



Government of the People's Republic of Bangladesh

## Annual Performance Agreement (APA)

Between

The Cabinet Secretary

and

The Secretary, Law and Justice Division

2014 - 2015

# Table of Contents

Preamble
Section 1: Ministry's / Division's Vision, Mission, Strategic Objectives and Functions
Section 2: Strategic Objectives, Activities, Performance Indicators and Targets
Section 3: Trend values of the Performance Indicators
Section 4: Description of the Performance Indicators, Implementing Department/Agencies and Measurement Methodology
Section 5: Specific Performance Requirements from other Ministries/Divisions
Section 6: Outcomes of the Ministry/Division

## Preamble

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

BETWEEN

The Secretary, Law and Justice Division, representing the Minister, Ministry of Law, Justice and Parliamentary Affairs, 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:

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

### 1.1 Vision

Citizens experience the rule of law and get affordable and quality justice.

### 1.2 Mission

Create an enabling environment for ensuring equitable justice for the people through institutional and structural development of the judiciary.

### 1.3 Functions

- 1 Advise Ministries and Divisions on legal and constitutional matters on demand;
- 2 Render legal support to the poor litigants seeking justice.
- 3 Formulate rules and regulations regarding appointments and terms and conditions of the service of Honorable Chief Justice and other Judges, and of any other matters relating to the Supreme Court.
- 4 All matters relating to the Bangladesh Judicial Service Commission.
- 5 Determine and collect fees required for courts and tribunals, judicial stamps, court fees and other stamp fees.
- 6 Appoint Attorney General, Additional Attorney Generals, Deputy Attorney Generals, Assistant Attorney Generals and other public prosecutors, and formulate rules regarding terms and conditions of their services.
- 7 Functions relating to posting and transfer of the members of Bangladesh Judicial Service and other administrative matters.
- 8 Formulate rules and policies on land registration and marriage registration.
- 9 Reduce backlog of pending cases by speedy disposal.

### 1.4 Strategic Objectives

- 1 Ensuring efficient and effective judicial system.
- 2 Ensuring equality in access to justice in judicial system.
- 3 Protection of government properties, rights and other interests.
- 4 Simplification of land registration management.



## 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] Ensuring efficient and effective judicial system.	25.00	[1.1] Bringing courts and tribunals under digital network.	[1.1.1] District Courts and Tribunals networked	Number	12.50	15	13	11	9	8
		[1.2] Providing training to judges, officers and support-staffs engaged in judiciary activities.	[1.2.1] Judges trained	Number	12.50	450	425	400	375	350
[2] Ensuring equality in access to justice in judicial system.	20.00	[2.1] Providing free legal support to the poor and the helpless people of the society.	[2.1.1] Beneficiaries got aid	Number	10.00	30000	25000	20000	18000	15000
		[2.2] Enhancing people's awareness about legal aid services through publication of posters and pamphlets containing laws, rules and other information and organize seminars, symposiums, workshops etc.	[2.2.1] Awareness program organized	Number	10.00	100000	90000	80000	70000	60000
[3] Protection of government properties, rights and other interests.	20.00	[3.1] Giving advice to different Ministries- Divisions on constitutional and legal issues as per their requirements.	[3.1.1] Number of advice given to different Ministries-Divisions on constitutional and legal issues.	Number	10.00	300	280	250	240	230
		[3.2] Imparting training to the public prosecutors.	[3.2.1] Number of public prosecutors trained.	Number	10.00	50	40	30	20	10
[4] Simplification of land registration management.	20.00	[4.1] Performing registration of deeds	[4.1.1] Registered deeds supplied	%	20.00	50	40	30	25	20

## 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 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
* 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	Number of report	1.0	5	4	3	2	1

\* 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

			(QIMR) submitted to Finance Division (FD) meeting FD requirements							
			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] Ensuring efficient and effective judicial system.	[1.1] Bringing courts and tribunals under digital network.	[1.1.1] District Courts and Tribunals networked	Number	3	5	13	17	20
	[1.2] Providing training to judges, officers and support-staffs engaged in judiciary activities.	[1.2.1] Judges trained	Number	349	414	450	475	500
[2] Ensuring equality in access to justice in judicial system.	[2.1] Providing free legal support to the poor and the helpless people of the society.	[2.1.1] Beneficiaries got aid	Number	15886	19493	25283	30250	32300
	[2.2] Enhancing people's awareness about legal aid services through publication of posters and pamphlets containing laws, rules and other information and organize seminars, symposiums, workshops etc.	[2.2.1] Awareness program organized	Number	50000	60000	70000	75000	80000
[3] Protection of government properties, rights and other interests.	[3.1] Giving advice to different Ministries- Divisions on constitutional and legal issues as per their requirements.	[3.1.1] Number of advice given to different Ministries-Divisions on constitutional and legal issues.	Number	377	376	260	250	250
	[3.2] Imparting training to the public prosecutors.	[3.2.1] Number of public prosecutors trained.	Number	--	--	40	--	--



### 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] Simplification of land registration management.	[4.1] Performing registration of deeds	[4.1.1] Registered deeds supplied	%	--	--	40	--	--

**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] District Courts and Tribunals networked	Bringing courts and tribunals under digital network.	Law and Justice Division	Annual Report	
2	[1.2.1] Judges trained	Providing training to judges, officers and support-staffs engaged in judiciary activities.	JATI	JATI Annual Report	
3	[2.1.1] Beneficiaries got aid	Providing free legal support to the poor and the helpless people of the society.	National Legal Aid Services Organization.	NLASO Annual Report	
4	[2.2.1] Awareness program organized	Enhancing people's awareness about legal aid services through publication of posters and pamphlets containing laws, rules and other information and organize seminars, symposiums, workshops etc.	National Legal Aid Services Organization (NLASO)	NLASO Annual Report	

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
5	[3.2.1] Number of advice given to different Ministries-Divisions on constitutional and legal issues.	Giving advice to different Ministries- Divisions on constitutional and legal issues as per their requirements	Law and Justice Division	Annual Report	
6	[3.5.1] Number of public prosecutors trained.	Imparting training to the public prosecutors.	JATI	JATI Annual Report	
7	[4.2.1] Registered deeds supplied	Performing registration works of all kinds of deeds under the Registration Act, 1908 and formulate rules under it, and supplying sealed and signed copies of registered deeds to the concerned parties.	Law and Justice Division	Annual Report	



**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
-------------------	-------------------	--------------------------------	---	------------------------------------	------------------------------------	---

## 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 Criminal cases disposed of by Courts	Different Courts, Ministry of Home Affairs, Ministry of Health	Cases disposed of	%	20	22	23	24	25
2 Civil cases disposed of by Courts	Different Courts, Ministry of Home Affairs, Ministry of Health	Cases disposed of.	%	18	17	18	19	20

Whereas,

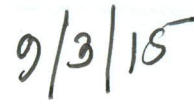
I, the Secretary, Law and Justice Division representing the Minister, Ministry of Law, Justice and Parliamentary Affairs, Government of the People's Republic of Bangladesh commit to the Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh 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, Law and Justice Division to provide necessary support for delivery of the results described in this agreement.

Signed,



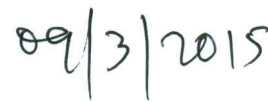
\_\_\_\_\_  
Secretary  
Law and Justice Division



\_\_\_\_\_  
Date



\_\_\_\_\_  
Cabinet Secretary  
Cabinet Division



\_\_\_\_\_  
Date



Annex-1

Acronyms

Sl.	Acronym	Description
1	A.D.R.	Alternative Dispute Resolution. Mediate the dispute between the parties through alternative way in lieu of adversarial system.
2	J.A.T.I.	Judicial Administration Training Institute.
3	NALSO	National Legal Aid Services Organization