



**PERFORMANCE AGREEMENT**  
**BETWEEN**  
**EXECUTIVE SECRETARY AND**  
**CHIEF, URBAN PLANNING DIVISION, THIMPHU THROMDE**

**(July 1, 2018 – June 30, 2019)**

## **TABLE OF CONTENTS**

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Section 1: Vision, Mission and Objectives

Section 2: Objectives, Actions, Success Indicators and Target

Section 3: Trend Values of Success Indicators

Section 4: Description and Measurement of Success Indicators

Section 5: Requirements from other Ministries, Agencies and Dzongkhags

## **Preamble**

The Performance Agreement is entered into between the Executive Secretary and Chief of Urban Planning Division.

The objectives of this Performance Agreement are:

- a) To establish clarity and consensus about annual priorities for the consistent with the 12th Five Year Plan, and Thromde's other priorities;
- b) To make the Urban Planning Division fully responsible for driving implementation and delivering the results against the annual priorities;
- c) To provide an objective and fair basis for evaluating the overall performance at the end of the year;

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 and Objectives**

### **Vision**

An exemplary Thromde (City) in the region that is culturally vibrant, progressive, safe and livable

### **Mission**

1. To provide affordable, equitable, efficient municipal services and facilities
2. To promote Bhutanese Socio-culture, economy, environmental image and financial sustainability of the Thromde

### **Objectives**

- 1) To improve livability, safety and sustainability of human settlements
- 2) To improve quality of education & skills
- 3) To enhance health and nutrition of Thromde residents
- 4) To create gainful employment and enhance local economy
- 5) To promote gender equality and empower women and girls
- 6) Carbon neutral, climate and disaster resilient development enhanced
- 7) To enhance transparent, effective and efficient public service delivery
- 8) To strengthen democracy & decentralization
- 9) To preserve and promote culture & traditions

**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 improve livability, safety and sustainability of human settlements	100	Initiation of preparation of LAPs, implementation and maintaining LAP areas	Issuance of site plan to clients	days	15	1	2	3	4	5
			Conducting survey in a day	Nos	20	4 sites	3 sites	2 sites	1 site	0 sites
			TAT for land related services	Days	20	5	7	9	11	13
			Implementation of LAPs	Nos	15	2	1	0	0	0
			Scan and maintain systematic lease and acquisition record	%	15	100	90	80	70	60
			Administer and manage land lease, land acquisition and URC	%	15	100	90	80	70	60

#### Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Issuance of site plan to clients	This indicator measures the number of days taken to issue the site plan	Office records	Annually	UPD
Conducting survey in a day	This indicator measures the number of sites completed surveying by each surveyor	Office records	Annually	Survey Section
TAT for land related services	This indicator measures the time taken for delivering all kinds of land and property related services	Office records	Annually	SLMS
Implementation of LAPs	This indicator measures the number of LAPs being implemented currently	Office records	Annually	UPD
Scan and maintain systematic lease and acquisition record	This indicator measures the maintaining of systematic records regarding the land lease and land acquisition	Office records	Annually	SLMS
Administer and manage land lease, land acquisition and URC	SLMS administers and manage land lease, land acquisition and land registration. This indicator measures percentage of administration and management of land lease and acquisition and URC	Office records	Annually	SLMS

**Section 5: Requirements from other Ministries, Agencies & Dzongkhags**

<b>Organization Name</b>	<b>Relevant Success Indicator</b>	<b>Requirement from the Organization</b>	<b>Justification for the Requirement</b>	<b>Requirement detail</b>	<b>Impact (If Not Met)</b>
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**Whereas,**

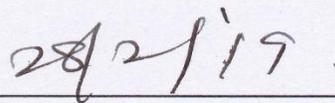
I, the Chief of Urban Planning Division commit to the Executive Secretary to deliver the results described in this Annual Performance Agreement.

I, the Executive Secretary, commit to the Urban Planning Division, on behalf of the Secretariat to provide the necessary fund and resources for delivery of the results described in this Annual Performance Agreement.

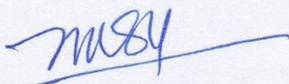
**SIGNED:**



Karma Namgyel  
Executive Secretary



Date



Thinley Norbu  
Chief, Urban Planning Division

Date 28/2/2019