



Bangladesh Oil, Gas & Mineral Corporation (Petrobangla)

Annual Performance Agreement (APA)

Between

The Chairman,
Bangladesh Oil, Gas & Mineral Corporation (Petrobangla)

And

The Managing Director,
Bakhrabad Gas Distribution Company Limited (BGDCL).

2014-2015

Table of Contents

Preamble	
Section 1:	Bakhrabad Gas Distribution Company Limited (BGDCL) 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 Departments/Agencies/Organization/Company and Measurement Methodology
Section 5:	Specific Performance Requirement from other Organization/Companies under Petrobangla.
Section 6:	Outcomes of the BGDCL.

Preamble

The Annual Performance Agreement is made and entered into on.....

BETWEEN

The Managing Director,
Bakhrabad Gas Distribution Company Limited (BGDCL).

And

The Chairman,
Bangladesh Oil, Gas & Mineral Corporation (Petrobangla)

The parties hereto agree as follows:

Section 1:

Bakhrabad Gas Distribution Company Limited (BGDCL) Vision, Mission, Strategic Objectives and Functions

1.1 Vision

Supplying and marketing of Natural Gas to the Customers/end users of BGDCL Franchise Area.

1.2 Mission

Marketing of Natural Gas in a Planned, Safe and Affordable Way to Customers of BGDCL Franchise Area. Providing Gas to of BGDCL Franchise Area & all Socio Economic groups.

1.3 Functions

- Marketing of Natural Gas according to Gas Act-2010, Gas Marketing Rules-2014 and other Govt. Rules and Regulations.
- Constructions of gas distribution pipe line and related facilities, Regulating Station, Customer Metering Station & Gas Measuring Systems etc in the BGDCL franchise area.
- Providing Customer service by maintaining all gas facilities (CMS, DRS, Emergency Gas Control, Bill pay Systems & Circulate the Citizens Charter in different Medium etc).
- Collection of revenue;
- Administration, planning, programming and management of programs related to Natural Gas distribution;

1.4 Strategic Objectives

- ✚ Enhancing energy security.
- ✚ Enhancing efficient use of Energy and its supply throughout BGDCL Franchise Area..
- ✚ Enhancing the performance of Human resources.

Section 2:

Strategic Objectives, Activities, Performance Indicators and Targets

Bakhrabad Gas Distribution Company Limited(BGDCL): Strategic Objectives:

Strategic Objectives	Weight of Strategic Objectives	Activities	Performance Indicator(PI)	Unit	Weight of PI	Target /Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
[1]. Enhancing energy security.	60.00	[1.1] Ensuring gas supply to Distribution Network of BGDCL franchise area from different gas Production Company / fields by National Grid Line.	[1.1.1] Budget meeting for Gas Allocation	BCF	30.00	120.67	108.60	96.53	84.46	72.40
		[1.2] New Connection & Gas Load or appliances change in BGDCL franchise area.	[1.2.1] No: of Connection	No.	8.00	30000	27000	24000	21000	18000
		[1.3] Disconnect illegal & defaulter Customers connection.	[1.3.1] No. of Disconnect illegal & defaulter Customers	No.	2.00	680	612	544	476	408
		[1.4] Collection of Revenue.	[1.4.1] Total amount of Collection	Taka in Lac	20.00	138963	125067	111170	97274	83378

Section 2:

Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objectives	Activities	Performance Indicator(PI)	Unit	Weight of PI	Target /Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
[2] Enhancing efficient use of Energy and its supply throughout BGDCL Franchise Area.	20.00	[2.1] Appliance performance Checking.	[2.1.1] No. of Inefficient Gas Appliance to be Check for efficient Gas Use.	No.	3.00	100	90	80	70	60
		[2.2] Change of inefficient Plan/Network.	[2.2.1] Increase the gas Pressure & supply in Distribution Network.	No.	3.00	06	04	03	02	01
		[2.3] Introduction of Electronic Volume Corrector Metering system	[2.3.1] To be Install EVC Meter For Developing of gas measuring system.	No.	4.00	05	04	03	02	01
		[2.4] Construction of High/Medium/Low Pressure Pipe Line	[2.4.1] Increase of gas Supply in Pipe Line.	L.K.M	5.00	6	05	04	03	02
		[2.5] Complaint handling	[2.5.1] Customer Service By Emergency Gas Control.	No.	5.00	600	540	480	420	360
[3] Enhancing the performance of Human resources.	5.00	[3.1] Human Resource Development	[3.1.1] Personnel Training.	No.	5.00	23	20	18	16	13

Section 2:

Strategic Objectives, Activities, Performance Indicators and Targets

Mandatory Strategic Objectives:

Strategic Objectives	Weight of Strategic Objectives	Activities	Performance Indicator(PI)	Unit	Weight of PI	Target /Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
Improve Service delivery to the public	6.0	Implementation of Citizens Charter (CC)	Preparation of Citizens Charter (CC).	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Wide Circulation of (CC) in different medium (website, publication of brochure, display in board & others means	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
		Implementing of Grievance Redress System (GRS)	Publishing of 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 to the Petrobangla from January 2015	No. of report (s)	1.0	05	04	03	02	01
		Implementing Innovations	Implemented decisions of the innovation team	%	1.0	10	08	07	06	05
			Unicode used in all official activities	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015

Section 2:

Strategic Objectives, Activities, Performance Indicators and Targets

Mandatory Strategic Objectives:

Strategic Objectives	Weight of Strategic Objectives	Activities	Performance Indicator(PI)	Unit	Weight of PI	Target /Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
Improve governance	4.00	Complication with RTI act and proactive disclosure	Percentage of information mentioned in the RTI Act and related regulations, disclosed in the websites	%	2.0	20	18	16	14	12
		Preparation and implementation of the national integrity Strategy work plan	Preparation of NIS Work Plan for 2015 and get approved the Ethics Committee	Date	2.0	28/02/2015	31/03/2015	30/04/2015	31/05/2015	30/06/2015

Annual Performance Agreement (APA) for Bakhrabad Gas Distribution Company Limited (2014-2015)

Strategic Objectives	Weight of Strategic Objectives	Activities	Performance Indicator(PI)	Unit	Weight of PI	Target /Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
Improve Financial Management	3.00	Improve compliance with the terms of preference of the Budget Management Committee (BMC)	Budget implementation Plan(BIP) prepared and quarterly budget implementation report (QRMI) Submitted to Financial Division (FD) meeting requirement.	No of report (s)	1.0	04	03	03	02	02
			Actual achievements against performance targets are monitored by the BMC on a quarterly basis	No of BMC Meeting (s)	1.0	04	03	02	01	---
		Improve audit performances	Percentage of outstanding audit objections disposed off during the year	%	1.0	10	08	07	05	04
Efficient Functioning of the Annual Performance Agreement (APA) System	2.00	Timely Submission of Draft APA 2014-2015	On-time submission	Date	2.0	01/02/2015	02/02/2015	03/02/2015	04/02/2015	05/02/2015

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
Bakhrabad Gas Distribution Company Limited (BGDCL)								
[1]. Enhancing energy security.	[1.1] Ensuring gas supply to Distribution Network of BGDCL franchise area from different gas Production Company /fields by National Grid Line	[1.1.1] Budget meeting for Gas Allocation	BCF	113.7	108	120.67	130	134
	1.2] New Connection & Gas Load or appliances change in BGDCL franchise area.	[1.2.1] No of Connection.	No	1415	25740	30000	35000	45000
	[1.3] Disconnect illegal & defaulter Customers connection.	[1.3.1] No. of Disconnect illegal & defaulter Customers.	No.	742	726	680	750	780
	[1.4] Collection of Revenue: Bill Collection	[1.4.1] Total of Bill Collection	Tk. in Lac	117510.33	138522.82	138392.00	145266.00	150669.00

Annual Performance Agreement (APA) for Bakhrabad Gas Distribution Company Limited (2014-2015)

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
[2] Enhancing efficient use of Energy and its supply throughout BGDCL Franchise Area.	[2.1] Appliance performance Checking.	[2.1.1] No. of Inefficient Gas Appliance to be Check for efficient Gas Use.	No.	1500	1900	2300	2700	3500
	[2.2] Change of insufficient Plan/Network.	[2.2.1] Increase the gas Pressure & supply in Distribution Network	No.	04	05	04	05	06
	[2.3] Introduction of Electronic Volume Corrector (EVC) Metering system	[2.3.1] To be Install EVC Meter For Developing of gas measuring system.	No.	30	20	05	15	15
	[2.4] Construction of High/Medium/Low Pressure Pipe Line	[2.4.1] Increase of gas Supply in Pipe Line.	K.M	13.8	---	6	18	88
	[2.5] Complaint handling .	[2.5.1] Customer Service By Emergency Gas Control.	No.	498	520	450	500	600
[3] Enhancing the performance of Human resources.	[3.1] Human Resource Development.	[3.1.1] Personnel Training.	No	16	18	23	25	28

Section 4:

Description of the Performance Indicators, Implementing Departments/Agencies/Organization/Company and Measurement Methodology.

Sl. No	Performance Indicators	Description	Implementing Organization/ Company	Measurement and Source of Data	General Comments
1.	[1.1.1] Budget meeting for Gas Allocation	Annual meeting of all gas distribution, transmission and production companies with petrobangla	Petrobangla	Minutes of the meeting.	
2.	[1.2.1] No of Connection.	New industrial/commercial/domestic gas connection	BGDCL	Annual MIS Report of BGDCL	
3.	[1.3.1] No. of Disconnect illegal & defaulter Customers.	Disconnect illegal & defaulter Customers gas connection.	BGDCL	Annual MIS Report of BGDCL.	
4.	[1.4.1] Total of Bill Collection	Total amount of monthly/yearly collected bill from the customers	BGDCL	Annual MIS Report of BGDCL.	
5.	[2.1.1] No. of Inefficient Gas Appliance to be Check for efficient Gas Use.	Reduction of Inefficient gas use by checking & Change the Inefficient Gas Appliance that used by the Certain User.	BGDCL	Departmental/Sectional record of BGDCL	
6.	[2.2.1] Increase the gas Pressure & supply in Distribution Network	Change of inefficient Plan/Network.	BGDCL	Departmental/Sectional record of BGDCL	
7.	[2.3.1] To be Install of EVC Meter For Developing of gas measuring system.	Install of electronic volume Corrector (EVC) for Actual gas measuring.	BGDCL	Engineering Service record of BGDCL	
8.	[2.4.1] Increase of gas Supply in Pipe Line.	Construction of High/Medium/Low Pressure Pipe Line.	BGDCL	MIS Report of BGDCL	
9.	[2.5.1] Customer Service By Emergency Gas Control team.	Ensure Uninterrupted gas Supply .	BGDCL	Engineering Service record of BGDCL	
10.	[3.1.1] Personnel Training.	Human Resource of BGDCL are Trained Through Local & foreign training.	BGDCL	Administration/Training Section/ Record of BGDCL	

Section 5:

Specific Performance Requirement from other Organization/Companies under Petrobangla.

Organization Type	Organization Name	Relevant Performance Indicator	What is your requirement from this organization	Justification for this requirement	Requirement from this Organization	What happen if your requirement not meet
-------------------	-------------------	--------------------------------	-------------------------------------------------	------------------------------------	------------------------------------	------------------------------------------

Transmission Company.	Gas Transmission Company Limited (GTCL)	Correspondence	Smoothly supply of Natural Gas to BGDCL System as per demand	GTCL is the controlling agency for gas transmission in Bangladesh.	Natural Gas	BGDCL System will be imbalance. Gas Supply will be hampered to BGDCL customers
-----------------------	-----------------------------------------	----------------	--------------------------------------------------------------	--------------------------------------------------------------------	-------------	--------------------------------------------------------------------------------

**Section 6:
Outcome of BGDCL.**

Outcome /Impact	Jointly responsible for influencing this outcome/impact with the following organization (s) /division(s)/Ministry(s)	Performance Indicator	Unit	Actual FY 12-13	Actual FY 13-14	Target FY 14-15	Projection FY 15-16	Projection FY 16-17
1. Yearly gas sale	1. BGDCL Customers 2. Petrobangla; 3. Gas production companies. 4. GTCL	Amount of Yearly gas sales	BCF	111	110	119	127	131

Whereas,

I, the Managing Director, Bakhrabad Gas Distribution Company Limited (BGDCL), Commit to the Chairman, Bangladesh Oil, Gas & Mineral Corporation (Petrobangla) to deliver the results described in this agreement.

I, the Chairman, Bangladesh Oil, Gas & Mineral Corporation (Petrobangla) Commit to Managing Director, Bakhrabad Gas Distribution Company Limited (BGDCL) to provide necessary support for delivery of the results described in this agreement.

Signed,



Managing Director
Bakhrabad Gas Distribution Company Limited

16.04.2015

Date



Chairman,
Bangladesh Oil, Gas & Mineral Corporation (Petrobangla)

16.04.2015

Date

Acronyms

Sl.	Acronym	Description
1.	BCF	Billion Cubic Feet
2.	MMSCFD	Million cubic feet per day
3.	LKM	Line Kilo Meter.
4.	No.	Number.
5.	APA	Annual Performance Agreement
6.	BMC	Budget Management Committee.
7.	FD	Financial Division
8.	BIP	Budget implementation Plan
9.	GRS	Grievance Redress System
10	EVC	Electronic Volume Corrector
11	RTI	The Right to Information Act, 2009
12	NIS	National integrity Strategy.
13	BGDCL	Bakhrabad Gas Distribution Company Limited.
14	GTCL	Gas Transmission Company Limited.
15	BAPEX	Bangladesh Petroleum Exploration and Production Company Limited.
16	IOC	International Oil Company.
17	SGFCL	Sylhet Gas Field Company Limited.
18	BGFCL	Bangladesh Gas Field Company Limited.
19	BMD	Bureau of Mineral Resources Development
20	BTU	British Thermal Unit