



Government of the People's Republic of Bangladesh

Annual Performance Agreement (APA)

Between

The Cabinet Secretary
and

The Secretary, Ministry of Cultural Affairs

2014-2015

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Preamble

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

BETWEEN

The Secretary, Ministry of Cultural Affairs, representing the Minister, Ministry of Cultural 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

Culturally and intellectually developed nation

1.2 Mission

Enrich the intellectual status of the nation through preservation, research and development of culture, history, heritage, arts and literature

1.3 Functions

- 1 Formulation and implementation of policies on culture
- 2 Collection, preservation, exhibition, research, publication and development of cultural heritage
- 3 Excavation and conservation of archaeological sites
- 4 The copyright protection of creative works
- 5 Development of public and private libraries
- 6 Research and publication on language, literature and art
- 7 Celebrating national days and events
- 8 Strengthening cultural cooperation

1.4 Strategic Objectives

- 1 Promotion of art and culture
- 2 Protection, preservation and promotion of archaeology, history and heritage
- 3 Building a knowledge based society
- 4 Promote research on national culture and literature

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] Promotion of art and culture	38.00	[1.1] Celebrate 21st February and the International Mother Language Day	[1.1.1] Events organized	number	2.50	18	17	16	15	14
		[1.2] Awarding 'Ekushey Padak'	[1.2.1] Procurement of medals in time	Date	2.00	14/02/2015	15/02/2015	16/02/2015	17/02/2015	18/02/2015
		[1.3] Celebration of Bengali New Year nationwide	[1.3.1] Programs arranged	Number	4.00	550	549	548	547	546
		[1.4] Celebration of birth anniversary of Rabindranath Tagore	[1.4.1] Events organized	number	2.00	5	4	3	2	1
		[1.5] Celebration of birth anniversary of Kazi Nazrul Islam	[1.5.1] Events organized	number	2.00	5	4	3	2	1
		[1.6] Celebration of birth and death anniversary of prominent personalities	[1.6.1] Events organized	number	3.50	40	39	38	37	36
		[1.7] Arrange various cultural activities	[1.7.1] Events/functions arranged	number	2.00	150	145	140	135	130
		[1.8] Cultural exchange with different countries	[1.8.1] Teams sent abroad	number	2.00	27	26	25	24	23
			[1.8.2] Teams received from abroad	number	1.50	6	5	4	3	2
		[1.9] Protection of copyrights of creative works	[1.9.1] Certificates issued	number	2.00	800	750	700	650	600
		[1.10] Conduct various cultural activities of different small ethnic groups	[1.10.1] Events organized	number	2.00	50	47	44	42	40

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%
		[1.11] Training on arts, crafts and culture	[1.11.1] Training courses conducted	number	3.00	100	95	90	85	80
			[1.11.2] Persons participated	number	2.50	2000	1900	1850	1800	1750
		[1.12] Infrastructure development	[1.12.1] Construction works	Physical percentage	4.00	95	90	85	80	75
			[1.13] Distribution of grants among insolvent artists and cultural organization	[1.13.1] Beneficiaries	Persons	1.00	2450	2400	2350	2300
		[1.13.2] Beneficiary Cultural organization		number	1.00	1000	980	960	940	900
		[1.13.3] Grant distributed		Taka in Lac	1.00	722	720	718	715	712
[2] Protection, preservation and promotion of archaeology, history and heritage	22.00	[2.1] Identifying archaeological sites and artifacts	[2.1.1] Sites/Artifacts identified	number	2.20	500	490	485	475	465
		[2.2] Excavating, preserving of archaeological sites and monuments	[2.2.1] Sites excavated	Number	5.50	7	6	5	4	3
		[2.3] Preserving and displaying artifacts	[2.3.1] Items displayed	Number	2.20	12500	12400	12300	12200	12100
			[2.3.2] Persons visited	Num in Lac	3.30	35	34.5	34.0	33.5	33.0
		[2.4] Collection, preservation and exhibition of contemporary paintings	[2.4.1] Exhibitions arranged	number	2.20	8	7	6	5	4
			[2.4.2] Paintings collected	number	2.20	6	5	4	3	2
		[2.5] Collection and preservation of historic documents	[2.5.1] Documents collected and	Number in Lac	2.20	3.0	2.8	2.6	2.4	2.2

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%
			preserved							
			[2.5.2] ISBN number issued	number in thousand	2.20	6.8	6.0	5.5	5.0	4.8
[3] Building a knowledge based society	20.00	[3.1] Arranging 'Ekushey' and other book fairs at home and abroad	[3.1.1] Book fair arranged	number	5.00	8	7	6	5	4
		[3.2] Providing reading facilities	[3.2.1] Readers/users visited	Number in Lac	3.00	42	41	40	38	37
		[3.3] Procurement of books	[3.3.1] Books procured	Number in thousand	3.00	85	83	81	80	78
		[3.4] Organizing book reading competition nationwide	[3.4.1] Events organized	Number	1.00	370	365	355	350	340
			[3.4.2] persons participated	number in thousand	1.00	32	31	30	29	28
		[3.5] Collecting and preserving research book, journals, new publications and formulating bibliographies	[3.5.1] Publications Collected	number in thousand	3.00	2.5	2.45	2.40	2.35	2.30
		[3.6] Book distribution and providing grants to non-government libraries	[3.6.1] Books distributed	number in Thousand d	2.00	51	50	49	47	46
			[3.6.2] Grant distributed	Taka in Lac	2.00	112	110	108	106	105
[4] Promote research on national culture and literature	5.00	[4.1] Research and publication on Bengali language and	[4.1.1] Research report published	Number	1.50	5	4	3	2	1

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%
		literature								
		[4.1.2] Creative books published	[4.1.2] Creative books published	Number	2.00	37	35	33	31	30
		[4.2] Translation of creative works on literature or other books from home or abroad	[4.2.1] Books translated	Number	1.50	8	7	6	5	4

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,	%	2.0	80	70	60	50	40

* 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

			disclosed in the website							
		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] Promotion of art and culture	[1.1] Celebrate 21st February and the International Mother Language Day	[1.1.1] Events organized	number	17	17	18	18	18
	[1.2] Awarding 'Ekushey Padak'	[1.2.1] Procurement of medals in time	Date	14/02/2013	16/02/2014	14/02/2015	14/02/2016	14/02/2017
	[1.3] Celebration of Bengali New Year nationwide	[1.3.1] Programs arranged	Number	486	550	552	555	555
	[1.4] Celebration of birth anniversary of Rabindranath Tagore	[1.4.1] Events organized	number	5	5	5	5	5
	[1.5] Celebration of birth anniversary of Kazi Nazrul Islam	[1.5.1] Events organized	number	4	4	5	5	5
	[1.6] Celebration of birth and death anniversary of prominent personalities	[1.6.1] Events organized	number	34	36	40	42	42
	[1.7] Arrange various cultural activities	[1.7.1] Events/functions arranged	number	120	130	150	152	155
	[1.8] Cultural exchange with different countries	[1.8.1] Teams sent abroad	number	22	23	27	30	30
		[1.8.2] Teams received from abroad	number	3	2	6	6	6
	[1.9] Protection of copyrights of creative works	[1.9.1] Certificates issued	number	372	486	800	850	900
	[1.10] Conduct various cultural activities of different	[1.10.1] Events organized	number	45	27	50	52	55

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
	small ethnic groups							
	[1.11 Training on arts, crafts and culture	[1.11.1 Training courses conducted	number	70	60	100	100	105
		[1.11.2 Persons participated	number	550	650	2000	2100	2200
	[1.12 Infrastructure development	[1.12.1 Construction works	Physical percentage	88	90	90	95	100
	[1.13 Distribution of grants among insolvent artists and cultural organization	[1.13.1 Beneficiaries	Persons	2200	2250	2450	2500	2500
		[1.13.2 Beneficiary Cultural organization	number	923	1004	980	1000	1000
		[1.13.3 Grant distributed	Taka in Lac	500	700	680	700	700
[2] Protection, preservation and promotion of archaeology, history and heritage	[2.1] Identifying archaeological sites and artifacts	[2.1.1] Sites/Artifacts identified	number	520	500	300	600	600
	[2.2] Excavating, preserving of archaeological sites and monuments	[2.2.1] Sites excavated	Number	6	7	7	8	8
	[2.3] Preserving and displaying artifacts	[2.3.1] Items displayed	Number	12000	12350	12500	13000	13200
		[2.3.2] Persons visited	Num in Lac	33.4	34.0	35.0	36.0	37.0
	[2.4] Collection, preservation and exhibition of contemporary paintings	[2.4.1] Exhibitions arranged	number	6	6	8	10	11

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
		[2.4.2] Paintings collected	number	4	5	6	7	7
	[2.5] Collection and preservation of historic documents	[2.5.1] Documents collected and preserved	Number in Lac	1.8	2.0	3.0	3.5	4.0
		[2.5.2] ISBN number issued	number in thousand	2.2	2.8	2.5	3.2	3.5
[3] Building a knowledge based society	[3.1] Arranging 'Ekushey' and other book fairs at home and abroad	[3.1.1] Book fair arranged	number	6	6	8	9	9
	[3.2] Providing reading facilities	[3.2.1] Readers/users visited	Number in Lac	37.0	37.1	42.0	42.5	43.0
	[3.3] Procurement of books	[3.3.1] Books procured	Number in thousand	3.51	78	85	90	95
	[3.4] Organizing book reading competition nationwide	[3.4.1] Events organized	Number	350	337	370	380	390
		[3.4.2] persons participated	number in thousand	43	27	32	35	40
	[3.5] Collecting and preserving research book, journals, new publications and formulating bibliographies	[3.5.1] Publications Collected	number in thousand	2.0	2.8	2.5	3.2	3.5
	[3.6] Book distribution and providing grants to non-government libraries	[3.6.1] Books distributed	number in Thousand	58	46	51	62	64
		[3.6.2] Grant distributed	Taka in Lac	112	112	112	115	120
[4] Promote research on national	[4.1] Research and publication	[4.1.1] Research report	Number	3	3	5	6	6

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
culture and literature	on Bengali language and literature	published						
		[4.1.2] Creative books published	Number	42	55	37	39	44
	[4.2] Translation of creative works on literature or other books from home or abroad	[4.2.1] Books translated	Number	5	6	8	10	10

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
1	[1.1.1] Events organized	Celebration of 21st February and International Mother Language Day	MOCA & attached organization	Ministry report and records	
2	[1.2.1] Procurement of medals in time	Procurement of medals (Ekushey Padak) for each awarded scholars.	MOCA	Ministry report and records	
3	[1.3.1] Programs arranged	Celebration of Bengali New Year nationally	MOCA and FA	Ministry report and records, media, report from field administration	
4	[1.4.1] Events organized	Celebration of birth anniversary of Rabindranath Tagore	MOCA, DC Kustia, Naogaon, Sirajgonj, Khulna	Ministry report and records, reports from field administration and media	
5	[1.5.1] Events organized	Celebration of birth anniversary of National Poet Kazi Nazrul Islam	MOCA, DC Mymensingh, Comilla, Manikgonj & Chittagong	Ministry report and records, media, field 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
6	[1.6.1] Events organized	Celebration of birth and death anniversary of intellectuals and culturally prominent personalities.	MOCA and FA (concerned district)	Ministry report and records, media, field reports	
7	[1.7.1] Events/functions arranged	Cultural events organized by the ministry and attached organizations for implementing different occasions.	MOCA, BSA, BA, BNM, DPL, NI, BFACF, KSIs, DANL, DOA,	Records and annual reports of the ministry and attached organizations	
8	[1.8.1] Teams sent abroad	Teams sent abroad for participating in different cultural events and competitions	MOCA, BSA	MOCA annual reports, BSA report	
9	[1.8.2] Teams received from abroad	Cultural teams from other countries that perform in Bangladesh under Cultural Exchange Program.	MOCA, BSA	MOCA annual report, BSA report	
10	[1.9.1] Certificates issued	Issue copyright registration number and certificate for creative works	Copyright office	Record & report from Copyright 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
11	[1.10.1] Events organized	Cultural events arranged by seven small ethnic groups cultural institutions under MOCA	Small ethnic groups' cultural institutions of Birishiri (Netrokona), Moulvibazar, Rajshahi, Rangamati, Bandarban, Khagrachori and Cox's Bazar	Agency records, annual report and MOCA report	
12	[1.11.1] Training courses conducted	Training courses on music, art, dance, archaeology, handicrafts, literature, computer executed by concerned agencies	BSA, BA, DOA, NI, BFACF	Agency report, MOCA records and annual report	
13	[1.11.2] Persons participated	Artists, students, participants from other offices and office staff according to course design	BA, BSA, DOA, NI, BFACF,	Agency records, MOCA record and reports	
14	[1.12.1] Construction works	Various construction and repair works under different projects and programs for expansion of institutions under MOCA	MOCA and concerned organizations, PWD	Project report, MOCA records, IMED report	
15	[1.13.1] Beneficiaries	All category insolvent artists of the country	MOCA, FA (All)	MOCA records	

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	[1.13.2] Beneficiary Cultural organization	Number of grant receiving cultural organizations.	MOCA	MOCA record and report	
17	[1.13.3] Grant distributed	Amount of the grant that is distributed among insolvent artists and different cultural organizations	MOCA	MOCA record and report	
18	[2.1.1] Sites/Artifacts identified	Identification and exploration of new sites and artifacts	DOA	DOA record and reports	
19	[2.2.1] Sites excavated	Archaeological sites excavation which includes both existing and new sites	DOA	DOA record and reports, site offices	
20	[2.3.1] Items displayed	Display of different artifacts in National Museum, regional museums, archaeological site museums and other museums	DOA, BNM	DOA & BNM records and 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
21	[2.3.2] Persons visited	Tourists and visitors of National Museum, regional museums, archaeological site museums and other museums	DOA, BNM, BFACF	DOA, BNM, BFACF records and reports, site museums	
22	[2.4.1] Exhibitions arranged	Exhibition of paintings collected by Bangladesh Shilpakala Academy (BSA) and Bangladesh National Museum (BNM)	BSA, BNM	BSA, BNM records and reports.	
23	[2.4.2] Paintings collected	New paintings collected by BSA and BNM	BSA and BNM	Report from BSA and BNM	
24	[2.5.1] Documents collected and preserved	Collection and preservation of historic documents for future use	DANL	Records and report form DANL	
25	[2.5.2] ISBN number issued	Issuing registration number of books, journals and periodicals	DANL	Report from DANL	

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	[3.1.1] Book fair arranged	Arrangement of Ekushey and other book fairs at home and aboard	MOCA, BA, NBC and FA (Concern division or district)	MOCA official records, report from BA, NBC and media.	
27	[3.2.1] Readers/users visited	Reading facilities provided by DPL and DANL for the readers.	DPL and DANL	Report from DPL and DANL	
28	[3.3.1] Books procured	Books procure by DPL and DANL for the readers	DPL and DANL	Report from DPL and DANL	
29	[3.4.1] Events organized	Book reading competition arranged by DPL	DPL	Report from DPL	
30	[3.4.2] persons participated	Readers Participate in book reading competition	DPL and BSK	Report from DPL	

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
31	[3.5.1] Publications Collected	Collection of research book, journals and new publications for preserving in National Library	DANL	Report from DANL	
32	[3.6.1] Books distributed	Books distributed to selected non-government libraries	MOCA and NBC	MOCA and NBC record and reports	
33	[3.6.2] Grant distributed	Amount of money to be distributed among selected non-government libraries	MOCA and NBC	MOCA and NBC records and reports	
34	[4.1.1] Research report published	Research report publication on Bengali language and literature	BA, BSA and NI	BA, BSA and NI record	
35	[4.1.2] Creative books published	Books on language, art and culture, literature etc. published by departments/agencies under MOCA	BA, BSA, NI, BNM, KSI, BFACF	Annual report of MOCA, Website of concerned departments/agencies.	

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
36	[4.2.1] Books translated	Translation of renowned literary works on Bangla and other languages	BA	BA records	

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 Visitor increase in Historical sites, Monuments and Museums	BNM, DOA, BFACF	Growth of Visitors	Percentage (%)	6.0	6.3	7.0	7.5	8.0
2 Reader Increase in libraries	DPL, NBC, DANL, BA	Growth of users	Percentage (%)	7.0	7.5	8.0	8.5	9.0
3 Knowledge creation on Language and Culture	BA, NI, BSA	Research and Publication	Number	64	50	50	55	60
4 Enhanced protection of intellectual property right	Copyright Office	Average time spent in copyright certificate issue	Days	26	25	22	20	18

Annual Performance Agreement (APA) for Ministry of Cultural Affairs -(2014-2015)

Whereas,

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

Signed,



Secretary
Ministry of Cultural Affairs

09.03.2015

Date



Cabinet Secretary
Cabinet Division

09/3/2015

Date

Annex-1

Acronyms

Sl.	Acronym	Description
1	APA	Annual Performance Agreement
2	BA	Bangla Academy
3	BFACF	Bangladesh Folk Art & Crafts Foundation, Sonargaon
4	BMC	Budget Management Committee
5	BNM	Bangladesh National Museum
6	BSA	Bangladesh Shilpakala Academy
7	BSK	Biswho Sahitya Kendro
8	CD	Cabinet Division
9	DANL	Directorate of Archives and National Library

10	DC	Deputy Commissioner
Annual Performance Agreement (APA) for Ministry of Cultural Affairs -(2014-2015)		
11	DOA	Depart of Archaeology
12	DPL	Department of Public Libraries
13	FA	Field Administration (Divisional Commissioner, Deputy Commissioner and Upazila Administration)
14	FD	Finance Division
15	ISBN	International Standard Book Number
16	KSI	Khudra-nrigoshthir Sangskritik Institute (Small ethnic groups' Cultural Institutions) of Birishiri (Netrokona), Moulvibazar, Rajshahi, Rangamati, Khaagrachari, Bandarban, Cox's Bazar
17	MOCA	Ministry of Cultural Affairs
18	MOFA	Ministry of Foreign Affairs
19	MOLPA	Ministry of Law and Parliamentary Affairs
20	MOPA	Ministry of Public Administration
21	NBC	National Book Center
22	NI	Nazrul Institute

23	PI	Performance Indicator
Annual Performance Agreement (APA) for Ministry of Cultural Affairs -(2014-2015)		
24	PWD	Public Works Department