



NATIONAL STATISTICS BUREAU

PERFORMANCE AGREEMENT

BETWEEN

DIRECTOR AND HEAD OF ADMINISTRATION AND FINANCE SERVICES

Administration and Finance Services

(July 1, 2021 – June 30, 2022)

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Preamble

The Performance Agreement is entered into between the Director and the Head of Administration and Finance Services, National Statistics Bureau.

The objectives of this Performance Agreement are:

- a) To establish clarity and consensus about annual priorities for the National Statistics Bureau consistent with the 12th Five Year Plan, and Government's other priorities;
- b) To make **Administration and Finance Services** fully responsible for driving implementation and delivering the results against the annual priorities; and
- c) To provide an objective and fair basis for evaluating the Division's 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

To provide high quality statistical products and services to support social and economic development of the country.

Mission

1. To provide relevant, reliable, and timely statistics to facilitate planning and evidence-based decision making; and
2. To ensure that the compilation and dissemination of statistics are in accordance with scientific principles, professional ethics, and international standards.

Objectives

- 1) To enable effective and efficient public service delivery;
- 2) To ensure full utilization of Budget; and
- 3) To strengthen transparent, accountable & integrity consciousness and culture.

Section 2: Objectives, Success Indicators & Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
To ensure full utilization of Budget	5	Ensure Annual Budget Utilization	Percentage of annual budget utilization	Percent	5	>94%	>84.6-94%	>75.2-84.6%	>65.8-75.2%	>56-65.8%
To strengthen transparent, accountable & integrity consciousness and culture	2	Enhance integrity system by implementing OIP	Integrity score improved	Percent	2	50% of OIP Implemented	45% of OIP Implemented	40% of OIP Implemented	35% of OIP Implemented	30% of OIP Implemented
To enable effective and efficient public service delivery	93	Provide effective and efficient administration and finance services	TAT for ICT troubleshooting services	Days	15.5	Within half day	Within one day	Within two days	—	More than three days
			Percentage of days for which all pool vehicles are kept under running condition	Percent	15.5	100	90	80	70	60
			Timeline by which monthly pay & allowances is credited into individual account	Days	15.5	4th weeks of every month	—	—	—	1st week of next month

			TAT for bill clearance	Days	15.5	Within 5 working days	—	—	—	More than 5 working days
			TAT for HR services	Days	15.5	Within 3 working days	Within 4 working days	Within 5 working days	Within 6 working days	More than 6 working days
			TAT for office supplies	Days	15.5	Within 5 working days	Within 6 working days	Within 7 working days	Within 8 working days	More than 8 working days
Total					100					

Section 3: Trend values of success indicators

Objective	Action	Success Indicator	Unit	Actual Values [FY 2018-19]	Actual Values [FY 2019-20]	Target Values [FY 2020-21]	Projected Values [FY 2021-22]	Projected Values [FY 2022-23]
Ensure Annual Budget Utilization	Ensure Annual Budget Utilization	Percentage of annual budget utilization	Percent	>94%	>94%	>94%	>94%	>94%
To strengthen transparent, accountable & integrity consciousness and culture	Enhance integrity system by implementing OIP	Integrity score improved	Percent	50% of OIP Implemented	50% of OIP Implemented	50% of OIP Implemented	50% of OIP Implemented	50% of OIP Implemented
To enable effective and efficient public service delivery	Provide effective and efficient administration and finance services	TAT for ICT troubleshooting services	Days	Within half day	Within half day	Within half day	Within half day	Within half day
		Percentage of days for which all pool vehicles are kept under running condition	Percent	100	100	100	100	100
		Timeline by which monthly pay & allowances is credited into individual account	Days	4th weeks of every month	4th weeks of every month	4th weeks of every month	4th weeks of every month	4th weeks of every month

		TAT for bill clearance	Days	Within 5 working days	Within 5 working days	Within 5 working days	Within 5 working days	Within 5 working days
		TAT for HR services	Days	Within 3 working days	Within 3 working days	Within 3 working days	Within 3 working days	Within 3 working days
		TAT for office supplies	Days	Within 5 working days	Within 5 working days	Within 5 working days	Within 5 working days	Within 5 working days

Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Percentage of annual budget utilization	This indicator measures the variance between the Revised Budget and the Actual Expenditure at the end of the FY.	Assessment of variance between annual budget and expenditure	Annually	Department of National Budget
Integrity score improved	This indicator measures the implementation status of Organizational Integrity Plan (OIP) as determined by Anti-Corruption Commission.	Survey and Field Monitoring of OIP implementation by ACC	Annually	Administrative report by ACC

Section 5: Requirements from other Ministries, Agencies & Dzongkhags

NA

Whereas,

I, the Head of Administration and Finance Service, commit to the Director, National Statistics Bureau to deliver the results described in this Annual Performance Agreement.

I, the Director, commit to the Head of Administration and Finance Service, on behalf of the National Statistics Bureau, Government and the people of Bhutan, to provide the necessary fund and resources for delivery of the results described in this Annual Performance Agreement.

SIGNED:

Chhime Tshering
Director, NSB

Date:

Yeshey Xangmo
Head AFS

Date: