



NG-CDF

National Government Constituencies Development Fund
OLJOROOROK Constituency
P.O Box 208-20302
OLJOROOROK

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**MINUTES OF THE OLJOROOROK NATIONAL GOVERNMENT CONSTITUENCY
DEVELOPMENT FUND COMMITTEE MEETING, CONVENED ON 9TH
JANUARY 2024 AT THE NGCDF OFFICE BOARDROOM AT 10.00 AM**

MEMBER PRESENT

1. Simon Chege	Chairman
2. Ruth M. King'ori	Secretary
3. Wairimu Murita	Member
4. Ann W. Mukora	Member
5. Daniel Kabiru	Member
6. Elijah Thuo	Member
7. Simon Kamau	Member
8. Peter Ngugi	Member
9. Mamo E. Michael	Fund Account Manager
10. Josephine Kihara	Deputy County Commissioner – Nyandarua West Subcounty

IN ATTENDANCE

1. Joseph Waweru	District Accountant
2. Michael Muchira	Area Member of Parliament
3. Nicholas Obiri	Sub County Director of Education- Nyandarua West
4. Abdullahi Galgalo	Sub County Director of Education – Gathanji
5. Beatrice Kang'ethe	Deputy County Commissioner – Gathanji Subcounty

AGENDA

1. Opening Remarks
2. Brief about the Circulars on submission of the projects
3. Consideration of the ongoing Project.
4. Presentation of the budget for administration and monitoring
5. Consideration of Junior Secondary Matching Funds with the Ministry
6. Review Of Project Proposal Fy 2023/2024

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Secretary

7. Approval of Projects Proposal for the Financial Year 2023/2024
8. A.O.B

MIN 01/9/01/2024 – OPENING REMARKS

The meeting started with a word of prayer led by Daniel Kabiru. The chairman welcomed all Members for the session. The Secretary read the minutes of the previous meeting, which was confirmed to be the true copy of the deliberations by Peter Ngugi seconded by Wairimu Murita.

MIN 02/9/01/2024 - BRIEF ABOUT THE CIRCULARS ON SUBMISSION OF THE PROJECTS

The Fund Account Manager informed the Members about the Constituency Allocated Funds and the guidelines on submission of the projects proposed. He clarified on the projects to be funded by the National Government.

He also briefed the Members about the guidelines as per the Ministry of Education Circular dated 3rd October 2023 , Ref: MOE.HQS/3/7/27(110) where they have granted Ksh.7,433, 083 towards junior secondary school , also the NG-CDF have matched the same fund towards the infrastructural.

He also explained on the realignment of project proposals on the amendment Act circular Ref.NG-CDFB/CEO/NG-CDF CIRCULARS/VOLII(035) that the Sports and Constituency Oversight Fund have been repealed.

MIN 03/9/01/2024 – CONSIDERATION OF THE ONGOING PROJECT.

The Manager reminded the members that the Proposed Matindiri Assistant Chief's land was proposed and approved in the FY2021/2022 Ksh.1,400,000.00. Due to inflation, the owner of the said parcel sold the land to another buyer at a higher price more than what the project was proposed. However, Matindiri Community have identified another parcel to be bought in order to construct Assistant Chief's office at Ksh.1,800,000.00.

The members unanimously agreed to fund the project to completion including the cost of title processing fee Ksh.60,000.

FY	Project Name	Initial Approved Activities	Pending activities requiring funding	Contract sum / estimated cost (Kshs.)	Cumulative allocation to the project (Ksh.s)		Balance to complete
					FY	Amount allocated	

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2021/ 2022	Proposed Matindiri Assistant Chief's Office	Purchase of Land	Purchase of Land and the cost of title processing fee	1,860,000	2021/ 2022	1,400,000	460,000
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MIN 04/9/01/2024 – PRESENTATION OF THE BUDGET FOR ADMINISTRATION AND MONITORING

The Fund Manager informed the Members on various statutory ceilings as provided in the Act and as guided by the Board and to factor housing levy, NSSF and NHIF statutory deductions. The Manager gave out guidelines on the budget and upon deliberations the Members unanimously agreed to consider the following:

BUDGET ON ADMINISTRATION AND RECURRENT EXPENDITURE.

PROJECT NAME	Project Description	Original Cost
Contractual employees	Payment of 8 No. staff Basic salaries including NHIF(Annex 1)	3,450,000
Gratuity-contractual employees	Payment of 8 No. gratuity to NGCDFC staff(Annex 2)	1,069,500
Housing Levy	Employer contribution to Housing Levy(Annex 6)	51,750
NSSF	Employer contribution to NSSF(Annex 4)	103,680
Electricity	Payment of Electricity charges	50,000
NGCDFC allowances	Payment of NGCDFC allowance charges(Annex 3)	1,591,000
Other Committee Expenses	Payment of Committee Expenses and daily subsistence allowances for NG-CDF Staff and committee	400,000
General Office Supplies (papers, pencils, forms, small office equipment)	Purchase of General Office Supplies and stationers ; papers, pencils, forms, small	800,000

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etc)	office equipment	
Purchase of office furniture and general equipments	Purchase of office furniture and general equipments	300,000
Internet Connections	Payment of Internet Connections expenses	150,000
Catering services (reception) accommodation, gifts, foods and drinks.	Payment catering services (reception), accommodation, gifts, foods and drinks	400,000
Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	1,200,000
Water & sewerage charges	Payment of Water & sewerage charges	31,147
Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles(GKB 971F and GKB528H motorbike)	200,000
Motor Vehicle Insurance	payment of Motor Vehicle Insurance(GKB 971F Motor vehicle and GKB 528H motorbike)	198,546
	TOTAL	9,995,623

BUDGET FOR MONITORING AND EVALUATION/CAPACITY BUILDING

PROJECT NAME	Project Description	Original Cost
Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles(GKB 971F and GKB528H)	600,000

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Production & printing of training materials	Payment of production & printing of training materials	59,811.60
NGCDFC allowance	Payment of NGCDFC allowance (Annex 5)	1,248,000
Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles(GKB971F(motor vehicle) and GKB528H(motorbike)	800,000
Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of Transport Expenses	470,000
Remuneration of instructors	Payment of instructors and contract-based training services on NG-CDFC training	120,000
Other Operating expenses	Other Operating expenses including purchase of a printer	200,000
Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment (NG-CDFC Training, Staff training and PMC training)	1,500,000
	TOTAL	4,997,811.60

MIN 05/9/01/2024 - CONSIDERATION OF JUNIOR SECONDARY MATCHING FUNDS WITH THE MINISTRY

The manager also reminded members of the Boards circular dated 16th October, 2023 on the match funding with the Ministry of Education on infrastructure development of junior secondary schools. Members were informed that the Ministry allocated Oljoroorok Constituency Kshs. 7,433,083 and the committee is required to match the allocation a shilling for a shilling. In consultation with the Sub-County education officer who attended the meeting, members proposed that the funding be channeled towards the following Junior Secondary Schools, Where Bidii Primary will be funded by both NGCDF Committee and the Ministry. The schools are tabulated below as follows;

Project Name	Project Activity	Original	Amount	Curre
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		Cost	Cumulative Allocation	Allocated	nt Status
FUNDING BY NG-CDF COMMITTEE					
Chakareli Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
Oljoroorok Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
Kagama Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
Karandi Junior Secondary School	Construction to completion of 2 no. standard classroom.	2,703,358	0	2,703,358	NEW
Bidii Junior Secondary School	Partial Construction of a standard classroom; substructure , superstructure works upto lintel	1,351,350	0	675,675	NEW
TOTAL				7,433,083	
FUNDING BY THE MINISTRY OF EDUCATION					
Kimathi Junior Secondary School	Construction to completion of 2 no. standard classroom.	2,703,358	0	2,703,358	NEW
Chamuka Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
Riverside Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
Uiguano Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
Bidii Junior Secondary School	Completion of a standard classroom ; roofing, openings and finishes.	1,351,350	0	675,675	NEW

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TOTAL			7,433,083
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MIN 06/9/01/2024 - REVIEW OF PROJECT PROPOSAL FY 2023/2024

The Fund Account Manager informed members that the constituency has been allocated a total of Kshs.166,593,720 and a grant of Ksh.7,433,083 from the Ministry of Education totaling to Ksh.174,026,803 .

MIN 7/9/01/2024 - APPROVAL OF PROJECTS PROPOSAL FOR THE FINANCIAL YEAR 2023/2024

After lengthy deliberations the NG - CDF committee approved the following projects for funding on the Financial Year 2023 – 2024 across all the four wards in the Constituency.

PROJECT NUMBER	PROJECT NAME	Project activity	Original Cost	Cumulative allocation	Amount Allocated	Current Status
ADMINISTRATION AND RECURRENT (6%)						
4-018-092-2110201-100-2023-2024-1	Contractual employees	Payment of 8 No. staff Basic salaries including NHIF(Annex 1)	3,450,000	0	3,450,000	NEW
4-018-092-2110201-100-2023-2024-2	Gratuity-contractual employees	Payment of 8 No. gratuity to NGCDFC staff(Annex 2)	1,069,500	0	1,069,500	NEW
4-018-092-2110201-100-2023-2024-3	Housing Levy	Employer contribution to Housing Levy (Annex 6)	51,750	0	51,750	NEW
4-018-092-2110201-100-2023-2024-4	NSSF	Employer contribution to NSSF(Annex 4)	103,680	0	103,680	NEW
4-018-092-2110201-100-2023-2024-5	Electricity	Payment of Electricity charges	50,000	0	50,000	NEW
4-018-092-2110201-100-2023-2024-6	NGCDFC allowances	Payment of NGCDFC allowance charges(Annex 3)	1,591,000	0	1,591,000	NEW
4-018-092-2110201-100-2023-2024-7	Other Committee Expenses	Payment of Committee Expenses and daily subsistence allowances for NG-CDF Staff and committee	400,000	0	400,000	NEW

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4-018-092-2110201-100-2023-2024-8	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies and stationers ; papers, pencils, forms, small office equipment	800,000	0	800,000	NEW
4-018-092-2110201-100-2023-2024-9	purchase of office furniture and general equipments	purchase of office furniture and general equipments	300,000	0	300,000	NEW
4-018-092-2110201-100-2023-2024-10	Internet Connections	Payment of Internet Connections expenses	150,000	0	150,000	NEW
4-018-092-2110201-100-2023-2024-11	Catering services (reception) accommodation , gifts, foods and drinks.	Payment catering services (reception), accommodation, gifts, foods and drinks	400,000	0	400,000	NEW
4-018-092-2110201-100-2023-2024-12	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles.	1,200,000	0	1,200,000	NEW
4-018-092-2110201-100-2023-2024-13	Water & sewerage charges	Payment of Water & sewerage charges	31,147	0	31,147	NEW
4-018-092-2110201-100-2023-2024-14	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles(GKB 971F and GKB528H motorbike)	200,000		200,000	NEW
4-018-092-2110201-100-2023-2024-15	Motor Vehicle Insurance	payment of Motor Vehicle Insurance(GKB 971F Motor vehicle and GKB 528H motorbike)	198,546		198,546	NEW
TOTAL					9,995,623	
MONITORING AND EVALUATION/CAPACITY BUILDING (3%)						
4-018-092-2211101-111-2023-2024-1	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles(GKB 971F and GKB528H)	600,000	0	600,000	NEW
4-018-092-2211101-111-2023-2024-2	Production & printing of training materials	Payment of production & printing of training materials	59,811.60	0	59,811.60	NEW

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4-018-092-2211101-111-2023-2024-3	NGCDFC allowance	Payment of NGCDFC allowance (Annex 5)	1,248,000	0	1,248,000	NEW
4-018-092-2211101-111-2023-2024-4	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles(GKB971F(motor vehicle) and GKB528H(motorbike)	800,000	0	800,000	NEW
4-018-092-2211101-111-2023-2024-5	Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of Transport Expenses	470,000	0	470,000	NEW
4-018-092-2211101-111-2023-2024-6	Remuneration of instructors	Payment of instructors and contract-based training services on NG-CDFC training	120,000	0	120,000	NEW
4-018-092-2211101-111-2023-2024-7	Other Operating expenses	Other Operating expenses including purchase of a printer	200,000	0	200,000	NEW
4-018-092-2211101-111-2023-2024-8	Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment (NG-CDFC Training, Staff training and PMC training)	1,500,000	0	1,500,000	NEW
		TOTAL			4,997,811.60	
EMERGENCY RESERVE						
4-018-092-2640200-101-2023-2024-1	Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	8,768,091	0	8,768,091	NEW
		TOTAL			8,768,091	
BURSARY/SOCIAL SECURITY						
4-018-092-2640101-103-2023/2024-1	Bursary Secondary Schools	Payment of bursary to needy student in Secondary Schools	37,000,000	0	37,000,000	NEW
4-018-092-2640101-103-2023/2024-2	Bursary Tertiary Institutions	Payment of bursary to needy student in Universities and Colleges	14,807,802	0	14,807,802	NEW
4-018-092-2640101-103-2023/2024-3	Bursary Special Institutions	Payment of bursary to needy students in special Institutions	500,000	0	500,000	NEW

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4-018-092-2640101-103-2023/2024-4	NG-CDF Social Security Programme	Provision of annual medical insurance cover for 1000 @Kshs.6,000 vulnerable families including Orphans and Vulnerable Children (OVCs), poor older persons, Persons With Disabilities and destitute families in partnership with NHIF as shall be identified within the Constituency.	6,000,000	0	6,000,000	NEW
		SUB – TOTAL			58,307,802	
PRIMARY SCHOOLS PROJECT						
4-0018-092-2640510-110-2023-2024-1	Gikingi Primary School	Drilling of Borehole to completion; Carrying out hydrogeological survey, carry out Environmental Impact Assesment, drilling of borehole , installation of plain and slotted steel casing and undertake pump testing at Ksh. 4,800,000 , Equipping of the Borehole to completion; supply, deliver, install and commission submersible borehole pump (maximum power output 11,880w)solar panels, panels support structures, solar controller and accessories Ksh. 4,900,000; Erection of a high gauge chain link fence with concrete posts for the borehole (Ksh 250,000); Erection of 10,000 litres elevated plastic water tank. (324,000) piping to connect water from the borehole to the elevated plastic tank in Gikingi Primary School and connection of the water	10,500,000	0	10,500,000	NEW

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		to Gikingi Secondary School (Ksh 226,000);				
4-0018-092-2640510-110-2023-2024-2	Proposed Njooro Primary school	Purchase of land 2.43 Ha for the proposed Primary school kshs.6,000,000 including ; bungalow 188.5m2 Ksh.5,655,000 and pit latrine/bathroom Ksh.200,000 Fencing Ksh.145,000 and cost of title deed processing Kshs.200,000.	12,200,000	0	12,200,000	NEW
4-0018-092-2640510-110-2023-2024-3	Baraka Primary School	Drilling of Borehole to completion; Carrying out hydrogeological survey, carry out Environmental Impact Assessment, drilling of borehole , installation of plain and slotted steel casing and undertake pump testing	10,273,558.55	0	4,800,000	NEW
		TOTAL			27,500,000	
JUNIOR SECONDARY SCHOOL FUNDING BY NG-CDF COMMITTEE						
4-0018-092-2640510-110-2023-2024-1	Chakareli Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
4-0018-092-2640510-110-2023-2024-2	Oljoroorok Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
4-0018-092-2640510-110-2023-2024-3	Kagama Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
4-0018-092-2640510-110-2023-2024-4	Karandi Junior Secondary School	Construction to completion of 2 no. standard classroom.	2,703,358	0	2,703,358	NEW
4-0018-092-2640510-110-2023-2024-5	Bidii Junior Secondary School	Partial Construction of a standard classroom; substructure , superstructure works upto lintel	1,351,350	0	675,675	NEW
					7,433,083	
SECONDARY SCHOOL PROJECT						

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4-018-092-2630210-104-2023-2024-1	Proposed Muchemi Day Secondary School	Purchase of land 2.978 Ha for the proposed Day Secondary School Ksh.7,000,000.00 and the cost of processing title deed Ksh.150,000	7,150,000	0	7,150,000	NEW
4-018-092-2630210-104-2023-2024-2	Proposed Kibathi Secondary School	Purchase of land 1.215 Ha for the proposed Secondary School Ksh.14,100,000.00 and the cost of title processing ksh.200,000.00	14,300,000	0	14,300,000	NEW
TOTAL					21,450,000	
CLIMATE MITIGATION						
4-0018-092-2640510-110-2023-2024-1	Kamukunji Primary School	Purchase of 200 cyprus seedlings , planting and maintenance ksh.20,000 and Purchase and deliver of 10,000 Litres plastic tank Ksh. 90,000 and construction of 1m above the ground masonry tank base Kshs. 90,000 to completion.	200,000	0	200,000	NEW
4-0018-092-2640510-110-2023-2024-2	Chamuka Primary School	Purchase of 200 cyprus seedlings , planting and maintenance ksh.20,000 and Purchase and deliver of 10,000 Litres plastic tank Ksh. 90,000 and construction of 1m above the ground masonry tank base Kshs. 90,000 to completion.	200,000	0	200,000	NEW

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4-0018-092-2640510-110-2023-2024-3	Nyandarua West DEO Office	Purchase of 200 cyprus seedlings , planting and maintenance ksh.20,000 and Purchase and deliver of 5,000 litres plastic tank Ksh. 40,000 and erection of steel tower Ksh.140,000 to completion.	200,000	0	200,000	NEW
TOTAL					600,000	
SECURITY PROJECT						
4-0018-092-2640507-113-2023-2024-1	Matindiri ass Chiefs Office	Additional funds to Top up to Matindiri Ass Chiefs Office land 0.40Ha Ksh. 400,000 and the cost of title processing fee Ksh.60,000. The Project was approved in FY2021-2022 Ksh.1,400,000 for purchase of 0.88 Ha	1,860,000	1,400,000	460,000	ONGOING
4-0018-092-2640507-113-2023-2024-2	Kambaa Chief's Office	Partial construction of 100 capacity hall; substructure, walling , superstructure.	1,500,000	0	600,000	NEW
4-0018-092-2640507-113-2023-2024-3	Huhoini Chief's Office	Partial construction of 100 capacity hall; substructure, walling , superstructure.	1,500,000	0	600,000	NEW
4-0018-092-2640507-113-2023-2024-4	Gathanji DCC's office	Partial Construction of DCC Offices with 10 offices: substructure and walling	10,000,000	0	5,146,413.15	NEW
TOTAL					6,806,413.15	
INNOVATION HUBS OPERATIONAL COST						

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4-0018-092-2211311-108-2023-2024-1	Weru Innovation Hub	Payment of 5 No. staff Basic salaries including NHIF(Annex 7) Ksh.1,416, 000, Payment of Electricity charges Ksh. 50,000, Payment of Water & sewerage charges Ksh.50,000, Payment of computer Maintenance Expenses Ksh. 250,000, purchase of 1 Photocopiers @ Ksh. 300,000, Purchase of General Office Supplies and stationers ; papers, pencils, small office equipment ksh332,905.70 and Payment of Internet Connections expenses Ksh.100,000	2,498,905.70	0	2,498,905.70	NEW
4-0018-092-2211311-108-2023-2024-2	Gathanji Innovation Hub	Payment of 5 No. staff Basic salaries including NHIF(Annex 8) Ksh.1,416, 000, Payment of Electricity charges Ksh. 50,000, Payment of Water & sewerage charges Ksh.50,000, Payment of computer Maintenance Expenses Ksh. 250,000, purchase of 1 Photocopiers @ Ksh. 300,000, Purchase of General Office Supplies and stationers ; papers, pencils, small office equipment ksh332,905.70 and Payment of Internet Connections expenses Ksh.100,000	2,498,905.70	0	2,498,905.70	NEW
				TOTAL	4,997,811.40	
INNOVATION HUBS/OTHER PROJECTS						

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4-0018-092-2211311-108-2023-2024-3	Constituency innovation Hub (CIH)at Charagita	Partial Construction of Constituency innovation hub with technical creative hub, learning centre, lavatories, server room, reception office and a store ; substructure, slab casting, superstructure and lintel casting.	3,800,000	0	1,500,000	NEW
4-0018-092-2211311-108-2023-2024-4	Constituency innovation Hub (CIH)at Gatimu	Partial Construction of Constituency innovation hub with technical creative hub, learning centre, lavatories, server room, reception office and a store ; substructure, slab casting, superstructure and lintel casting.	3,800,000	0	1,500,000	NEW
		TOTAL	TOTAL		3,000,000	
ELECTRICITY PROJECT/OTHER PROJECTS						
4-018-092-2640506-113-2023/2024-001	Mama Kiprop Area Dispensary	Cost of transformer, design costs and all costs related to installation of electricity related infrastructure by Rural Electrification and Renewable Energy Corporation (RREC)	4,420,031.99	0	3,420,031.99	NEW
4-018-092-2640506-113-2023/2024-002	Kanguo Reuben Area Borehole	Cost of transformer, design costs and all costs related to installation of electricity related infrastructure by Rural Electrification and Renewable Energy Corporation (RREC)	7,855,329.75	0	4,855,329.35	NEW
4-018-092-2640506-113-2023/2024-003	Oljoro Orok location Additional Customers	Cost of transformer, design costs and all costs related to installation of electricity related infrastructure by Rural Electrification and Renewable Energy Corporation (RREC)	5,461,723.11	0	4,461,723.11	NEW

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		Original cost is Kshs. 17,737,084.85 whereby Rural Electrification and Renewable Energy Corporation will contribute Kshs.5,000,000.00	TOTAL		12,737,084.35	
TOTAL CONSTITUENCY ALLOCATION LESS MATCHING BY THE MINISTRY					166,593,720	
JUNIOR SECONDARY SCHOOL FUNDING BY THE MINISTRY OF EDUCATION						
4-0018-092-2640510-110-2023-2024-6	Kimathi Junior Secondary School	Construction to completion of 2 no. standard classroom.	2,703,358	0	2,703,358	NEW
4-0018-092-2640510-110-2023-2024-7	Chamuka Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
4-0018-092-2640510-110-2023-2024-8	Riverside Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
4-0018-092-2640510-110-2023-2024-9	Uiguano Junior Secondary School	Construction to completion of 1 no. standard classroom.	1,351,350	0	1,351,350	NEW
4-0018-092-2640510-110-2023-2024-10	Bidii Junior Secondary School	Completion of a standard classroom ; roofing, openings and finishes.	1,351,350	0	675,675	NEW
TOTAL					7,433,083	
TOTAL ALLOCATION INCLUSIVE OF MINISTRY MATCH FUNDING					174,026,803	

ANNEX I(STAFF SALARIES)

DESIGNATION	AMOUNT PER MONTH	ANNUAL AMOUNT
CLERICAL OFFICER	38,369	460,428
OFFICE ASSISTANT	38,369	460,428
ACCOUNTS ASSISTANT	41,969	503,628
CLERK OF WORKS	44,198	530,376
DRIVER	33,369	400,428
CLEANER	28,580	342,960
PROJECT ASSISTANT	38,369	460,428

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Chairman

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Secretary

RECORDS OFFICER	24,277	291,324
TOTAL	287,500	3,450,000

ANNEX 2(GRATUITY)


DESIGNATION	AMOUNT PER MONTH	ANNUAL AMOUNT	31% GRATUITY
CLERICAL OFFICER	38,369	460,428	
OFFICE ASSISTANT	38,369	460,428	
ACCOUNTS ASSISTANT	41,969	503,628	
CLERK OF WORKS	44,198	530,376	
DRIVER	33,369	400,428	
CLEANER	28,580	342,960	
PROJECT ASSISTANT	38,369	460,428	
RECORDS OFFICER	24,277	291,324	
TOTAL	287,500	3,450,000	1,069,500

ANNEX 3(COMMITTEE ALLOWANCES)

ACTIVITY	AMOUNT PER MONTH	AMOUNT PER YEAR
NG-CDF Committee(10 persons) two meetings each month	104,000	1,248,000
NG-CDF Sub-Committee(7 persons- 7 meetings per year)	49,000	343,000
		1,591,000

ANNEX 4 (NSSF CONTRIBUTIONS)

DESIGNATION	AMOUNT PER MONTH	AMOUNT PER YEAR
CLERICAL OFFICER	1,080	12,960
OFFICE ASSISTANT	1,080	12,960
ACCOUNTS ASSISTANT	1,080	12,960
CLERK OF WORKS	1,080	12,960
DRIVER	1,080	12,960
CLEANER	1,080	12,960

Signed.....
Chairman

Signed.....
Secretary

PROJECT ASSISTANT	1,080	12,960
RECORDS OFFICER	1,080	12,960
TOTAL	8,640	103,680

ANNEX 5 (MSE NG-CDFC ALLOWANCES)

ACTIVITY	AMOUNT PER MONTH	AMOUNT PER YEAR
NG-CDF Committee(10 persons) two meetings each month	104,000	1,248,000

(ANNEX 6)EMPLOYERS CONTRIBUTION TO HOUSING LEVY(1.5%)

DESIGNATION	GROSS PAY	EMPLOYERS CONTRIBUTION PER MONTH	ANNUAL EMPLOYERS CONTRIBUTION
CLERICAL OFFICER	38,369	575.535	6,906.42
OFFICE ASSISTANT	38,369	575.535	6,906.42
ACCOUNTS ASSISTANT	41,969	629.535	7,554.42
CLERK OF WORKS	44,198	662.97	7,955.64
DRIVER	33,369	500.535	6,006.42
CLEANER	28,580	428.7	5,144.40
PROJECT ASSISTANT	38,369	575.535	6,906.42
RECORDS OFFICER	24,277	364.155	4,369.86
		4,312.50	51,750

(ANNEX 7) WERU INNOVATION HUB - STAFF SALARIES)

2. No. Teachers	Each Ksh 30,000	720,000
1. No. Cleaners	Each Ksh 18,000	216,000
2. No Security Guards	Each Ksh 20,000	480,000
	TOTAL	1,416,000

Signed.....
Chairman

Signed.....
Secretary

(ANNEX 8) GATHANJI INNOVATION HUB - STAFF SALARIES)

2. No. Teachers	Each Ksh 30,000	720,000
1. No. Cleaners	Each Ksh 18,000	216,000
2. No Security Guards	Each Ksh 20,000	480,000
TOTAL		1,416,000

MIN 08/9/01/2024 - A.O.B.

There being no other business the meeting ended at 2.30p.m with a word of prayer led by Ruth King'ori

Minutes Compiled by;
(The Secretary- Ruth M. King'ori)

Minutes Confirmed by;
(The Chairman – Simon Chege)



Signature.....



Signature.....