



**PERFORMANCE AGREEMENT BETWEEN  
DIRECTOR  
AND  
SECTOR HEADS, DEPARTMENT OF AIR TRANSPORT, MOIC**

**(July 1, 2016 – June 30, 2017)**

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## **Preamble**

The Performance Agreement is entered into between the Director and the sector heads of Department of Air Transport (DoAT).

### **The objectives of this Performance Agreement are:**

- a) To establish clarity and consensus about annual priorities for the Department consistent with the 11<sup>th</sup> Five Year Plan and other priorities of the Government;
- b) To provide an objective and fair basis for evaluating the Department's overall performance at the end of the financial year;

The Performance Agreement represents an important accountability mechanism for inculcating a performance based culture at all levels of government.

This agreement is the second such PA signed between the Director and Sector Heads of DoAT.

**NOW THEREFORE**, the parties hereto agree as follows:

## **Section 1: Department's Vision, Mission and Objectives**

### **Vision**

To provide efficient and reliable delivery of services for safe, secure and sustainable operations of airports in Bhutan.

### **Mission**

To develop and manage airport and air navigation infrastructure and services to international standards, meeting our stakeholders value while profitably contributing to the national economic development.

### **Objectives**

1. To increase safe, reliable and affordable air transport
2. To prevent corruption
3. To provide effective and efficient direction and operational services



**Section 2: Activities in FY 2016-17**

SI #	Name of Activities	Funding Agency	Amt. in Million	Start Date	End Date	Officer responsible to initiate action	Remarks
1	Director General Conference	RGoB	0.303	01/07/2016	30/06/2017	Mr. Ranman Pradhan Adm & Mrs. Bhagi Maya, Accounts	
2	Cooperative Aviation Security Programme (CASP-AP)	RGoB	0.8	01/07/2016	30/06/2017	Lt. Col Gyem Tshering, CSO, Mr. Ranman Pradhan, Adm & Mrs. Bhagi Maya, Accounts	
3	Training for Security & Safety (Mandatory)	RGoB	2.173	01/07/2016	30/06/2017	Director, Sector Head(s), Adm & Accounts	
4	In country Training (security, Fire & Maintenance)	RGoB	0.5	01/07/2016	30/06/2017	Director, Concern Section Head(s), Adm & Accounts	
5	COSCAP Implementation	RGoB	0.5	01/07/2016	30/06/2017	Mr. Ranaman Pradhan, Adm/HR & Accounts	
6	CFT vehicle for BDA purchased	RGoB	30.5	01/07/2016	30/06/2017	Mr. Jigme Rinchen, DCFO, Ms. Tashi Lhamo, APM-BDA	
7	Timeline by which Airport manuals printed	RGoB	0.075	01/09/2016	30/06/2017	Ms. Dawa Dem, APM	
8	Percentage completion of water Supply for BDA	RGoB	5.3	10/08/2016	30/06/2017	Mr. Ugyen Dorji, Principal Engineer & Ms. Tashi Lhamo, APM	
9	Timeline by which of Radio links for BDA replaced	RGoB	2	01/07/2016	30/06/2017	Ms. Devi Maya, Comm Officer	
10	Timeline by which breathing apparatus- air pressure refilling machine purchased	RGoB	0.6	01/08/2016	31/03/2017	Mr. Jigme Rinchen, DCFO	
11	Timeline by which Motorola	RGoB	0.45	01/07/2016	30/06/2017	Ms. Tashi Lhamo, APM,	

	handset and office furniture procured					BDA	
12	Percentage completion of construction of new air cargo complex (spill over)	RGoB	6.5	01/07/2016	30/06/2017	Mr. Ugyen Dorji, Principal Engineer	Likely to be spilled over
13	Percentage completion of relocation and up-gradation of substation at PIA	GoI	20	01/09/2016	30/06/2017	Mr. Ugyen Dorji, PE	Likely to be spilled over
14	Timeline by which central heating system modified/upgraded	GoI	15.5	01/09/2016	30/06/2017	Mr. Ugyen Dorji, Principal Engineer	Likely to be spilled over
15	Percentage completion of construction of parallel cover drain	GoI	20.7			Mr. Ugyen Dorji, Principal Engineer	To be re-prioritized
16	Timeline by which security stickers for checked baggage purchased	RGoB	1.1	15/09/2016	30/02/2017	Lt. Col Gyem Tshering, CSO	
17	Number of passenger chairs and trolleys for new terminal purchased	GoI	13.93			Mr. Ugyen Dorji, Principal Engineer	To be re-prioritized
18	Percentage completion of re-modification of old terminal building	GoI	8.355	01/09/2016	30/06/2017	Mr. Ugyen Dorji, Principal Engineer	Likely to be spilled over
19	Timeline by which maintenance of conveyor belt is carried out	RGoB	0.15	01/07/2016	20/06/2017	Mr. Ugyen Dorji, PE	
20	Timeline by which Security ID card accessories purchased	RGoB	0.2	01/09/2015	30/11/2016	Lt. Col Gyem Tshering, CSO	



21	Timeline by which maintenance of central heating system carried out	RGoB	0.1	01/07/2016	30/06/2017	Mr. Ugyen Dorji, PE	
22	Timeline by which maintenance and purchase of parts for lightings and fittings for airport carried out	RGoB	0.2	01/07/2016	30/06/2017	Mr. Ugyen Dorji, PE	
23	Timeline by which arms and ammunitions purchased	RGoB	0.9	15/09/2016	01/04/2017	Lt. Col Gyem Tshering, CSO	
24	Percentage completion of parallel taxiway	GoI	99	01/09/2016	30/06/2017	Mr. Ugyen Dorji, Principal Engineer	Likely to be spilled over
25	Timeline by which ceremonial lounge is refurbished	RGoB	1	10/08/2016	30/05/2017	Mr. Ugyen Dorji, Principal Engineer	
26	Percentage completion of construction of passenger toilet at new car park	RGoB	3	10/08/2016	30/06/2017	Mr. Ugyen Dorji, Principal Engineer	
27	Timeline by which security gadgets procured	RGoB	10	15/09/2016	30/03/2017	Lt. Col Gyem Tshering, CSO	
28	Percentage completion of Beautification and horti culture at PIA	RGoB	1.5	10/08/2016	30/06/2017	Mr. Ugyen Dorji, PE	
29	Percentage completion of construction of store building	RGoB	1	01/09/2016	30/06/2017	Mr. Ugyen Dorji, Principal Engineer	Likely to be spilled over
30	Timeline by which Search and Resue Centre established	RGoB	1.5	01/10/2016	31/03/2017	Mr. Karma Yonten, AIS Officer	
31	Timeline by which VVIP and Ceremonial Lounge furnished	RGoB	0.4	01/07/2016	30/06/2017	Mr. Nado Rinchen, Adm	
32	Timeline by which meteorology equipment at YDA installed and	RGoB	0.15	01/10/2016	31/12/2016	Mr. Tashi Dukpa, Superintendent of Met	

	commissioned						
33	Timeline by which furniture, computer and other equipment procured for YDA	RGoB	0.17	01/07/2016	30/06/2017	Ms. Deki Tshomo, Store and Mr. Tsheultrim Drakpa, APM	
34	Timeline by which lighting protection system for YDA purchased	RGoB	0.75	01/07/2016	30/06/2017	Ms. Devi Maya, Com Officer	
35	Timeline by which maintenance of communication and navigation equipment carried out	RGoB	0.5	01/07/2016	30/06/2017	Ms. Devi Maya, Com Officer	
36	Timeline by which AMSS is upgraded to AMHS at PIA	RGoB	12	01/07/2016	30/06/2018	Ms. Devi Maya, Com Officer	
37	Timeline by which frequency registration fees paid	RGoB	0.07	01/11/2016	30/12/2016	Ms. Devi Maya, Com Officer	
38	Timeline by which Bandwidth requirement of 3 MBPS installed	RGoB	0.32	01/10/2016	30/06/2017	Ms. Devi Maya, Com Officer	
39	Timeline by which flight inspection calibration of Nav-Aid equipment carried out	RGoB	8	01/09/2016	30/06/2017	Ms. Devi Maya, Com Officer	
40	Timeline by which periodic maintenance of equipments in JJ Peak Carried out	RGoB	0.083	01/07/2016	30/06/2017	Ms. Devi Maya, Com Officer	
41	Timeline by which supply and installation of power back up system for Com/Nav system at PIA	RGoB	3	01/09/2016	30/06/2017	Ms. Devi Maya, Com Officer	



42	Timeline by which maintenance and improvement of road (18KM) to JJ Peak Nav-Aid station carried out	RGoB	0.3	01/03/2017	30/06/2017	Mr. Ugyen Dorji, PE and Ms. Devi Maya, Com Officer	
43	Timeline by which fuel for remote station generator purchased	RGoB	0.03	01/07/2016	30/06/2017	Ms. Devi Maya, Com Officer	
44	Timeline by which maintenance and safeguarding of properties at JJ Peak Carried out	RGoB	0.18	01/07/2016	30/06/2017	Ms. Devi Maya, Com Officer	
45	Percentage completion of construction of Access road and car park in GDA	RGoB	2.176			Mr. Ugyen Dorji, Principal Engineer	Disign and drawing underway. Tendering will start only after resolving land issue.
46	Timeline by which lighting protection system for GDA purchased	RGoB	0.75	01/07/2016	30/06/2017	Ms. Devi Maya, Com Officer	
47	Timeline by which seasonal river dredging at GDA carried out	RGoB	0.9	01/02/2017	30/04/2017	Me. Ugyen Dorji, PE	
48	Timeline by which farm tractor for GDA procured	RGoB	1.2	10/08/2016	31/03/2017	Mr. Ugyen Dorji, Principal Engineer,	
49	Percentage completion of construction of Fire garage cum store for GDA	RGoB	2.5	01/09/2016	30/04/2017	Mr. Ugyen Dorji, PE & Mr. Jigme Rinchen DCFO	
50	Timeline by which furniture, computer office equipments	RGoB	0.615	01/07/2016	30/06/2017	Ms. Deki Tshomo, Store & Mr. Ranman Pradhan, Adm	

	and other accessories for new terminal building procured						
51	Timeline by which spares & maintenance of meteorological equipment for PIA & domestic airports purchased	RGoB	0.35	01/01/2016	30/07/2017	Mr. Tashi Dukpa, Superintendent of Met	
52	Timeline by which wind sock mast at YDA and BDA fabricated	RGoB	0.2	01/09/2016	30/11/2016	Mr. Tashi Dukpa, Superintendent of Met	
53	Timeline by which annual jet fuel/kerosene for station fire drill purchased	RGoB	0.02	01/11/2016	31/12/2017	Mr. Jigme Rinchen, DCFO	
54	Timeline by which spares, repairing and maintenance of crash fire tender vehicles and other equipments in fire sector purchased	RGoB	0.29	01/07/2016	30/06/2017	Mr. Jigme Rinchen, DCFO	
55	Timeline by which protective clothing for aviation fire sector purchased	RGoB	0.2	01/08/2016	31/03/2017	Mr. Jigme Rinchen, DCFO	
56	Timeline by which fire extinguisher and cartridge purchased	RGoB	0.21	01/07/2016	31/03/2017	Mr. Jigme Rinchen, DCFO	
57	Timeline by which basic issential items for night duty staff purchase d	RGoB	0.05	01/10/2016	31/12/2016	Mr. Jigme Rinchen, DCFO, Mr. Ugyen Dorji, PC & Lt. Col. Gyem Tshering, CSO	
58	Timeline by which briefing cum training room in new fire station established	RGoB	0.4	01/07/2016	31/03/2017	Mr. Jigme Rinchen, DCFO	
59	Timeline by which network equipment in new terminal	RGoB	3	01/07/2016	30/06/2017	Mr. Amber Mongar, ICT	



	building with back up facilities installed						
60	Percentage completion of ADB project at YDA-( Runway reshaping and removal of hills, runway pavement, access road, car park, apron extension, perimeter fence)	ADB	70	01/07/2016	31/12/2017	Mr. Ugyen Dorji, PE	
61	Percentage completion of terminal building at BDA	ADB	25.2	01/07/2016	30/06/2017	Mr. Ugyen Dorji, PE	Likely to be spilled over
62	Percentage completion of substation in BDA	ADB	3	01/07/2016	30/06/2017	Mr. Ugyen Dorji, PE	Likely to be spilled over
63	Percentage completion of security quarters in GDA	ADB	10	01/07/2016	30/06/2017	Mr. Ugyen Dorji, Principal Engineer	Likely to be spilled over
64	Percentage completion of extension of 11KV/415V over head line & construction of 500 KVA transformer	ADB	1.7	01/07/2016	30/06/2017	Mr. Ugyen Dorji, Principal Engineer	Likely to be spilled over

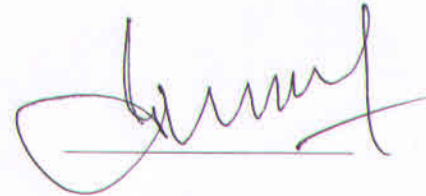


Where as;

I, the undersigned, Department of Air Transport, MoIC, commit to Director, Secretary, and Minister to implement and complete the activities reflected above against my name.

Signed:

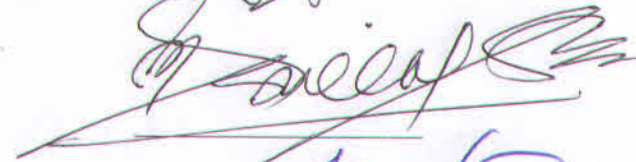
1. Mr. Ugyen Dorji, Principal Engineer- Maintenance section




2. Mr. Jigme Rinchen, Dy. Chief Fire Officer - ARFFS

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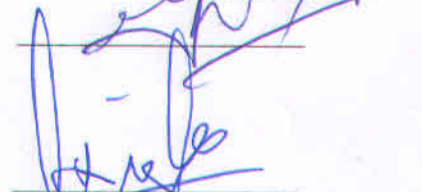
3. Lt. Col Gyem Tshering, CSO - AVSEC Section



4. Mr. Tashi Dukpa, Superintendent of Met - Meteorology Section



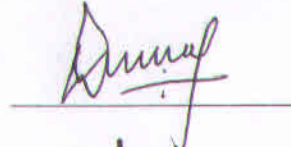
5. Mr. Kinley Gusay, Superintendent of ATC - ATC Section



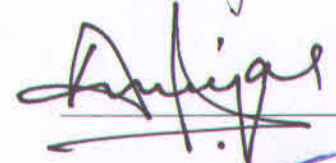
6. Mr. Karma Yonten, AIS Officer - AIS Section

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7. Ms. Devi Maya Adhikari, Com Officer - Com/Nav section

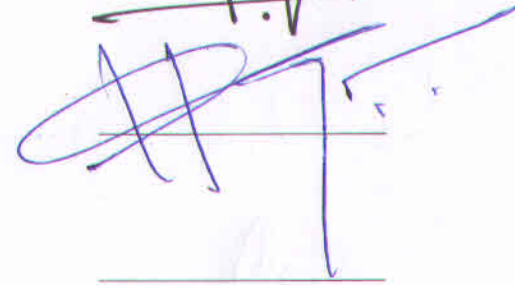


8. Mr. Amber Mongar, ICT - ICT Section




*Hari Prasad Sinchuri, Acctb*

9. Mrs. Bhaji Maya Dulal, DCAO - Accounts Section



10. Mr. Nado Rinchen, Adm Officer - Adm Section

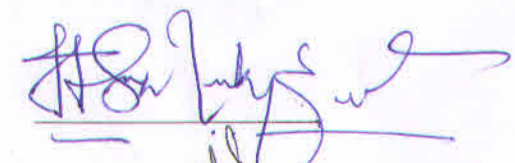
11. Mr. Ranman Pradhan, Adm/HR - Adm Section



12. Ms. Deki Tshomö, Jr. Engineer - Store Section.



12. Mr. Tsultrim Drakpa, APM - YDA



13. Ms. Tashi Lhamo, APM - BDA



14. Mr. Sonam Phuntsho, APM – GDA



15. Ms. Dawa Dem, APM – PIA



I, the Director of Department of Air Transport, commit to the officials of Department of Air Transport (named above), on behalf of the Secretary and Minister, Ministry of Information and Communications, to provide the necessary support and resources for delivery of results-as reflected above under "Name of Activities" & against the Officer's name

Signed:



(Karma Wangchuk)  
DIRECTOR

Date: 15<sup>th</sup> August 2016