



Government of the People's Republic of Bangladesh

# Annual Performance Agreement (APA)

Between

The Cabinet Secretary

and

The Senior Secretary, Ministry of Land

2014 - 2015

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## Preamble

The Annual Performance Agreement is made and entered into on 09 March 2015

BETWEEN

The Senior Secretary, Ministry of Land, representing the Minister, Ministry of Land, 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:

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## Section 1: Ministry's/Division's Vision, Mission, Strategic Objectives and Functions

### 1.1 Vision

Efficient, transparent and people friendly land management system.

### 1.2 Mission

To ensure the best possible use of land and provide pro-people land services through efficient, modern, and sustainable land management

### 1.3 Functions

- 1 Preservation of land rights and ownership
- 2 Assessment and collection of land revenue
- 3 Management of khas land, vested and abandoned properties.
- 4 Demarcation of internal and international boundaries, repair, and preservation of boundary pillars.
- 5 Land survey, preparation of maps and records of right.
- 6 Management of sairat mahal.
- 7 Acquisition and requisition of land.

### 1.4 Strategic Objectives

- 1 Efficient land management.
- 2 Survey and revision of records.
- 3 Digitization of land management.
- 4 Rehabilitation of landless people



## 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] Efficient land management.	50.00	[1.1] Updates of records	[1.1.1] Khatian updated	Number in lac	10.00	21.09	20.50	20.30	20.10	20.00
			[1.1.2] Compliance report and opening holding	Number in lac	5.00	21.09	20.50	20.30	20.10	20.00
		[1.2] Collection of land revenues	[1.2.1] Collection of LD tax (General)	Taka in crore	6.00	297.36	290.10	285.70	280.65	275.50
			[1.2.2] Collection of LD TAX (Organization)	Taka in crore	1.00	1229.25	800.00	500.00	200.00	72.00
		[1.3] Collection of non-tax revenue	[1.3.1] Collection of non-tax revenue	Taka in crore	3.00	450	440	430	425	420
		[1.4] Management of Sairat mahal	[1.4.1] Fisheries (Jalmahal) leased out	Number	2.00	150	145	140	135	130
			[1.4.2] Hat bazar leased out	Number	4.00	500	490	480	475	470
			[1.4.3] Balu mahal leased out	Number	2.00	46	45	44	43	42
		[1.5] Capacity building of land management and survey officials	[1.5.1] Officers and staffs trained	Number	3.00	2200	2150	2100	2050	2000
		[1.6] BCS Cadre and Judicial Officer trained	[1.6.1] BCS Cadre and judicial officers trained	Number	4.00	200	190	180	170	165
		[1.7] Acquisition of land	[1.7.1] Land acquired	Acre	2.00	300	295	290	287	285
		[1.8] Addressing land litigations	[1.8.1] Disposal of mis-cases by revenue officers	Number of cases	3.00	2450	2425	2400	2375	2350

## 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%
		[1.9] Construction and repairs of office buildings	[1.9.1] New office constructed	Number	2.00	157	150	145	143	140
			[1.9.2] Office building repaired	Taka in Lac	1.00	13500	13200	13000	12500	12000
		[1.10] Audit	[1.10.1] Office Audited	Number	2.00	4890	4700	4600	4550	4500
[2] Survey and revision of records.	17.00	[2.1] Survey of mouza	[2.1.1] Mouza surveyed	Number	5.00	1000	980	950	930	900
		[2.2] Preparation and publication of records of rights (ROR)	[2.2.1] ROR prepared	Number in lac	2.00	10	9	8.75	8.7	8.5
			[2.2.2] ROR Published	Number in lac	2.00	20.00	19.50	19.40	19.30	19.20
		[2.3] Handover of records	[2.3.1] Records handed over to revenue offices	Number in lac	3.00	10.00	9.80	9.70	9.60	9.50
			[2.3.2] ROR handed over to land owners	Number in lac	2.00	20.00	19.50	19.25	19.15	19.00
		[2.4] Internal and International boundary conflict resolution	[2.4.1] Boundary conflict resolved	Number	3.00	4	3	2	1	0
[3] Digitization of land management.	10.00	[3.1] Scanning and computerization of records and maps	[3.1.1] Scanning of CS, SA, RS, BS records and maps	Number	3.00	71000	69000	68000	67000	65000
		[3.2] Supply of records and maps	[3.2.1] Supply of maps	Number	3.00	10000	9500	9300	9100	9000
			[3.2.2] Supply of records	Number in lac	4.00	20	19.50	19.30	19.20	19.00
[4] Rehabilitation of landless people	8.00	[4.1] Settlement of khas land	[4.1.1] Identification of agricultural khas land	Acre	1.00	5000	4500	4400	4300	4200



## 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%
			[4.1.2] Identification of landless people	Number	1.00	10000	8000	7500	7300	7000
			[4.1.3] Disposal of settlement cases	Number	2.00	10000	8000	7500	7300	7000
		[4.2] Settlement of non-agricultural khas land	[4.2.1] Non-agricultural khas land settled	Acre	1.00	300	290	285	280	275
		[4.3] Establishment of cluster village	[4.3.1] Selection of beneficiaries	Number	2.00	1500	1400	1300	1200	1100
			[4.3.2] Construction of houses	Number	1.00	1200	1100	1000	900	800

## 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

\* 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										
* 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 (QIMR) submitted to Finance Division (FD) meeting FD requirements	Number of report	1.0	5	4	3	2	1
			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] Efficient land management.	[1.1] Updates of records	[1.1.1] Khatian updated	Number in lac	16.45	19.10	21.10	22.60	23.60
		[1.1.2] Compliance report and opening holding	Number in lac	16.45	19.10	21.10	22.6	23.6
	[1.2] Collection of land revenues	[1.2.1] Collection of LD tax (General)	Taka in crore	260.66	284.93	297.36	312.23	327.84
		[1.2.2] Collection of LD TAX (Organization)	Taka in crore	33.65	72.02	1229.24	1279.20	1295.16
	[1.3] Collection of non-tax revenue	[1.3.1] Collection of non-tax revenue	Taka in crore	288.92	404.30	450.24	513.42	571.68
	[1.4] Management of Sairat mahal	[1.4.1] Fisheries (Jalmahal) leased out	Number	131	111	145	161	170
		[1.4.2] Hat bazar leased out	Number	500	495	490	510	520
		[1.4.3] Balu mahal leased out	Number	45	45	45	50	60
	[1.5] Capacity building of land management and survey officials	[1.5.1] Officers and staffs trained	Number	2828	1519	2150	2350	2502
	[1.6] BCS Cadre and Judicial Officer trained	[1.6.1] BCS Cadre and judicial officers trained	Number	118	140	330	180	180
	[1.7] Acquisition of land	[1.7.1] Land acquired	Acre	3817.62	2306.50	295	350.00	400.00
	[1.8] Addressing land litigations	[1.8.1] Disposal of mis-cases by revenue officers	Number of cases	2265	2365	2425	2650	2700
	[1.9] Construction and repairs of office buildings	[1.9.1] New office constructed	Number	70	0	150	157	180

## 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
		[1.9.2] Office building repaired	Taka in Lac	1200	1400	1800	2200	2600
	[1.10 Audit	[1.10.1 Office Audited	Number	4890	4890	4890	4890	4890
[2] Survey and revision of records.	[2.1] Survey of mouza	[2.1.1] Mouza surveyed	Number	397	771	980	1000	1000
	[2.2] Preparation and publication of records of rights (ROR)	[2.2.1] ROR prepared	Number in lac	2.93	5.97	20.97	9	9
		[2.2.2] ROR Published	Number in lac	9.09	18.13	38.07	20	20
	[2.3] Handover of records	[2.3.1] Records handed over to revenue offices	Number in lac	4.53	80.08	37.41	10	10
		[2.3.2] ROR handed over to land owners	Number in lac	9.09	18.13	38.07	20	20
	[2.4] Internal and International boundary conflict resolution	[2.4.1] Boundary conflict resolved	Number	6	7	3	5	4
[3] Digitization of land management.	[3.1] Scanning and computerization of records and maps	[3.1.1] Scanning of CS, SA, RS, BS records and maps	Number	115000	--	69000	--	--
	[3.2] Supply of records and maps	[3.2.1] Supply of maps	Number	2480	5427	9500	10000	10000
		[3.2.2] Supply of records	Number in lac	9.09	18.13	38.07	20	20
[4] Rehabilitation of landless people	[4.1] Settlement of khas land	[4.1.1] Identification of agricultural khas land	Acre	17720.72	11354.33	4500	5000	4000



### 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
		[4.1.2] Identification of landless people	Number	30400	24511	8000	10000	8000
		[4.1.3] Disposal of settlement cases	Number	30400	24511	8000	10000	8000
	[4.2] Settlement of non-agricultural khas land	[4.2.1] Non-agricultural khas land settled	Acre	228.7791	275.5757	290	350	400
	[4.3] Establishment of cluster village	[4.3.1] Selection of beneficiaries	Number	2500	2000	1400	0	0
		[4.3.2] Construction of houses	Number	1786	1662	157	0	0

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**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
1	[1.1.1] Khatian updated	Mutation cases approved.	Land Reforms Board (LRB) and AC Land Offices	Report from the LRB	
2	[1.1.2] Compliance report and opening holding	Opening of new holding and correction of holdings.	AC Land Offices, DC Offices	Reports	
3	[1.2.1] Collection of LD tax (General)	Collection of Land Development tax from holdings.	Union Land Offices	Reports	
4	[1.2.2] Collection of LD TAX (Organization)	Different kinds of registers used in, ULO, AC Land Office, DC Office for effective land management.	LRB	Reports from the LRB	
5	[1.3.1] Collection of non-tax revenue	Sale proceeds through settlement of non-agricultural khas land, compensation money from acquired khas land, mutation fee, leased money from sairat mahal etc.	UNO Offices, DC Offices, Divisional Commissioner's Office	Reports from the concerned offices	

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## 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	[1.4.1] Fisheries (Jalmahal) leased out	Closed fisheries are being leased out at upazila, district, division and ministry level	UNO Offices, DC Offices, Divisional Commissioner's Offices, MoL	Different reports of the concerned offices	
7	[1.4.2] Hat bazar leased out	Hat bazar leased out at pouroushova, upazila and city corporation level	Pouroushova, UNO Offices, City Corporations	Reports of the concerned offices	
8	[1.4.3] Balu mahal leased out	Balu mahal leased out at DC Offices and BMD	DC Offices, BMD	Reports of the concerned offices	
9	[1.5.1] Officers and staffs trained	Training on land management, mutation, LD tax collection, land acquisition, rent certificate case disposal etc. provided to different levels of land management and survey officers and staffs viz. AC Land, RDC, ASP, UNO, ADC (revenue), LAO, ULO, UALO	LATC	Reports of the LATC	
10	[1.6.1] BCS Cadre and judicial officers trained	Training on Survey and Settlement to Assistant Commissioners, Assistant/Additional Police Super, Assistant/Joint District Judge, Assistant Conservator of Forest	DGLR	Reports	





## 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
1	[1.1.1] Khatian updated	Mutation cases approved.	Land Reforms Board (LRB) and AC Land Offices	Report from the LRB	
2	[1.1.2] Compliance report and opening holding	Opening of new holding and correction of holdings.	AC Land Offices, DC Offices	Reports	
3	[1.2.1] Collection of LD tax (General)	Collection of Land Development tax from holdings.	Union Land Offices	Reports	
4	[1.2.2] Collection of LD TAX (Organization)	Different kinds of registers used in, ULO, AC Land Office, DC Office for effective land management.	LRB	Reports from the LRB	
5	[1.3.1] Collection of non-tax revenue	Sale proceeds through settlement of non-agricultural khas land, compensation money from acquired khas land, mutation fee, leased money from sairat mahal etc.	UNO Offices, DC Offices, Divisional Commissioner's Office	Reports from the concerned offices	



## 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
11	[1.7.1] Land acquired	Land acquired for various govt. establishment and development project/purposes	DC Offices	Reports	
12	[1.8.1] Disposal of mis-cases by revenue officers	Different cases in reference to land litigation by AC Land, ADC Revenue, Additional Commissioner (Revenue) and Land Appeal Board	AC Land Offices, DC Offices, Divisional Commissioner's Offices, LAB	Reports of the concerned offices	
13	[1.9.1] New office constructed	Upazila Land Offices and Union Land Offices	MoL, DC Offices	Project reports	
14	[1.9.2] Office building repaired	Upazila Land Offices and Union Land Offices	DC Offices	Reports of the DC Offices	
15	[1.10.1] Office Audited	Audit objections disposed of by Controller of Accounts (Revenue) on UL Office, AC Land Office, ADC Revenue Office	Office of the Controller of Accounts (Revenue)	Reports of the concerned office	

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
16	[2.1.1] Mouza surveyed	Plot to plot survey of land on mouza basis	DGLR	Reports	
17	[2.2.1] ROR prepared	ROR prepared on mouza basis through survey operation	DGLR	Reports	
18	[2.2.2] ROR Published	ROR published on mouza basis by the Settlement Press	DGLR	Reports	
19	[2.3.1] Records handed over to revenue offices	CS, RS, SA, BS records and maps on mouza basis are provided to District Judge, DC, AC Land and ULO	DGLR	Reports	
20	[2.3.2] ROR handed over to land owners	ROR and mouza maps are handed over to the land owners	DGLR	Reports	

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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
21	[2.4.1] Boundary conflict resolved	Internal mouza conflict resolved by survey and international conflict resolved by joint survey by neighboring countries	DGLR	Reports	
22	[3.1.1] Scanning of CS, SA, RS, BS records and maps	CS, SA, RS, BS records and maps are scanned and preserved for future use and supply to the land owners	DGLR, DC Offices	Reports	
23	[3.2.1] Supply of maps	Scanned CS, SA, RS, BS records and maps are supplied to land owners on demand	DC Offices	Reports	
24	[3.2.2] Supply of records	Computerize stored CS, SA, RS, BS records supplied to the land owners on demand	DC offices	Reports	
25	[4.1.1] Identification of agricultural khas land	Mouza wise identification of agricultural khas land for settlement to the landless people	ULO and AC(L) Offices	Reports	

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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
26	[4.1.2] Identification of landless people	Mouza wise identification of landless people by Upozilla Khas Land Settlement Committee	AC(L) offices, UNO offices	Reports	
27	[4.1.3] Disposal of settlement cases	Settlement cases initiated from AC(L) offices and approval DC offices. Registration of kobuliat by the AC(L).	DC offices, UNO offices, AC(L) offices	Reports	
28	[4.2.1] Non-agricultural khas land settled	Settlement of Non-agricultural khas land to different govt. and private organization on the basis of market price.	MOL	Reports	
29	[4.3.1] Selection of beneficiaries	Beneficiaries selected for cluster village	UNO offices, AC(L) offices	Reports	
30	[4.3.2] Construction of houses	Houses constructed for rehabilitation of climate victims	DC offices, Climate Victim Rehabilitation Project	Report	

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**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 1.Computerization of land records	Ministry Law and Parliamentary Affairs, Ministry of Home, Ministry of Public Administration, Ministry of Agriculture, Ministry of Livestock and Fisheries, Ministry of Chittagong Hill Tracts Affairs, Ministry of Finance, Ministry of Planning	Upazila and revenue circle covered	%	10	15	17	20	22
2 2.Rehabilitation of landless ultra poor	Rehabilitation of landless ultra poor	landless ultra poor families Rehabilitated	%	0.5	1.00	1.5	2.00	2.5

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**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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Whereas,


I, the Senior Secretary, Ministry of Land representing the Minister, Ministry of Land , 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 Land to provide necessary support for delivery of the results described in this agreement.

Signed,

  
02.06.2015

Senior Secretary  
Ministry of Land

  
09.03.2015

Date



Cabinet Secretary  
Cabinet Division

09/3/2015

Date



Annex-1

# Acronyms

Sl.	Acronym	Description
1	ADC	Additional Deputy Commissioner
2	Addl. Div. Com.	Additional Division Commissioner
3	BCS	Bangladesh Civil Service.
4	BMC	Budget Management Committee.
5	BMD	Bureau of Mineral Development
6	DC	Deputy Commissioner
7	DGLRS	Directorate General of Land Records and Survey.
8	Div Com	Divisional Commissioner
9	LAB	Land Appeal Board

10	LATC	Land Administration Training Center
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11	LD Tax	Land Development Tax. It is collected by the union land offices.
12	LRB	Land Reforms Board
13	MOL	Ministry of Land
14	ROR	Records of Rights.
15	Sairat mahal	It means and includes balu mahal, jal mahal, pathar mahal etc.
16	UNO	Upozilla Nirbahi Officer

