**MINUTES OF KISAUNI NG-CDF MEETING HELD ON 27THOCTOBER 2023 AT THE NG-CDF OFFICE BOARDROOM AT 09:45AM**

**MEMBERS PRESENT**

1. Rev. Allan Owano - Chairman
2. Ratibu Mehbuba - Secretary
3. Mohamed Yusuf - Member
4. Kingi Ian Yaa - Member
5. Sauda Khamis - Member
6. Tumaini Ngumbao - Member
7. Luciana Mwangemi - Member
8. George Omondi - Member
9. Monica Mwai - FAM
10. Jamlek M. Mbuba - DCC

**INATTENDANCE**

1. Stephen Abere - Kisauni Sub County Director of Education

**AGENDA**

1. PRELIMINARIES
2. READING AND CONFIRMATION OF PREVIOUS MINUTES.
3. OVERVIEW OF ON-GOING PROJECTS REPORT
4. MOE UNCONDITIONAL GRANT FOR JSS INFRASTRUCTURE DEVELOPMENT
5. PROJECT PROPOSAL FOR THE FINANCIAL YEAR 2023-2024
6. A.O.B

**MIN: NG-CDFC/KISAUNI/01/27TH OCTOBER 2023: PRELIMINARIES**

The chairman welcomed all the members present and called the meeting to order at 10.45am with word of prayers from Mr. George Omondi.

**MIN. NG-CDFC/KISAUNI/02/27TH OCTOBER 2023: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The secretary Mr. Ratibu Mehbuba read the minutes of the previous meeting which was accepted as true records of the proceedings. The minutes were confirmed by M/s.Tumaini Ngumbao and seconded by Mr. Mohamed Yusuf.

**MIN NO.: NG-CDF KISAUNI /03/27TH OCTOBER 2023: OVERVIEW OF ON-GOING PROJECTS REPORT**

The Fund Account Manager informed the members that we have two ongoing projects as follows;

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Entire Scope Of Project** | **Initial Approved Activities** | **Pending Activities Requiring Funding** |
| Mjambere Secondary School | Construction of one storey building fully fledged modern school consisting of 8 classrooms, 3 laboratories, Administration block, library, ablution block and external drainage i.e. soak pit and septic tank at **Kshs. 70,000,000.00** | Construction of one storey building fully fledged modern school consisting of 8 classrooms, 3 laboratories, Administration block, library, ablution block and external drainage i.e. soak pit and septic tank; substructure, superstructure, walling and finishes up to the 1st Floor slab level at **Kshs. 50,000,000.00** | First floor walling, plastering, painting, windows and doors fixing of laboratories and library, ramp to first floor and Second floor roof slab at **Kshs. 20,000,000.00** |
| MjamberePrimary and Secondary School perimeter wall | Construction of a perimeter wall all round Mjambere primary and secondary school ( 480 meters) at **Kshs.11,450,000.0** | Construction of a perimeter wall all round Mjambere primary and secondary school (360 meters) at **Kshs.7,350,000.00** | Construction of a perimeter wall all round Mjambere primary and secondary school (120 meters) at**Kshs. 4,100,000.00** |

Members deliberated on the summary of ongoing project and resolved to allocate the remaining balance of **Kshs. 24,100,000** to complete the above projects in this financial year 2023/2024.

**MIN NO.: NG-CDF KISAUNI /03/27TH OCTOBER 2023:MOE UNCONDITIONAL GRANT FOR JSS INFRASTRUCTURE DEVELOPMENT**

The Fund Account Manager informed the members that the project proposal for the financial year 2023/2024 had been recalled in line with the Board Circular Re: Infrastructure Development for Junior Secondary schools dated 16th October 2023 and Ministry of Education Circular Re: Infrastructure Development for Junior Schools dated 3rd October 2023.

NG- CDF Kisauni was allocated Kshs. 8,878,483 as a conditional grant proposed to be jointly managed by the Ministry of Education and the NG- CDF to ensure in implementation the program.

Members deliberated on the above circular and resolved to allocate the funds as follows;

| **S/NO** | **PROJECT NAME** | **PROJECT ACTIVITY** | **NG-CDF ALLOCATION (KSHS)** | **MoE ALLOCATION (KSHS)** |
| --- | --- | --- | --- | --- |
|  | Bedzimba Primary School | Construction to completion of one storey building consisting of 2 classrooms and four door modern toilets and external drainage i.e. soak pit and septic tank with one catering for PWD; . |  6,378,483.00  |  |
|  | Baraka Voroni Primary School | Construction to completion of one level building consisting of 1 classroom upto first floor slab level |  2,500,000.00  |  |
|  | Concordia Primary School | Construction to completion of one level building consisting of 2 classrooms upto first floor slab level |  |  5,000,000.00  |
|  | Bedzimba Primary School | Construction to completion of four door modern toilets and external drainage i.e. soak pit and septic tank with one catering for PWD; . |  |  1,378,483.00  |
|  | Baraka Voroni Primary School | Construction to completion of one level building consisting of 1 classroom up to first floor slab level |  | 2,500,000.00  |

**MIN NO.: NG-CDF KISAUNI /04/27TH OCTOBER 2023: PROJECT PROPOSALS FOR THE FINANCIAL YEAR2023/2024**

The Fund Account Manager provided the details of funds allocated to the constituency vide ref: **NG-CDFB/CEO/NG-CDF CIRCULARS VOL II (034)** for preparation and submission of the constituencies’ project proposal for 2023/2024 financial year of Kshs. **192,897,991**(One hundred and ninety-two million, eight hundred and ninety-seven thousand, nine hundred and ninety-one shillings only)

Members deliberated on the ward views proposal and strategic plan in each ward and resolved to prioritize the projects with regard to the funds available and the urgency of the project.

The committee has also set aside an equal amount to an allocation of Kshs. 8,878,483 for the JSS budget as required by the MoE unconditional allocation.

The summary of projects per ward after prioritization is as follows;

| **Project Name** | **Project Activity** | **Original Cost** | **Cumulative Allocation** | **Amount** | **Status** |
| --- | --- | --- | --- | --- | --- |
| **ADMINISTRATION AND RECURRENT EXPENDITURE (6%)** |  |  |
|  Contractual employees | Payment of Basic salaries to 12 NGCDFC staff |  3,807,480.00  |  |  3,807,480.00  | New |
| Gratuity-contractual employees | Payment of gratuity to 12 NGCDFC staff |  1,272,426.00  |  |  1,272,426.00  | New |
|  NSSF  | Employer contribution to NSSF for 12 NGCDFC staff |  311,040.00  |  |  311,040.00  | New |
| Medical Insurance | Payment of Medical Insurance to 12 NGCDFC staff |  841,600.00  |  |  841,600.00  | New |
|  House allowance  | Payment of House allowances to 12 NGCDFC staff |  1,038,720.00  |  |  1,038,720.00  | New |
| Housing Levy | Payment of affordable housing levy to 12 NG-CDFC staff |  172,300.00  |  |  172,300.00  | New |
| NITA | Payment of NITA to 12 NG-CDFC staff |  7,200.00  |  |  7,200.00  | New |
| Leave allowance  | Payment of Leave allowances to 12 NGCDFC staff |  100,000.00  |  |  100,000.00  | New |
|  Transport allowance  | Payment of Transport allowances to 12 NGCDFC staff |  600,000.00  |  |  600,000.00  | New |
| Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  84,113.00  |  |  84,113.00  | New |
| Contracted Professional Services - e.g. Website  | Payment of Contracted Professional Services - e.g. Website  |  30,000.00  |  |  30,000.00  | New |
| Courier and Postal Services | Payment of Courier and Postal Services |  10,000.00  |  |  10,000.00  | New |
| Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  70,000.00  |  |  70,000.00  | New |
| Electricity | Payment of Electricity charges |  80,000.00  |  |  80,000.00  | New |
| General Office Supplies (papers, pencils, forms, small office equipment etc) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  120,000.00  |  |  120,000.00  | New |
| Hire of Training Facilities and Equipment | Hire of Training Facilities and Equipment |  100,000.00  |  |  100,000.00  | New |
| Maintenance of Office Furniture and Equipment | Payment of Maintenance of Office Furniture and Equipment |  30,000.00  |  |  30,000.00  | New |
| Maintenance of Plant, Machinery and Equipment (including lifts) | Payment of Maintenance of Plant, Machinery and Equipment (including lifts) |  117,000.00  |  |  117,000.00  | New |
| Office rent | Payment of Office Rent |  432,000.00  |  |  432,000.00  | New |
| Other Fuels (wood, charcoal, cooking gas etc…) | Payment of of other fuels (wood, charcoal, cooking gas expenses |  12,000.00  |  |  12,000.00  | New |
| Publishing and Printing Services | Payment of Publishing and Printing Services |  200,000.00  |  |  200,000.00  | New |
| Sanitary and Cleaning Materials, Supplies and Services | Purchase of Sanitary and Cleaning Materials, Supplies and Services |  90,000.00  |  |  90,000.00  | New |
| Sundry Items (e.g. airport tax, taxis, etc…) | Payment of sundry items (e.g. airport tax, taxis, expenses |  50,000.00  |  |  50,000.00  | New |
| Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers |  140,000.00  |  |  140,000.00  | New |
| Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone expenses |  280,000.00  |  |  280,000.00  | New |
| Travel Costs (airlines, bus, railway, mileage allowances, etc.) | Payment of Transport Expenses  |  160,000.00  |  |  160,000.00  | New |
| Water & sewerage charges | Payment of Water & sewerage charges |  40,000.00  |  |  40,000.00  | New |
| Bank service commission and charges | Payment of Bank service commission and charges |  100,000.00  |  |  100,000.00  | New |
| Motor Cycle Insurance | Payment of Motor cycle Insurance of registration number GKA 933Y |  50,000.00  |  |  50,000.00  | New |
| Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles |  100,000.00  |  |  100,000.00  | New |
| NGCDFC allowance | Payment of NGCDFC allowance charges |  1,128,000.00  |  |  1,128,000.00  | New |
| **MONITORING, EVALUATION AND CAPACITY BUILDING (3%)** |  |  |
| Other committee expenses  | Payment of Other committee expenses  |  900,000.00  |   |  900,000.00  | New |
| Accommodation Allowance | Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC training on Overview of NG-CDF, Procurement, Financial Management, Project Management, Audit, Records Keeping, Minute writing, cross cutting issues (HIV/AIDS, Drug Abuse, Gender Based Violet), Corruption, Road Safety Mainstreaming, Safety and Security Measures and capacity building |  2,265,900.00  |   |  2,265,900.00  | New |
| Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Food and Drinks |  650,639.00  |   |  650,639.00  | New |
| Hire of Training Facilities and Equipment | Hire of Training Facilities and Equipment for PMC Training on Overview of NG-CDF ,Procurement, Financial Management, Project Management, Audit, Records Keeping, Minute writing ,cross cutting issues(HIV/AIDS, Drug Abuse, Gender Based Violet) ,Corruption, Road Safety Mainstreaming, Safety and Security Measures |  80,000.00  |   |  80,000.00  | New |
| Hire of Transport | Payment of Hire of Transport  |  230,000.00  |   |  230,000.00  | New |
| NG-CDFC allowance | Payment of NGCDFC allowance  |  602,000.00  |   |  602,000.00  | New |
| Purchase of Uniforms and Clothing - Staff | Purchase of Uniforms and Clothing for NGCDFC Office |  80,000.00  |   |  80,000.00  | New |
| Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles |  86,000.00  |   |  86,000.00  | New |
| Remuneration of Instructors and Contract Based Training Services | Payment of Instructors and Contract Based Training Services for NG-CDFC, staff and PMC training Overview of NG-CDF, Procurement, Financial Management, Project Management, Audit, Records Keeping, Minute writing, cross cutting issues(HIV/AIDS, Drug Abuse, Gender Based Violet),Corruption, Road Safety Mainstreaming, Safety and Security Measures |  160,000.00  |   |  160,000.00  | New |
| Sundry Items (e.g. airport tax, taxis, etc…) | Payment of sundry items (e.g. airport tax, taxis, expenses) |  123,200.00  |   |  123,200.00  | New |
| Travel Allowance on training | Payment of Travel Allowance of NGCDFC, National Government officers and PMC on Overview of NG-CDF, Procurement, Financial Management, Project Management, Audit, Records Keeping, Minute writing, cross cutting issues (HIV/AIDS, Drug Abuse, Gender Based Violet), Corruption, Road Safety Mainstreaming, Safety and Security Measures |  500,000.00  |   |  500,000.00  | New |
| Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  67,200.00  |   |  67,200.00  | New |
| General Office Supplies (papers, pencils, forms, small office equipment etc) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  42,000.00  |   |  42,000.00  | New |
| **EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS**  |  |  |
| Bursary Secondary Schools | Payment of bursary to needy students in secondary schools |  49,114,296.00  |  |  49,114,296.00  | New |
| Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary institutions |  17,002,000.00  |  |  17,002,000.00  | New |
| Bursary Special School | Payment of bursary to needy students in special schools |  300,000.00  |  |  300,000.00  | New |
| **EMERGENCY RESERVE** |  |  |  |  |
| Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year  |  10,152,526.00  |  |  10,152,526.00  | New |
| **ENVIRONMENT PROJECT** |  |  |  |  |
| Majaoni Primary School  | Planting of 20 trees at Kshs.300, purchase and installation of 10,000 litres water tank at Kshs.108,000, construction of tank base at Kshs.120,000, installation of pipes, gutters and tap at Kshs.50,000.00. | 284,000.00  |   | 284,000.00  | New |
| Mjambere Primary School | Planting of 20 trees at Kshs.300, purchase and installation of 10,000 litres water tank at Kshs.108,000, construction of tank base at Kshs.120,000, installation of pipes, gutters and tap at Kshs.50,000.00. | 284,000.00  |   | 284,000.00  | New |
| Marimani Secondary School | Planting of 20 trees at Kshs.300, purchase and installation of 10,000 litres water tank at Kshs.108,000, construction of tank base at Kshs.120,000, installation of pipes, gutters and tap at Kshs.50,000.00. | 284,000.00  |  | 284,000.00  | New |
| Mjambere Secondary School | Planting of 20 trees at Kshs.300, purchase and installation of 10,000 litres water tank at Kshs.108,000, construction of tank base at Kshs.120,000, installation of pipes, gutters and tap at Kshs.50,000.00. | 284,000.00  |   | 284,000.00  | New |
| **INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (MOE GRANT)** |  |
| ***List the Junior Secondary School projects to be funded*** | ***List the Junior Secondary School Specific Activities to be funded*** |  ***Total amount for the projects Kshs.8,878,483)***  |   |  ***Total amount for the projects Kshs.8,878,483)***  |  |
| Bedzimba Primary School | Construction to completion of one storey building consisting of 2 classrooms and four door modern toilets and external drainage i.e. soak pit and septic tank with one cubicle catering for PWD. |  |  |  6,378,483.00  | New  |
| Baraka Voroni Primary School | Construction to completion of one level building consisting of 1 classroom upto first floor slab level |  |  |  2,500,000.00  | New  |
| **PRIMARY SCHOOL PROJECT** |  |  |  |  |
| Makumba Primary School  | Purchase of 1 acre of land for construction of a new school at Junda ward as per attached land documents | 15,000,000 |  | 15,000,000  | New  |
| Makumba Primary School  | Phase 1: Construction of a one-storey building fully-fledged modern primary school consisting of 10 classrooms, an administration block, eight-door modern toilets and external drainage i.e. soak pit and septic tank with two cubicles catering for Persons with Disabilities: Construction of the substructure, superstructure, walling and finishes of three classrooms and an administration block up to 1st floor slab level*Phase two will include superstructure, walling, finishes of 7 classrooms, ramp and staircase access to the first-floor slab and ablution block from the first-floor slab to the second-floor slab to completion at Kshs. 32,878,482 which will be funded in the financial year 2024-2025.*  | 42,000,000  |   | 9,121,518 | New |
| **SECONDARY SCHOOL PROJECT** |  |  |  |  |
| Mjambere Secondary School  | Additional funds for construction to completion of a storey building fully-fledged modern school consisting of 8 classrooms, 3 laboratories, an administration block, a library, an ablution block and external drainage i.e. soak pit and septic tank: Construction of superstructure, walling and finishes of laboratories and library from 1st floor slab up to the 2nd Floor slab level*Phase two includes the construction of the superstructure, walling and finishes of laboratories and library from the 1st-floor slab up to the 2nd-floor slab level at Kshs.20,000,000-FY 2023/2024* |  70,000,000 |  50,000,000 |  20,000,000  | Ongoing  |
| Mjambere Secondary School | Additional funds for Construction to completion of a masonry perimeter wall all round Mjambere Primary and Secondary School (120 meters); including vehicular and pedestrian gate access. |  11,450,000  | 7,350,000 | 4,100,000 | Ongoing  |
| Shanzu High School  | Phase 1: Construction of a storey building fully-fledged modern school consisting of 8 classrooms, 2 laboratories, an administration block and eight doors modern toilet block with two toilets catering for PWDs and external drainage i.e. soak pit and septic tank: construction of substructure, superstructure, walling and finishes of classrooms, administration block and ablution block up to 1st floor slab level*Phase two will be funded in the Financial Year 2024-2025 which will include the construction of superstructure, walling and finishes of laboratories and classrooms from 1st floor slab up to the 2nd Floor slab level at Kshs.30,000,000* |  60,000,000  |   | 30,000,000  | New  |
| **OTHER PROJECTS** |  |  |  |  |
| NG-CDF Kisauni Office | Phase 1: Construction of one storey building NG-CDF Office comprising of Reception, Boardroom, FAMs office(Ensuite), staff offices, Kitchenette, registry, store, MPs office(Ensuite), MPs boardroom MPs staff offices and eight door modern flushable toilets (2 for PWDs) with external drainage i.e. septic tank and soak pit at Mjambere Primary School Land.Construction of substructure superstructure, walling and finishes of Reception, Boardroom, FAMs office(Ensuite), staff offices, kitchenette, *four door modern flushable toilets (1 for PWDs) with external drainage i.e. septic tank and soak pit* upto the first floor level slab.*Phase two* *will be funded in the Financial Year 2024-2025 which will include the construction of superstructure, walling and finishes of MPs office(Ensuite), Registry,MPs boardroom MPs staff offices and four door modern flushable toilets (1 for PWDs) and ramp access to the first floor at 15,000,000.* | 25,000,000 |  | 10,732,350 | New  |
| **INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (MOE GRANT)** |  |  |
| ***List the Junior Secondary School projects to be funded*** | ***List the Junior Secondary School Specific Activities to be funded*** |  ***Total amount for the projects Kshs.8,878,483)***  |   |  ***Total amount for the projects Kshs.8,878,483)***  |  |
| Concordia Primary School | Construction to completion of one level building consisting of 2 classrooms upto first floor slab level |  |  |  5,000,000.00  | New |
| Bedzimba Primary School | Construction to completion of four door modern toilets and external drainage i.e. soak pit and septic tank with one cubicle catering for PWD. |  |  |  1,378,483.00  | New |
| Baraka Voroni Primary School | Construction to completion of one level building consisting of 1 classroom up to first floor slab level |  |  |  2,500,000.00  | New |

**A.O. B**

There being no other business the meeting ended with a word of prayer from Mr. Mohamed Yusuf at 5.15pm

Confirmed as true proceedings of the meeting by:

**ANNEX II**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EXPENDITURE ITEMS** |  |  |  |  |  |
| **Description** | **Scale** | **Number** | **Rate** | **Total Amount pm** |  **Total Amount pa**  |
|  **Contractual Employees**  |   |   |   |   |   |
|  Clerk of Works  | CSG 11 | 1 | 39,390.00  | 39,390 |  472,680.00  |
|  Accounts Assistant I  | CSG 11 | 1 |  47,210.00  | 47,210 |  566,520.00  |
|  Accounts Assistant II  | CSG 12 | 1 |  39,490.00  | 39,490 |  473,880.00  |
|  Information Communication Technology Assistant  | CSG 12 | 1 |  31,430.00  | 29,400 |  352,800.00  |
| Front Office Desk | CSG 13 | 1 |  30,170.00  | 28,140 |  337,680.00  |
| Administrative officer | CSG 13 | 1 |  24,580.00  | 22,600 |  271,200.00  |
|  Rider/messenger  | CSG 13 | 1 |  21,500.00  | 19,520 |  234,240.00  |
| Office Assistant | CSG 14 | 1 |  21,500.00  | 19,520 |  234,240.00  |
|  project clerk  | CSG 14 | 1 |  21,500.00  | 19,520 |  234,240.00  |
|  Records Management Assistant  | CSG 14 | 1 |  21,500.00  | 19,520 |  234,240.00  |
|  NGCDF Office security Guard  | CSG 12 | 1 |  19,850.00  | 17,920 |  215,040.00  |
| Tea Girls |   | 1 |  16,890.00  | 15,060 |  180,720.00  |
|  |  | **7** |  | **317,290** |  **3,807,480.00**  |
|  **House Allowance**  |   |   |   |   |   |
|  Clerk of Works  | CSG 11 | 1 |  22,000.00  | 22,000 |  264,000.00  |
|  Accounts Assistant I  | CSG 11 | 1 |  12,800.00  | 12,800 |  153,600.00  |
|  Accounts Assistant II  | CSG 12 | 1 |  12,800.00  | 12,800 |  153,600.00  |
|  NGCDF Office security Guard  | CSG 12 | 1 |  3,730.00  | 3,730 |  44,760.00  |
| Administrative officer | CSG 13 | 1 |  4,500.00  | 4,500 |  54,000.00  |
|  Information Communication Technology Assistant  | CSG 12 | 1 |  4,500.00  | 4,500 |  54,000.00  |
| Front Office Desk | CSG 13 | 1 |  4,500.00  | 4,500 |  54,000.00  |
|  Rider/messenger  | CSG 13 | 1 |  4,500.00  | 4,500 |  54,000.00  |
| Office Assistant | CSG 14 | 1 |  4,500.00  | 4,500 |  54,000.00  |
|  project clerk  | CSG 14 | 1 |  4,500.00  | 4,500 |  54,000.00  |
|  Records Management Assistant  |   | 1 |  4,500.00  | 4,500 |  54,000.00  |
| Tea Girls |   | 1 |  3,730.00  | 3,730 |  44,760.00  |
|  |  | **7** | **86,560** |  |  **1,038,720.00**  |
|  **Transport Allowance**  |   |   |   |   |   |
|  Clerk of Works  | CSG 11 | 1 |  6,000.00  | 6,000 |  72,000.00  |
|  Accounts Assistant I  | CSG 11 | 1 |  5,000.00  | 5,000 |  60,000.00  |
|  Accounts Assistant II  | CSG 12 | 1 |  5,000.00  | 5,000 |  60,000.00  |
|  NGCDF Office security Guard  | CSG 12 | 1 |  3,000.00  | 3,000 |  36,000.00  |
| Administrative officer | CSG 13 | 1 |  4,000.00  | 4,000 |  48,000.00  |
|  Information Communication Technology Assistant  | CSG 12 | 1 |  4,000.00  | 4,000 |  48,000.00  |
| Front Office Desk | CSG 13 | 1 |  4,000.00  | 4,000 |  48,000.00  |
|  Rider/messenger  | CSG 13 | 1 |  4,000.00  | 4,000 |  48,000.00  |
| Office Assistant | CSG 14 | 1 |  4,000.00  | 4,000 |  48,000.00  |
|  project clerk  | CSG 14 | 1 |  4,000.00  | 4,000 |  48,000.00  |
|  Records Management Assistant  |   | 1 |  4,000.00  | 4,000 |  48,000.00  |
| Tea Girls |   | 1 |  3,000.00  | 3,000 |  36,000.00  |
|  |  |  |  **50,000.00**  |  |  **600,000.00**  |
|  **Leave Allowance**  |   |   |   |   |   |
|  Clerk of Works  | CSG 11 | 1 |   | 12,000 | 12,000 |
|  Accounts Assistant I  | CSG 11 | 1 |   | 12,000 | 12,000 |
|  Accounts Assistant II  | CSG 12 | 1 |   | 12,000 | 12,000 |
|  NGCDF Office security Guard  | CSG 12 | 1 |   | 4,000 | 4,000 |
| Administrative officer | CSG 13 | 1 |   | 8,000 | 8,000 |
|  Information Communication Technology Assistant  | CSG 12 | 1 |   | 8,000 | 8,000 |
| Front Office Desk | CSG 13 | 1 |   | 8,000 | 8,000 |
|  Rider/messenger  | CSG 13 | 1 |   | 8,000 | 8,000 |
| Office Assistant | CSG 14 | 1 |   | 8,000 | 8,000 |
|  project clerk  | CSG 14 | 1 |   | 8,000 | 8,000 |
|  Records Management Assistant  |   | 1 |   | 8,000 | 8,000 |
| Tea Girls |   | 1 |   | 4,000 | 4,000 |
|   |   |   |   |   |  **100,000.00**  |
| **Gratuity-Contractual Employees** |   |   |   |   |   |
|  Clerk of Works  | CSG 11 | 1 |  41,770.00  | 12,949 |  155,384.40  |
|  Accounts Assistant I  | CSG 11 | 1 |  49,590.00  | 15,373 |  184,474.80  |
|  Accounts Assistant II  | CSG 12 | 1 |  41,770.00  | 12,949 |  155,384.40  |
|  NGCDF Office security Guard  | CSG 12 | 1 |  19,850.00  | 6,154 |  73,842.00  |
| Administrative officer | CSG 13 | 1 |  24,580.00  | 7,620 |  91,437.60  |
|  Information Communication Technology Assistant  | CSG 12 | 1 |  31,430.00  | 9,743 |  116,919.60  |
| Front Office Desk | CSG 13 | 1 |  30,170.00  | 9,353 |  112,232.40  |
|  Rider/messenger  | CSG 13 | 1 |  21,500.00  | 6,665 |  79,980.00  |
| Office Assistant | CSG 14 | 1 |  21,500.00  | 6,665 |  79,980.00  |
|  project clerk  | CSG 14 | 1 |  21,500.00  | 6,665 |  79,980.00  |
|  Records Management Assistant  |   |   |  21,500.00  | 6,665 |  79,980.00  |
| Tea Girls |   |   |  16,890.00  | 5,236 |  62,830.80  |
|  |  |  |  |  |  **1,272,426.00**  |
| **NSSF** |  |  |  |  |  |
|  Employer Contribution to NSSF  |   |   | 25920 | 12 |  311,040.00  |
|  |   |   |   |   |  **311,040.00**  |
|  **NHIF**  |   |   |   |   |  |
|  Medical insurance cover (NHIF)  |   |   |   |   |  700,000.00  |
|  Clerk of Works  | CSG 11 | 1 |  1,300.00  | 12 |  15,600.00  |
|  Accounts Assistant I  | CSG 12 | 1 |  1,300.00  | 12 |  15,600.00  |
|  Accounts Assistant II  | CSG 12 | 1 |  1,200.00  | 12 |  14,400.00  |
|  NGCDF Office security Guard  | CSG 13 | 1 |  850.00  | 12 |  10,200.00  |
| Administrative officer | CSG 12 | 1 |  900.00  | 12 |  10,800.00  |
|  Information Communication Technology Assistant  | CSG 13 | 1 |  950.00  | 12 |  11,400.00  |
| Front Office Desk | CSG 13 | 1 |  950.00  | 12 |  11,400.00  |
|  Rider/messenger  | CSG 14 | 1 |  900.00  | 12 |  10,800.00  |
| Office Assistant | CSG 14 | 1 |  900.00  | 12 |  10,800.00  |
|  project clerk  |   | 1 |  900.00  | 12 |  10,800.00  |
|  Records Management Assistant  |   | 1 |  900.00  | 12 |  10,800.00  |
| Tea Girls |   | 1 |  750.00  | 12 |  9,000.00  |
|  |   |   |   |   |  **841,600.00**  |
|  **NITA**  |   |   |   |   |   |
| nita |   | 12 | 50 | 12 |  **7,200.00**  |
|   |   |   |   |   |   |
|  |   |   |   |   |  **7,200.00**  |
|  **HOUSING LEVY**  |   |   |   |   |  |
|  Clerk of Works  | CSG 11 | 1 |  1,046.55  | 12 |  12,558.60  |
|  Accounts Assistant I  | CSG 11 | 1 |  1,010.85  | 12 |  12,130.20  |
|  Accounts Assistant II  | CSG 12 | 1 |  893.55  | 12 |  10,722.60  |
|  NGCDF Office security Guard  | CSG 12 | 1 |  398.70  | 12 |  4,784.40  |
| Administrative officer | CSG 13 | 1 |  496.20  | 12 |  5,954.40  |
| Front Office Desk | CSG 13 | 1 |  598.95  | 12 |  7,187.40  |
|  Information Communication Technology Assistant  | CSG 13 | 1 |  580.05  | 12 |  6,960.60  |
| Office Assistant | CSG 14 | 1 |  450.00  | 12 |  5,400.00  |
|  project clerk  | CSG 14 | 1 |  450.00  | 12 |  5,400.00  |
|  Records Management Assistant  | CSG 14 | 1 |  450.00  | 12 |  5,400.00  |
|  Rider/messenger  | CSG 12 | 1 |  450.00  | 12 |  5,400.00  |
| Tea Girls |   | 1 |  354.30  | 12 |  4,251.60  |
|   |   |   |   |   |  86,149.80  |
|  |   |   |   |   |  **172,299.60**  |

**ADMINISTRATION AND RECURRENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NG-CDF ALLOWANCE**  |   |   |   |   |
| **Description** | **Number** | **Day** |  **Rate**  |  **Total Amount pa**  |
| Chairman  | 1 | 24 |  7,000.00  |  168,000.00  |
| Members  | 7 | 24 |  5,000.00  |  840,000.00  |
| National Government Officers  | 1 | 24 |  5,000.00  |  120,000.00  |
| **Sub total** |  |  |  |  **1,128,000.00**  |
| **NG-CDF ALLOWANCE PMC TRAINING** |  |  |  |  |
| Chairman  | 1 | 2 |  7,000.00  |  14,000.00  |
| Members | 7 | 2 |  5,000.00  |  70,000.00  |
| National Government Officers  | 1 | 2 |  5,000.00  |  10,000.00  |
|   |   |   |   |  **94,000.00**  |
| **NG-CDF ALLOWANCE CDFC TRAINING AND STAFF** |  |  |  |  -  |
| Chairman  | 1 | 5 |  7,000.00  |  35,000.00  |
| Members | 7 | 5 |  5,000.00  |  175,000.00  |
| National Government Officers  | 2 | 5 |  5,000.00  |  50,000.00  |
|  |  |  |  |  **260,000.00**  |
| **others**  |   |   |   |   |
| Chairman  | 1 | 4 |  7,000.00  |  28,000.00  |
| Members | 6 | 4 |  5,000.00  |  120,000.00  |
| National Government Officers  | 5 | 4 |  5,000.00  |  100,000.00  |
| **Sub total** |  |  |  |  **248,000.00**  |

**MONITORING AND EVALUATION ALLOWANCES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Number**  | **Day** | **QUARTER** | **Rate** | **Total Amount PA** |
|  **Accommodation Allowance** |  |  |  |  |  |
| Chairman  | 1 | 7 |   |  14,000.00  | 98,000 |
| members  | 7 | 7 |   |  11,200.00  | 548,800 |
| National Government Offficers | 5 | 7 |   |  14,000.00  | 490,000 |
| staff  | 3 | 7 |   |  11,200.00  | 235,200 |
| staff  | 9 | 7 |   |  6,300.00  | 396,900 |
| Driver  | 2 | 7 |   |  6,300.00  | 88,200 |
| **Sub total** |  |  |   |  | **1,857,100** |
| **STAFF AND NGCDFC Training** |   |   |   |   |   |
| staff  | 9 | 3 |   | 6300 | 170,100 |
| staff  | 3 | 3 |   | 11200 | 100,800 |
| Chairman  | 1 | 3 |   | 14000 | 42,000 |
| members  | 7 | 3 |   | 11200 | 235,200 |
| National Government Offficers | 3 | 3 |   | 14000 | 126,000 |
|  **Sub total**  |  |  |  |  | **674,100** |
| **PMC Training** |   |   |   |   |   |
| PMC | 45 | 2 |   | 2500 | 225,000 |
| staff  | 3 | 2 |   | 2000 | 12,000 |
| Chairman  | 1 | 2 |   | 7000 | 14,000 |
| members  | 7 | 2 |   | 5000 | 70,000 |
| **Sub total** |   |   |   |   | **321,000** |
|   |   |   |   |   |  |
| Remuneration of Instructors and Contract Based Training Services | 16 | 1 |   | 10000 | 160,000 |
| **Sub total** |   |   |   |   | **160,000** |
|  **Other committee expenses**  |  |  |  |  |  |
| Chairman  | 1 | 3 | 4 | 7,000 | 84,000 |
| members  | 7 | 3 | 4 | 5,000 | 420,000 |
| National Government Officers | 4 | 3 | 4 | 5,000 | 240,000 |
| staff  | 3 | 3 | 4 | 2,500 | 90,000 |
| FAM,Chairman and Clerk of Works monitoring |   |   |   |   | 66,000 |
| **Sub Total** |  |  |  |  | **900,000** |