7	6	>5
			Timeline by which Annual audit plan formulate	Date	2	08/31/2017	09/07/2017	09/14/2017	09/21/2017	09/30/2017
			Percentage of audit recommendations implemented	Percent	3	>90	>80	>70	>60	<50
			Number of surprise checks conducted	Number	1	5	4	3	2	1

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 facilitate formulation of policies, legal instruments, plans and programs including monitoring	Coordinate implementation of the municipal financial and management reforms in four Dzongkhag Thromdes	Implementation of the municipal financial and management reforms in Gelephu & Samdrupjongkhar	Percent					>90
		Implementation of the municipal financial and management reforms in Thimphu & Phuntsholing	Percent					>90
	Coordinate meetings	Number of National Consultative Committee for Human Settlement (NCCHS) meetings conducted	Number	1	1	1	1	1
		Number of Policy and Planning Coordination Meetings conducted	Number	10	10	10	10	12
		Number of Quarterly Progress meetings conducted	Number	4	4	4	4	4
		Timeline by which Mid-Year Review of APA is conducted	Date	01/31/2018				
		Timeline by which Ministry organizes Engineering Conference	Date					03/31/2018
	Coordination between BBS and the departments	Number of Panel discussions conducted	Number	10	10	10	10	3

MoWHS							
Issuance of Environment Clearances	TAT to review, assess and issue environment clearance	Days	60	60	60	60	60
Prepare/Facilitate or revise legal instruments, policies, plans, reports and project proposals	Number of Quarterly Newsletter published and distributed	Number	4	4	4	4	4
	Timeline by which Annual Information Bulletin is published and distributed	Date					03/31/2018
	Timeline by which APA is prepared and signed between HPM and HZL	Date				07/31/2016	07/31/2017
	Timeline by which concept note on National construction Act is submitted to Cabinet	Date					05/01/2018
	Timeline by which concept Note on revision of Housing Policy approved by Cabinet	Date					03/31/2018
	Timeline by which final draft Construction Industry Policy is submitted to GNHC for approval	Date					05/31/2018
	Timeline by which National Sanitation and Hygiene Policy final draft is submitted to GNHC for approval	Date					10/31/2017
	Timeline by which	Date					06/07/2018

		State of the Nation Report is prepared and submitted to Cabinet						
To Enhance efficiency and effectiveness of Administrative, Finance, Legal and ICT services	Agency website score	website score	Number					4
	Arrange/coordinate annual engineers/planners conference.	Number of annual engineering/planners meeting coordinated.	Number					1
	Assist management in decision making against complaints received.	TAT by which investigations and verifications completed from the date of receiving instructions.	Days	5	5	5	5	5
	Awareness on Tenancy Services System	Training on Tenancy Services System conducted	Number					3
	Capacity Building	Timeline by which Capacity enhancement of MoWHS Finance personnel vide review and coordination meetings conducted	Date					01/31/2018
	Develop and implement GPS enabled remote monitoring system	Timeline by which System is developed and implemented	Date	07/28/2017	07/28/2017	07/28/2017	07/28/2017	12/07/2017
	Direction service	% 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	50	50	50	50	50
	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	5	5	5	5	5
Enhance basic ICT skills of non ICT staff members	Percentage of non ICT staff trained	Percent					50
Ensure compliance to e-GIF standards	Percentage compliance to e-GIF standards	Percent					100
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
Extension of Office building	Timeline by which Construction/Extension of MoWHS office building is completed	Date					05/31/2018
Facilitation of	Number of financial	Number					5

Auditing	audit memos as per audit reports.						
Implement G2C systems in collaboration with G2C office and line department under MoWHS	Number of G2C systems launched	Number	-	-	-	-	3
Improve Ministry and public service delivery	Acceptable downtime of LAN and internet connectivity per incidence	Days					2
	TAT by which ICT helpdesk support provided	Hours					1
IT enabled services in operation uptime	MoWHS web, road safety app, water and sanitation inventory system, Tenancy services system, Road Condition Information System is functional	Hours					24
Legal Services	No. of user trainings provided on Tenancy Services System	Number					3
	TAT to provide legal advise, opinions and interpretations	Days					30
	TAT to represent the Ministry before the court	Days					2
	Timeline by which Legal Unit assisted	Date	08/01/2017	08/01/2017	08/01/2017	08/01/2017	08/31/2017

	DHS in submitting the Spatial Planning Bill to Cabinet for approval						
	Timeline by which Tenancy Rules and Regulations is finalized and endorsed	Date					03/01/2018
Maintain/manage conference hall	TAT by which conference hall is repaired and maintained.	Days	5	5	5	5	5
maintain continuous supply of consumable items	% of minimum stock level of running office supply maintained.	Percent					100
Management of non expendable properties	% of assets maintained or repaired	Percent					100
	% of unserviable items surrendered to DNP	Percent	-	-	-	-	100
Participation as Bid Opening Committee Member	Numbers of Bid Openings attended	Number					25
Participation as Evaluation Committee Member	Numbers of Bids Evaluated	Number					8
Participation in Tender Committees	Numbers of Tender Committee Meetings attended	Number					80
Preparation & Certification of	Timeline by which financial statements	Date					12/31/2017

Financial Statements for Projects	are certified						
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 Processing Bill payments	Days	1	1	1	1	1
Processing of Budgetary Releases	TAT for processing budget release	Days	1	1	1	1	1
Processing of Remittances	TAT for Processing Remittances	Days	6	6	6	6	6
Procurement of goods, works and services	% of works, goods and services procured	Percent					100
Provide technical support to municipal utility billing operators.	Number of technical support provided	Percent					100
Submission of Budget Utilization Plan for FY 2017-18	Timeline by which BUP is submitted	Date					07/31/2017
TAT for Processing Payroll	TAT for Processing Payroll	Days	26	26	26	26	26
Verify bills for remittance of payments for land	TAT to verify bills for remittance of payments for land tax,	Days	3	3	3	3	3

	tax, water and electricity.	water and electricity.						
To ensure full utilization of budget	Ensure full utilization of budget	Percentage of budget utilized	Percent					100
To implement National Integrity and Anti-Corruption Strategy (NIACS)	To conduct face to face sensitization program on ethics and integrity tools by concerned ToT participants (gift rules and its management, asset declaration rules and its management, code of conduct and grievance redress mechanism)	Employees sensitized on the following ethics and integrity management tools- gifts, conflicts of interest, code of conduct, asset declaration and grievance redress mechanism	Percent					>90
To prevent corruption	Implement action plan adopted after the conduct of Integrity Diagnostic Test	Quarterly monitoring of the IDT action plan implementation by line agencies	Number					4
To strengthen accountability, transparency, effectiveness and efficiency in management	Formulate and implement Annual Internal Audit Plan.	Number of Departments/agencies audited.	Number					9
		Number of surprise checks conducted	Number					5
		Percentage of audit recommendations implemented	Percent					>90
		Timeline by which Annual audit plan formulate	Date					08/31/2017

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				09/01/2016	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
	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	100	100	100	100	100
	Develop and implement staff recruitment plan in line with agency's plans and programs.	Percentage recruited.	Percent	100	100	100	100	100
	Process remuneration and benefits of employees on production of all	Turn Around Time by which remuneration and benefits of employees are processed upon	Days	5	5	5	5	5

	the clearances	separation.						
	Review and process promotion, transfer and deployment of employees	Processed on time.	Date				12/01/2016	12/01/2017

Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Number of months for which salary of individual civil servants is debited into their account by 30th of every month.	Number of months for which salary of individual civil servants is debited into their account by 30th of every month.	N.A	Annually	Accounts Section, DS
Timeline by which BUP is submitted	Timeline by which BUP is submitted	N.A	Annually	Accounts Division, DS
TAT for processing budget release	TAT for Processing Budgetary Releases	N.A	Annually	Accounts Division, DS
TAT for Processing Bill payments	TAT for Processing Bill payments	N.A	Annually	Accounts Division, DS
TAT for Processing Payroll	The target (excellent) is 26th of every month	N.A	Annually	Accounts Division, DS
TAT for Processing Remittances	Processing of Remittances	N.A	Annually	Accounts Division, DS
Timeline by which financial statements are certified	Timeline for certification	N.A	Annually	Accounts Division, DS
Numbers of Tender Committee Meetings attended	Numbers of Tender Committee Meetings attended	N.A	Annually	Accounts Division, DS
Numbers of Bids Evaluated	Numbers of Bids evaluated	N.A	Annually	Accounts Division, DS
Numbers of Bid Openings attended	Numbers of Bid Openings attended as a member	N.A	Annually	Accounts Division, DS
Number of G2C systems launched	Number of G2C systems implemented after enhancement	N.A	Annually	ICT Division, DS
Number of technical support provided	Number of technical support provided	N.A	Annually	ICT Division, DS

website score	website score maintained or improved	N.A	Annually	ICT Division, DS
MoWHS web, road safety app, water and sanitation inventory system, Tenancy services system, Road Condition Information System is functional	MoWHS web, road safety app, water and sanitation inventory system, Road Condition Information System	N.A	Annually	ICT Division, DS
Training on Tenancy Services System conducted	Training on Tenancy Services System conducted in three regions	N.A	Annually	ICT Division, DS
Timeline by which office renovation is carried out	Timeline by which office renovation is carried out	N.A	Annually	AFD/DS
TAT by which investigations and verifications completed from the date of receiving instructions.	Turn Around time by which investigations and verifications completed from the date of receiving instructions.	N.A	Annually	Directorate Services
TAT to process/renew the visa for official visitors.	TAT to process/renew the visa for official visitors.	N.A	Annually	AFD,DS
Percentage of officials/staffs declared assets within the time.	Percentage of officials/staffs declared assets within the time.	N.A	Annually	AFD, DS
Number of annual engineering/planners meeting coordinated.	Number of annual engineering/planners meeting coordinated.	N.A	Annually	AFD, DS
TAT to 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.	N.A	Annually	AFD, DS
TAT by which conference hall is repaired and maintained.	TAT by which conference hall is repaired and maintained.	N.A	Annually	AFD, DS

% of working days for which pool vehicles are kept under running condition	% of working days for which pool vehicles are kept under running condition	N.A	Annually	Directorate Services
% reduction of office and vehicle maintenance cost compared to previous fiscal year	% reduction of office and vehicle maintenance cost compared to previous fiscal year	N.A	Annually	AFD/DS
% of unserviable items surrendered to DNP	N.A	N.A	Annually	Directorate Services
% of works, goods and services procured	N.A	N.A	Annually	Procurement Section, DS
Number of financial audit memos as per audit reports.	Numbers of financial audit memos as per audit reports.	N.A	Annually	AFD, Directorate Services
% of assets maintained or repaired	N.A	Administrative data	Annually	Directorate Services
% of minimum stock level of running office supply maintained.	N.A	Administrative data	Annually	Procurement Section, DS
Percentage of non ICT staff trained	N.A	Administrative data	Annually	ICT Division, DS
Acceptable downtime of LAN and internet connectivity per incidence	N.A	Administrative data	Annually	ICT
Percentage compliance to e-GIF standards	N.A	Administrative data	Annually	ICT Division, DS
TAT by which ICT helpdesk support provided	ICT support provided within the ministry	Administrative data	Annually	ICT
Timeline by which System is developed and implemented	N.A	Administrative data	Annually	ICT Division, DS
Timeline by which Legal Unit assisted DHS in submitting the Spatial Planning Bill to Cabinet for approval	N.A	Administrative data	Annually	Legal Unit, Directorate Services

Timeline by which Tenancy Rules and Regulations is finalized and endorsed	N.A	Administrative data	Annually	Legal Unit, DS
TAT to represent the Ministry before the court	Legal Unit to represent the ministry before the court as and when required	Administrative data	Annually	Legal Unit, DS
TAT to provide legal advise, opinions and interpretations	provide legal advise, opinions and interpretations as and when required	Administrative data	Annually	Legal Unit, DS
No. of user trainings provided on Tenancy Services System	User training for 3 regions will be conducted on tenancy service system (Thimphu, Gelephu and Samdrup Jongkhar	Administrative data	Annually	Legal Unit, DS
Timeline by which Construction/Extension of MoWHS office building is completed	N.A	Administrative data	Annually	Directorate Services
Timeline by which Capacity enhancement of MoWHS Finance personnel vide review and coordination meetings conducted	N.A	Administrative data	Annually	Directorate Services
Timeline by which concept Note on revision of Housing Policy approved by Cabinet	N.A	N.A	Annually	PPD
Timeline by which concept note on National construction Act is submitted to Cabinet	N.A		Annually	PPD
Timeline by which final draft Construction Industry Policy is submitted to GNHC for approval	Timeline by which final draft Construction Industry Policy is prepared	N.A	Annually	PPD
Timeline by which National Sanitation and Hygiene Policy final draft is submitted to GNHC for approval	Timeline by which National Sanitation and Hygiene Policy final draft is submitted to GNHC for approval	N.A	Annually	PPD
Timeline by which State of the Nation Report is prepared and submitted to	Timeline by which State of the Nation Report is prepared and	N.A	Annually	PPD

Cabinet	submitted to Cabinet			
Timeline by which APA is prepared and signed between HPM and HZL	Timeline by which APA is prepared and signed between HPM and HZL	N.A	Annually	PPD
Number of Quarterly Newsletter published and distributed	Number of Quarterly Newsletter published and distributed	N.A	Annually	PPD
Timeline by which Annual Information Bulletin is published and distributed	Timeline by which Annual Information Bulletin is published and distributed	N.A	Annually	PPD
Number of Policy and Planning Coordination Meetings conducted	Number of Policy and Planning Coordination Meetings conducted	N.A	Annually	PPD
Number of Quarterly Progress meetings conducted	Number of Quarterly Progress meetings conducted	N.A	Annually	PPD
Number of National Consultative Committee for Human Settlement (NCCHS) meetings conducted	Number of National Consultative Committee for Human Settlement (NCCHS) meetings conducted	N.A	Annually	PPD
Timeline by which Ministry organizes Engineering Conference	Timeline by which PPD assist DES in organizing Engineering Conference	N.A	Annually	PPD
Timeline by which Mid-Year Review of APA is conducted	Timeline by which Mid-Year Review of APA is conducted	N.A	Annually	PPD
Implementation of the municipal financial and management reforms in Thimphu & Phuntsholing	Implementation of the municipal financial and management reforms in Thimphu & Phuntsholing	N.A	Annually	PPD
Implementation of the municipal financial and management reforms in Gelephu & Samdrupjongkhar	Implementation of the municipal financial and management reforms in Gelephu & Samdrupjongkhar	N.A	Annually	PPD
TAT to review, assess and issue environment clearance	TAT to review, assess and issue environment clearance	N.A	Annually	PPD
Number of Panel discussions conducted	Number of Panel discussions conducted	N.A	Annually	PPD
Timeline by which Annual audit plan formulate	N.A	Administrative Data	Annually	Internal Audit Unit
Percentage of audit recommendations implemented	N.A	Administrative data	Annually	Internal Audit Unit

Number of Departments/agencies audited.	N.A	Administrative data	Annually	Internal Audit unit
Number of surprise checks conducted	N.A	Administrative data	Annually	Internal Audit Unit
Percentage recruited.		N.A	Annually	HRD
Percentage Implemented		N.A	Annually	HRD
Processed on time.		N.A	Annually	HRD
Number of HRC meeting coordinated.		N.A	Annually	HRD
Number of Dzongkha Training Conducted.		N.A	Annually	HRD
Turn Around Time by which remuneration and benefits of employees are processed upon separation.		N.A	Annually	HRD
Turn Around Time by which induction programme is conducted.		N.A	Annually	HRD
Timeline by which CSIS is updated.		N.A	Annually	HRD
Quarterly monitoring of the IDT action plan implementation by line agencies	Quarterly monitoring of the IDT action plan implementation by line agencies	N.A	Annually	PPD
Percentage of budget utilized	This indicator is applicable to Directorate services and PPD under MoWHS	administrative data	Annually	Directorate services and PPD
Employees sensitized on the following ethics and integrity management tools-gifts, conflicts of interest, code of conduct, asset declaration and	Directorate Services to spearhead this SI	Administrative data	Annually	Directorate Services

grievance redress mechanism				
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Section 5: Requirements from other Departments & Secretariat Divisions

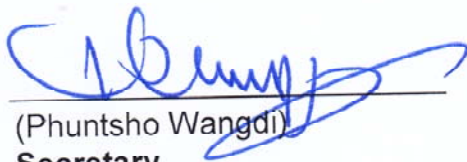
Organization Name	Relevant Success Indicator	Requirement from the Organization	Justification for the Requirement	Requirement detail	Impact (If Not Met)
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Whereas,

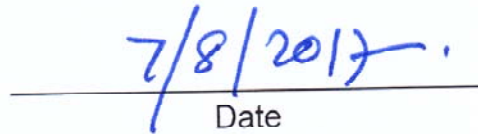
We, the Director, Directorate Services; the Chief Planning Officer, Policy and Planning Division; and the Chief Internal Auditor, Internal Audit Unit, commit to the Secretary and the Minister, to deliver the results described in this Annual Performance Agreement.

I, the Secretary, commit to the Director, Directorate Services; the Chief Planning Officer, Policy and Planning Division; and the Chief Internal Auditor, Internal Audit Unit to provide necessary support for the delivery of results described in this Annual Performance Agreement.

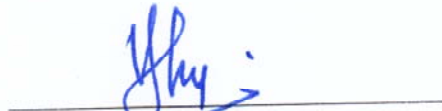
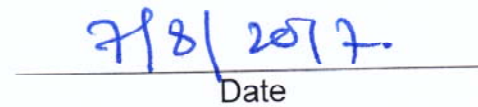
SIGNED:



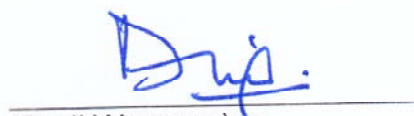
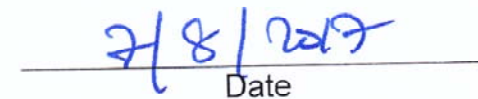
(Phuntsho Wangdi)
Secretary
Ministry of Works and
Human Settlement



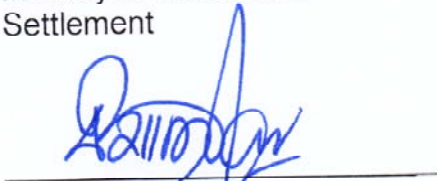
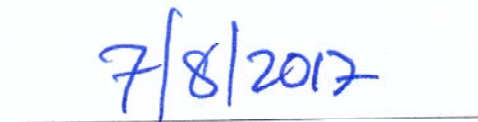
Date


(Dhak Tshering)
Director, Directorate Services
Ministry of Works and Human
settlement

Date


(Dorji Wangmo)
Chief Planning Officer
Policy and Planning Division
Ministry of Works and
Settlement

Date


(Bishal Rai)
Chief Internal Auditor
Internal Audit Unit
Ministry of Works and
Human Settlement

Date