



**THE SECRETARY**

**AND**

**DIRECTOR, DEPARTMENT OF CULTURE**

**MINISTRY OF HOME AND CULTURAL AFFAIRS**

**(July 1, 2017 – June 30, 2018)**

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## **Preamble**

The Performance Agreement is entered into between the Secretary and the Director, Department of Culture, Ministry of Home and Cultural Affairs.

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 make the Department fully responsible for driving implementation and delivering the results against the annual priorities;
- c) To provide an objective and fair basis for evaluating the Department's overall performance at the end of year;

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

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

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

### **Vision**

To be a central agency for realization of a harmonious and progressive society through preservation, protection, development and promotion of the shared ideals & values and the unique cultural identity and its expressions.

### **Mission**

1. Conserve, protect, develop and promote all tangible and intangible cultural heritage.
2. Support the continuity and development of significant cultural expressions.
3. Manage the diverse cultural resources and ensure their sustainable development.
4. Integrate cultural heritage into all areas of national development.
5. Support the promotion of research in culture.

### **Objectives**

The following are the objectives of the Department:

1. *To preserve and promote tangible cultural heritage;*
2. *To preserve and promote intangible cultural heritage;*





**Whereas,**

I, the Director, Department of Culture, Ministry of Home and Cultural Affairs, commit to the Secretary, Ministry of Home and Cultural Affairs and the Government to deliver the results described in this annual performance agreement.

I, the Secretary, Ministry of Home and Cultural Affairs, commit to the Director, Department of Culture, Ministry of Home and Cultural Affairs, on behalf of the Ministry and the Government to provide the necessary support for delivery of the results described in this annual performance agreement.

**SIGNED:**

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**Karma Weezir**  
**Director General, Department of Culture**  
**Ministry of Home and Cultural Affairs**

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**Date**

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**Sonam Topgay**  
**Secretary**  
**Ministry of Home and Cultural Affairs**

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**Date**

## Section 2: Objectives, Success Indicators & Target

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
To preserve and promote tangible cultural heritage	50	Documentation, mapping and survey of Archaeology sites	Publication and launching Monograph on Archaeology projects	Date	0.25	Feb 2018	March 2018	April 2018	May 2018	June 2018
			Preliminary survey of Phobjikha valley (archaeological sites)	Date	0.5	Nov 2017	March 2018	April 2018	May 2018	June 2018
			Survey and documentation of potential archaeological sites	Number	0.25	2	1	0	0	0
	Cultural Heritage Survey, Documentation and Management		Cultural Heritage survey and documentation	Number	1.5	10	8	6	4	2
			Protection and management of important heritage sites	Percent	0.5	35	30	25	20	<20
	Build New Dzongs		Percentage of physical progress of Pemagatshel Dzong	Percent	6	15	12	10	8	<8
			Percentage of physical progress of Wangdue Dzong Construction	Percent	8	15	12	10	8	<8
			Percentage of physical progress of Sarpang Dzong construction	Percent	2.5	15	12	10	8	<8
	Renovation and maintain heritage sites		Percentage of physical progress of Trashigang Dzong renovation	Percent	4.5	25	20	15	10	<10



	Percentage of physical progress of Phajoding Gonpa renovation	Percent	4.5	40	30	20	10	<10
	Percentage of Physical progress of Wangditse Monastery	Percent	3	50	40	30	20	10
	Percentage of Physical progress of Tango Monastery	Percent	3.5	10	8	6	4	<4
	Percentage of physical progress of Chari Monastery	Percent	2.5	20	15	10	5	<5
	Percentage of physical progress of Drugyel Dzong	Percent	1.5	15	12	10	8	<8
	Percentage of physical progress of Gasas Dzong renovation	Percent	3.5	35	30	20	10	<10
	Percentage of physical progress of Wangdichoeling Palace renovation	Percent	4	20	15	10	5	<5
Disaster risk mitigation of traditional structures	SATREPS " Evaluation and mitigation of seismic risk of composite masonry structures"	Percent	2	15	10	5	<5	<5
	Research and training on traditional rammed earth structure	Percent	0.25	50	40	30	20	<20
Advocacy, awareness and training program	International competition of cultural landscape in Bhutan	Date	0.5	Nov 2017	Dec 2017	Jan 2018	Feb 2018	later
	Raising awareness and capacity in heritage sites	Date	0.25	Jan 2018	Feb 2018	March 2018	April 2018	later

			Wood conservation training	Date	0.5	March 2018	April 2018	May 2018	June 2018	later
To preserve and promote intangible cultural heritage	35	To conserve, restore and promote arts objects and historical documents	Timeline in which special exhibitions hosted on selected theme	Date	1.20000004768372	March 2018	April 2018	May 2018	June 2018	June 2018
			Timeline in which the 8th colloquium editing and printing of past colloquium	Date	1.10000002384186	Jan 2018	Feb 2018	March 2018	April 2018	May 2018
			Percentage in which the budget is utilized to purchase the rare art objects. (Thangka)	Percent	0.600000023841858	100	90	80	70	60
			Number of museum brochures	Number	0.389999985694885	50000	40000	30000	20000	10000
			Number of students attended the educational program	Number	0.259999990463257	1500	1000	500	400	200
			Dateline in which providing of concertina wire fence around the 9.5 acre perimeter	Date	0.239999994635582	March 2018	April 2018	May 2018	June 2018	July 2018
			Numbers of Museum Artifacts conserved and documented	Number	1.5	100	90	80	70	60

Preservation, Promotion and Conservation of Cultural Heritage (Traditional Handicraft & Skill)	Organize guided tours of the exhibits to the students of Thimphu as well as other dzongkhags .	Number	1.10000002384186	8000	7500	7000	6500	6000	
	The textile artifacts acquired	Date	1.29999995231628	03/31/2017	04/30/2017	05/31/2017	06/30/2017	07/31/2017	
	Thematic exhibition Conducted	Date	1.70000004768372	06/30/2017	07/31/2017	08/31/2017	09/30/2017	10/31/2017	
	National design competition Conducted Fashion show	Date	1.39999997615814	05/31/2017	06/30/2017	07/31/2017	08/31/2017	09/30/2017	
	Textile artifacts conserved	Date	1.5	12/31/2017	01/31/2018	02/28/2018	03/31/2018	04/30/2018	
Preservation, conservation, documentation and promotion of literary heritage	Results of Festival Documentation and Print Heritage Book Printed	Number	1	2	1	0	0	0	
	Library Management Workshop in one Region conducted	Date	0.600000023841858	March 2018	April 2018	May 2018	June 2018	June 2018	
	Percentage of Library automation achieved	Percent	0.140000000596046	100	90	80	70	60	
	Archival documents preserved and conserved	Number	1.5	9	8	7	6	5	
	Percentage of budget utilized in purchase of Rare archival documents	Percent	0.300000011920929	100	80	60	40	10	
	Percentage of budget utilized on library books procurement	Percent	0.0199999995529652	100	90	80	70	60	
	Archival documents surveyed and digitized in one Dzongkhag	Date	1.44000005722046	December 2017	Jan 2018	Feb 2018	March 2018	April 2018	

	Archival Training and sensitization workshop for local govt. officials conducted in one Dzongkhag	Days	0.800000011920929	February 2018	March 2018	April 2018	May 2018	June 2018
	Festivals researched and documented	Number	0.649999976158142	5	4	3	2	1
	Cultural elements researched and documented for database	Number	0.349999994039536	15	10	8	4	1
To preserve and promote Driglam Namzha	Driglam manual printed and distributed	Number	0.300000011920929	600	500	450	400	350
	The Cultural Officers' conference organized	Date	0.5	12/31/2017	01/31/2018	02/28/2018	03/31/2018	04/30/2018
	Numbers of research and publication on driglam related topics ( Chibdrel) and organize youth development program	Number	0.400000005960464	1	0	0	0	0
	Numbers of Officials trained in Driglam Namzha	Number	1	600	500	450	400	350
Conserve, restore and promote arts, objects, printing of museum brochures and catalogue and surrounding works	Re-organizing of thematic exhibits,labeling,re-printing of brochures/catalogue	Date	0.600000023841858	April 2018	May 2018	June 2018	July 2018	later
	infrastructure development	Date	0.5	April 2018	May 2018	June 2018	July 2018	later
	Organize educational programs and guided tour to the exhibits/galleries to the students Number of students of Trongsa Dzongkhag as well as others	Number	0.589999973773956	200	180	160	140	120
	Museum artifacts acquired	Number	0.400000005960464	2	1	1	0	0

	Artifacts conserved	Number	0.5	20	14	10	8	5
Choeshey Larim	Number of meeting for Chhoedey Lhuentshog, Chairman and Nuns Conducted	Number	0.899999976158142	4	3	2	1	0
	Number of times where Choeday Larim to be conducted	Number	1	5	4	3	2	1
	Number of accountants and secretaries of registered organizations trained	Number	0.600000023841858	40	35	30	25	20
	Number of books printed	Number	0.5	4000	3500	3000	2500	2000
Performing Arts, Social Practice, Tshechus and Festivals preserved and promoted	Folk dance standardized	Date	0.400000005960464	March 2018	April 2018	May 2018	June 2018	June 2018
	External cultural performance conducted	Number	0.200000002980232	5	4	3	2	1
	Nubzhey standardized	Date	0.400000005960464	March 2018	April 2018	May 2018	June 2018	June 2018
	Curriculum for Royal Academy of Performing Arts(Institution) developed	Date	1	Jan 2018	Feb 2018	March 2018	April 2018	May 2018
To create awareness/advocacy for safeguarding intangible cultural heritage	Cultural Exchange programs, Awareness programs, Cultural Heritage rules & regulation	Number	1	June 2018	later	later	later	later
To inventorize and document tangible and intangible cultural heritage	Number of lhakhangs documented for cultural properties	Number	1.5	150	140	130	120	100
	Number of nangtens documented in database	Number	0.300000011920929	500	400	300	200	100

			Number of cultural properties conserved	Number	1	26	20	15	10	5
			Numbers of dzongkhags where literary heritage to be conserved and documented(complete all the research of Nyes in 20 Dzongkhags that was left out in the past years)	Number	1.10000002384186	20	18	16	14	12
			Number of dzongkhags from where caretakers are trained	Number	0.899999976158142	5	4	3	2	1
To provide effective and efficient operational and direction services	10	Provide operational and direction services	Keep the pool vehicles under running conditions	Percent	2.5	100	90	80	70	60
			Timeline by which monthly salary of employees are debited into individual accounts	Days	4.5	27 days	28 days	29 days	30 days	>30 days
			Adequate stationary and equipment provided	Percent	3	70	60	50	40	30



	Timeline in which the 8th colloquium editing and printing of past colloquium	Date	0	0	0	0	Jan 2018
Choeshey Larim	Number of accountants and secretaries of registered organizations trained	Number					40
	Number of books printed	Number			4000	7000	11000
	Number of meeting for Chhoedey Lhuentshog, Chairman and Nuns Conducted	Number	4	8	12	16	20
	Number of times where Choeday Larim to be conducted	Number		11	43	53	58
Conserve, restore and promote arts, objects, printing of museum brochures and catalogue and surrounding works	Artifacts conserved	Number					20
	infrastructure development	Date					
	Museum artifacts acquired	Number	0	0	0	0	2
	Organize educational programs and guided tour to the exhibits/galleries to the students	Number					200



	Number of students of Trongsa Dzongkhag as well as others						
	Re-organizing of thematic exhibits, labeling, re-printing of brochures/catalogue	Date					
Performing Arts, Social Practice, Tshechus and Festivals preserved and promoted	Curriculum for Royal Academy of Performing Arts (Institution) developed	Date					Jan 2018
	External cultural performance conducted	Number					5
	Folk dance standardized	Date					March 2018
	Nubzhey standardized	Date					March 2018
Preservation, conservation, documentation and promotion of literary heritage	Archival documents preserved and conserved	Number	11	15	19	28	37
	Archival documents surveyed and digitized in one Dzongkhag	Date					Dec 2017
	Archival Training and sensitization workshop for local govt. officials conducted in one Dzongkhag	Days					, Feb 2018
	Cultural elements researched and documented for	Number				16	31

	database						
	Festivals researched and documented	Number				3	8
	Library Management Workshop in one Region conducted	Date					March 2018
	Percentage of budget utilized in purchase of Rare archival documents	Percent					100
	Percentage of budget utilized on library books procurement	Percent					100
	Percentage of Library automation achieved	Percent					100
	Results of Festival Documentation and Print Heritage Book Printed	Number				2	4
Preservation, Promotion and Conservation of Cultural Heritage (Traditional Handicraft & Skill)	National design competition Conducted Fashion show	Date	04/30/2014	04/30/2015	04/30/2016	05/31/2017	04/30/2018
	Organize guided tours of the exhibits to the students of Thimphu as well as other dzongkhags .	Number				7500	15500
	Textile artifacts conserved	Date					
	The textile artifacts acquired	Date					
	Thematic exhibition	Date	06/30/2014	06/30/2015	06/30/2016	06/30/2017	06/30/2018

	Conducted						
To create awareness/advocacy for safeguarding intangible cultural heritage	Cultural Exchange programs,Awareness programs,Cultural Heritage rules& regulation	Number					
To inventorize and document tangible and intangible cultural heritage	Number of cultural properties conserved	Number	114	179	205	230	256
	Number of dzongkhags from where caretakers are trained	Number			3	6	11
	Number of lhakhangs documented for cultural properties	Number	200	400	686	886	1000
	Number of nangtens documented in database	Number			3333	4333	4833
	Numbers of dzongkhags where literary heritage to be conserved and documented(complete all the research of Nyes in 20 Dzongkhags that was left out in the past years)	Number					20
To preserve and promote Driglam Namzha	Driglam manual printed and distributed	Number	500	800	1800	2300	2900
	Numbers of Officials	Number	344	744	1244	1744	2344

		trained in Driglam Namzha						
		Numbers of research and publication on driglam related topics ( Chibdrel) and organize youth development program	Number					1
		The Cultural Officers' conference organized	Date	0	0	0	0	12/31/2017
To preserve and promote tangible cultural heritage	Advocacy, awareness and training program	International competition of cultural landscape in Bhutan	Date					Nov 2017
		Raising awareness and capacity in heritage sites	Date					Jan 2018
		Wood conservation training	Date					March 2018
	Build New Dzongs	Percentage of physical progress of Pemagatshel Dzong	Percent	20	35	55	75	90
		Percentage of physical progress of Sarpang Dzong construction	Percent	0	0	10	20	35
		Percentage of physical progress of Wangdue Dzong Construction	Percent	0	0	20	40	55
	Cultural Heritage Survey, Documentation and Management	Cultural Heritage survey and documentation	Number					10

	Protection and management of important heritage sites	Percent					35
Disaster risk mitigation of traditional structures	Research and training on traditional rammed earth structure	Percent					50
	SATREPS " Evaluation and mitigation of seismic risk of composite masonry structures"	Percent					15
Documentation, mapping and survey of Archaeology sites	Preliminary survey of Phobjikha valley (archaeological sites)	Date					Nov 2017
	Publication and launching Monograph on Archaeology projects	Date					Feb 2018
	Survey and documentation of potential archaeological sites	Number					2
Renovation and maintain heritage sites	Percentage of physical progress of Chari Monastery	Percent	0	0	0	10	20
	Percentage of physical progress of Drugyel Dzong	Percent	0	0	5	20	35

		Percentage of physical progress of Gasa Dzong renovation	Percent	5	20	40	65	100
		Percentage of physical progress of Phajoding Gonpa renovation	Percent	5	20	40	60	100
		Percentage of Physical progress of Tango Monastery	Percent	5	15	30	50	60
		Percentage of physical progress of Trashigang Dzong renovation	Percent	10	20	40	75	100
		Percentage of physical progress of Wangdichoeling Palace renovation	Percent	0	0	0	80	100
		Percentage of Physical progress of Wangditse Monastery	Percent	10	20	30	50	100
To provide effective and efficient operational and direction services	Provide operational and direction services	Adequate stationary and equipment provided	Percent	0	0	0	70	70
		Keep the pool vehicles under running conditions	Percent	0	0	0	100	100
		Timeline by which monthly salary of employees are debited into individual accounts	Days	0	0	0	27 days	27 days

#### Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Percentage of physical progress of Trashigang Dzong renovation	Complete conservation Trashigang Dzong including construction of ancillary structures as one of the important heritage sites in the country	Progress report	Quarterly	DCHS
Percentage of physical progress of Phajoding Gonpa renovation	Complete restoration and renovation of Phajoding Goenpa	Progress report	Quarterly	Project Management, DCCHS
Percentage of physical progress of Gasa Dzong renovation	Complete conservation of Gasa Dzong together with its ancillary structures	Progress report	Quarterly	Project Management, DCCHS
Percentage of Physical progress of Wangditse Monastery	Complete consolidation and restoration of Wangditse Goenpa	Progress report	Quarterly	Project Management, DCCHS
Percentage of Physical progress of Tango Monastery	Starting consolidation and restoration works on Drasha including procurement of materials. Complete geo-technical and structural study of the site	Progress report	Quarterly	Project Management, DCCHS
Percentage of physical progress of Chari Monastery	Complete reconstruction of Drasha and structural assessment of Utse and entrance Structure	Progress report	Quarterly	Project Management, DCCHS
Percentage of physical progress of Drugyel Dzong	Start works on reconstruction of Shab-khor structures	progress report	Quarterly	Project Management, DCCHS

Percentage of physical progress of Sarpang Dzong construction	Start foundation excavtion for Phase-I ( Administration Block)	Progress report	Quarterly	Project Management, DCHS
Percentage of physical progress of Pemagatshel Dzong	Complete construction of Adminsitrated Blocks ( Block C & E) and Gora-go ( Block G) and start with Utse	progress report	Quarterly	Project Management, DCHS
Percentage of physical progress of Wangdue Dzong Construction	Complete reconstruction of Utse and start works on reconstruction of Shab-khor for 1st and 3rd courtyard	Progress report	Quarterly	Project Management, DCHS
Percentage of physical progress of Wangdichoeling Palace renovation	Complete restoration and consolidation of Shab-khor	Progress report	Quarterly	Project Management, DCHS
Publication and launching Monograph on Archaeology projects	complete publication and launching of the monograph	report	Annually	DCHS
Preliminary survey of Phobjikha valley (archaeological sites)	complete preliminary survey and documentation	Maps and documents	Annually	DCHS
Survey and documentation of potential archaeological sites	Complete surveying and documenting of 2 potential archaeological sites	Maps and documents	Annually	DCHS
Protection and management of important heritage sites	Complete site development works for Dechenphug and Memorial Choeten. Complete sample roofing for Taktshang	Progress report	Annually	DCHS
SATREPS " Evaluation and mitigation of seismic risk of composite masonry structures"	Complete construction and testing of mock specimen ( 12 nos) ans start construction of live specimen structures ( 4 nos)	Progress report	Biannually	Project Management, DCHS



Research and training on traditional rammed earth structure	Complete study on typology and chronology of rammed earth buildings	Report	Annually	DCHS
Cultural Heritage survey and documentation	Complete surveying and documenting of heritage sites in 10 Dzongkhags	Report	Annually	DCHS
International competition of cultural landscape in Bhutan	Complete competition on cultural landscape of Bhutan including panel discussion	Report and administrative data	Annually	DCHS
Raising awareness and capacity in heritage sites	Complete the awareness program	Administrative data	Annually	DCHS
Wood conservation training	Complete training program on wood conservation	Report and administrative data	Annually	DCHS
Results of Festival Documentation and Print Heritage Book Printed	Editing of results of festival documentation is ready for printing. In addition to that, research of calligraphic and print heritage of Bhutan was carried out in 2015 and 2016 and its editing work is under process at present. These two books will be ready for printing in 2017-18 financial year. Therefore, the above budget is proposed to meet the cost of the printing of the two books.		Quarterly	Research Section NLAB
Organize guided tours of the exhibits to the students of Thimphu as well as other dzongkhags .	Educational programs and tours for students		Annually	Textile Museum

infrastructure development	re-roofing of utse, creation of recreational parks,garden,landscapping	site	Annually	Trongsa Museum
Re-organizing of thematic exhibits,labeling,re-printing of brochures/catalogue	Re-organizing of thematic exhibits,labeling,re-printing of brochures/catalogue	museum galleries	Biannually	Trongsa Museum
Cultural Exchange programs,Awareness programs,Cultural Heritage rules& regulation	Cultural Exchange programs of SAARC,Awareness programs,Cultural Heritage rules& regulation,Tika ceremony,BIMSTEC,Annual Drukpa Council,Annual Film festival,Friendship association of Bhutan,installation of nangtens	ofiice	Annually	AFD,DoC
Organize educational programs and guided tour to the exhibits/galleries to the students Number of students of Trongsa Dzongkhag as well as others	Organize guided tour to the exhibits/galleries to the students of Trongsa Dzongkhag as well as others - educational programs and tour for students	Museum	Annually	Royal Heritage Museum, Trongsa
Number of museum brochures	museum brochures printed and distributed	museum	Annually	National Museum, Paro
Number of students attended the educational program	students attending the educational program at the museum	museum	Annually	National Museum, Paro
Dateline in which providing of concertina wire fence around the 9.5 acre perimeter	Providing of concertina wire fence around the 9.5 acre perimeter	Site	Annually	National Museum, Paro
Number of meeting for Chhoedey Lhuentshog, Chairman and Nuns Conducted	Choeday Lhengtshog meeting twice a year, chairman meeting once a year and Nuns meeting once a year	Field and office	Quarterly	Choeday Lhengtshog
Number of books printed	Printing of Thoedrel and Choechhoe	Field	Quarterly	Choeday Lhengtshog
Number of times where Choeday Larim to be conducted	in order to protect,preserve and further promote the state religion	Field	Biannually	Choeday Lhengtshog

	of our country			
Number of accountants and secretaries of registered organizations trained	Such trainings are required as the auditing of ROs shall be carried out by RAA	Field	Biannually	Choeday Lhengtshog
Library Management Workshop in one Region conducted	To conduct Library Management Workshop in one region	Field	Annually	Library
Percentage of budget utilized on library books procurement	National Library, as a noted repository of information for Bhutan, needs to update and acquire a wide range of books and materials in all formats. Materials in both English and Dzongkha language books will be purchased to upgrade and diversify the collections.	Field	Annually	Library
Percentage of Library automation achieved	National Library and Archives of Bhutan has just begun automating its collection. However, except for two professional librarians, none of the NLAB staffs are competent in handling the automated system of the library. After installing the KOHA Integrated Library Management System (ILMS) in the library, there is an urgent need to train the NLAB staffs on KOHA features, how to put data in KOHA system, and classify and catalog library collections online. Further, NLAB propose to buy desktops for barcode printing, and for library users, readers, and scholars to access online catalogue (OPAC). An automated library improves the efficiency of internal operations through improved	Field	Annually	Library

	work flow and sharing catalogue data. It also provides access to local library resources through the provision of Online Public Access Catalogue (OPAC) and resources outside the library. It has a great advantage of identifying, locating and obtaining documents, bibliographic data exchange, and integrating local collections with other types of information sources. In the age of Information and Technology, it is strongly felt that the library staffs need to be trained urgently on KOHA KOHA Integrated Library Management System.			
Timeline in which special exhibitions hosted on selected theme	Special exhibition	Field	Annually	National Museum Paro
Timeline in which the 8th colloquium editing and printing of past colloquium	Compilation of the papers presented and editing the same as per the suggestions and recommendations from the scholars and observers	Inviting the specialist from the various organization	Annually	AFD/Curatorial Section
Percentage in which the budget is utilized to purchase the rare art objects. (Thangka)	Purchased rare and art objects from willing sellers, who own rare objects	Advertisement through the media	Annually	AFD/Curatorial Section

Numbers of Museum Artifacts conserved and documented	Museum Artifacts conserved and documented	Field	Annually	Conservation Section
Land for RAPA identified and acquisition process completed	Land for Royal Academy of Performing Arts identified and acquisition process completed.	Progress Report	Quarterly	RAPA
Curriculum for Royal Academy of Performing Arts(Institution) developed	Standardization of curriculum for National Diploma-1 and National Diploma-2	Field	Biannually	RAPA
The textile artifacts acquired	Purchase of rare textile for the museum collection and exhibition		Annually	
Nubzhey standardized	Nubzhey standardized after consultation with specialist from villages and conduct workshop	Field	Biannually	RAPA
Folk dance standardized	Invite specialist and professionals to RAPA for a workshop on Beodra( as was done for Zhungdra)	Field	Biannually	RAPA
External cultural performance conducted	External cultural performance to be hosted by Department of Culture and co-ordinated by RAPA(as per request from Nehru Wangchuck Cultural Centre)	Field	Annually	RAPA
Museum artifacts acquired	Acquisition of Artifats	Field visit	Biannually	The Royal Heritage Museum
Artifacts conserved	conservation of Artifacts	Field visit	Biannually	The Royal Heritage Museum

Number of lhakhangs documented for cultural properties	To complete re-verification , computerizing, editing and printing of 114 lhakhangs of Thimphu, Bumthang and Paro	Field visit and office	Monthly	Record Section
Number of nangtens documented in database	Input 500 nangtens with photographs in the Database	Field visit and office	Quarterly	Record Section
Number of cultural properties conserved	Conservation of 1 wall painting, 12 Thangkhas and 13 sculptures	Field visit and lab	Quarterly	Conservation Section
Numbers of dzongkhags where literary heritage to be conserved and documented (complete all the research of Nyes in 20 Dzongkhags that was left out in the past years)	complete all the research of Nyes in 20 Dzongkhags that was left out in the past years	Field visit and office	Annually	Research Section
Number of dzongkhags from where caretakers are trained	Training of caretakers of 5 dzongkhags	Field	Annually	Record/Research/Conservation Sections
Numbers of Officials trained in Driglam Namzha	Officials to be trained in Driglam Namzha	Field	Quarterly	Driglam Section
Driglam manual printed and distributed	Printing of driglam manual to be distributed during the training	Field and office	Biannually	Driglam Section
The Cultural Officers' conference organized	Conference for cultural officers	Field	Annually	Driglam Section
Numbers of research and publication on driglam related topics ( Chibdrel) and organize youth development program	research and publication on Chibdrel	field	Biannually	Driglam Section
Archival documents surveyed and digitized in one Dzongkhag	Carrying out Archival/Scriptural survey and Digitization is one of the methods to map the	Field	Biannually	Archives, Library

	immense collection of religious texts, scripture and scrolls (archival documents) maintained and recorded in the dzongs, monasteries and private houses across the country. It is a major part of archival activities and mandatory.			
Archival documents preserved and conserved	acquisition and wood block carving	Field and office	Biannually	
Archival Training and sensitization workshop for local govt. officials conducted in one Dzongkhag	As the professional Archive keeping technique is quite new in our society, the technique of preservation and conservation at any level is almost not known to the record holders. Therefore it is part of activities of Archives Division to conduct such training programs around the country.	,Field	Annually	Archives,Library
Percentage of budget utilized in purchase of Rare archival documents	The main objective of the Archives division is to collect as many archival documents as possible and purchasing is one of the best way to do so, as donation and other ways of collection is almost impossible especially with the rare and important documents.	Field	Annually	Archives
Festivals researched and documented	In order to preserve and protect the tradition of festivals celebrations in the face modernization, the Research Division started to carry out research and documentation of festivals of every Dzongkhag. Out of many festivals under LhuentseDzongkhag, five festivals will be researched and		Quarterly	Research Section,NLAB

	<p>documented for the financial year 2017-18. Festivals fall in different months of the year. During the time of festival, at least two researchers have to travel to cover the festivals proceedings which would involve researching, documenting, interviewing, photographing, etc. The researchers have to be in field for minimum of 10 days to maximum of 15 days for each festival. Depending on the availability or accessibility of adequate information/ or research data, researchers sometimes need to visit two times for one research topic to gather information.</p>			
Cultural elements researched and documented for database	<p>The Research Division is carrying out research and documentation of ICH elements across all Dzongkhags to help preserve it. The Division has come up with a cultural research database whereby the documented heritages will be made online (database) through various forms such as document, image, video and audio formats for all internet users to learn and understand our culture better. Every year minimum of 10 to 15 cultural elements will be added to the database. For this the researchers have to travel to remote villages to research and document.</p>		Biannually	Research Section,NLAB
Keep the pool vehicles under	The pool vehicles is in running	Vehicles record	Annually	AFD, DoC



running conditions	conditions	maintained by AFD		
Timeline by which monthly salary of employees are debited into individual accounts	Efficient disbursement of monthly salary of employees.	Record maintained by Finance Division	Annually	AFD, DoC
Adequate stationary and equipment provided	To provide adequate stationary and equipment to staff for efficient delivery of services.	record maintained by Procurement Division	Annually	Procurement Division
Percentage of Integrity Diagnostic test	To track implementation of Integrity Diagnostic Test recommendations.	Regular reporting by ACC focal in the Ministry	Annually	Administrative records

**Section 5: Requirements from other Departments & Secretariat Divisions**

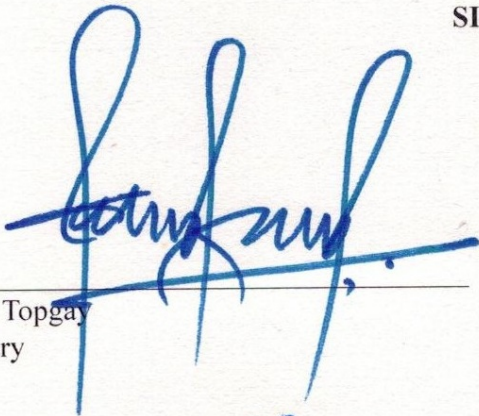
<b>Organisation Name</b>	<b>Relevant Success Indicator</b>	<b>Requirement from the Organisation</b>	<b>Justification for the Requirement</b>	<b>Requirement detail</b>	<b>Impact (If Not Met)</b>
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**Whereas,**

I, the Director General, Department of Culture, commit to the Secretary and the Minister, Ministry of Home and Cultural Affairs to deliver the results described in this Annual Performance Agreement.

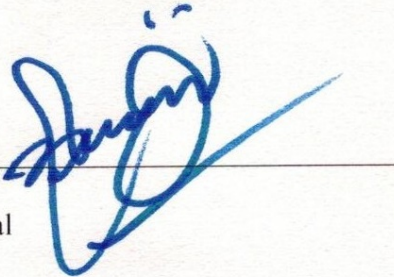
I, the Secretary, commit to the Director General, Department of Culture, to provide necessary support for the delivery of results described in this Annual Performance Agreement.

**SIGNED:**



Sonam Topgay  
Secretary

Date: August 4, 2017



Karma Weezir  
Director General

Date: August 4, 2017