

THE GOVERNMENT OF THE REPUBLIC OF ZAMBIA

SMART ZAMBIA INSTITUTE (SZI) E-GOVERNMENT DIVISION

Constituency Development Fund (CDF) Management Information System System Requirements Specification

**SZI/C/002/07/23: CONTRACT FOR CONSULTANCY SERVICES FOR
CUSTOMIZATION/DEVELOPMENT AND IMPLEMENTATION OF A CONSTITUENCY
DEVELOPMENT FUND (CDF) MANAGEMENT INFORMATION SYSTEM**

Date and Time: 11-Dec-2023

Location: Lusaka, Zambia

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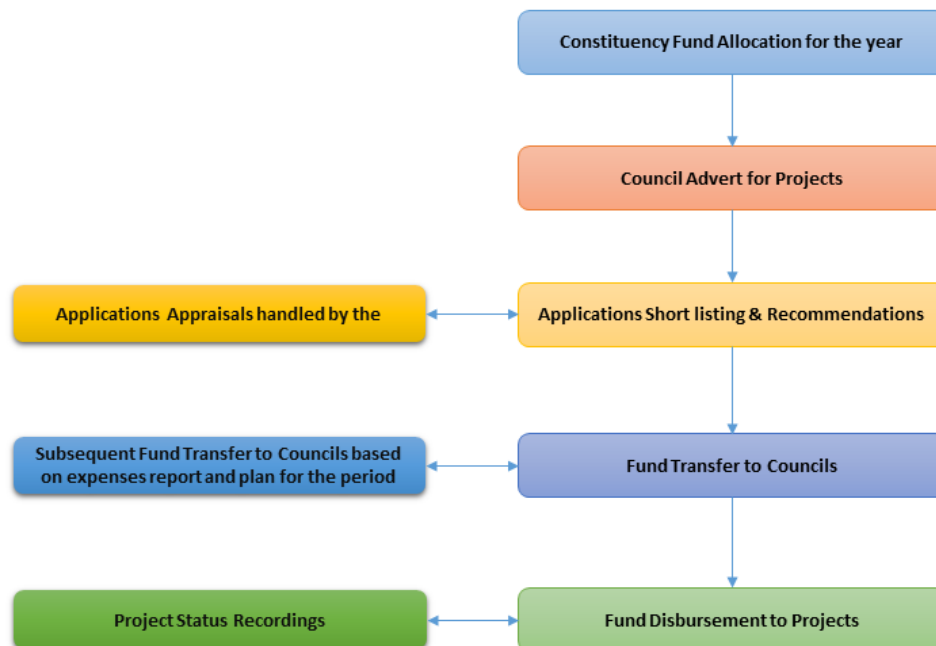
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1. Functional Scope

The processes mentioned below are identified as building blocks for the CDF management information system. The major processes currently recognized and included in the list. Any new processes related to the core scope identified will be added.

1. User Creation
2. Council Master
3. CDF Fund Allocation
4. Council Tender Advert
5. CP Application Processing
6. YWC Application Processing
7. SS&SD Application Processing
8. CDF Fund transfer to Council
9. Council Fund disbursement for Projects
10. Loan Repayment recordings
11. Project Status Recordings
12. Project Closure
13. Supporting Master Processes

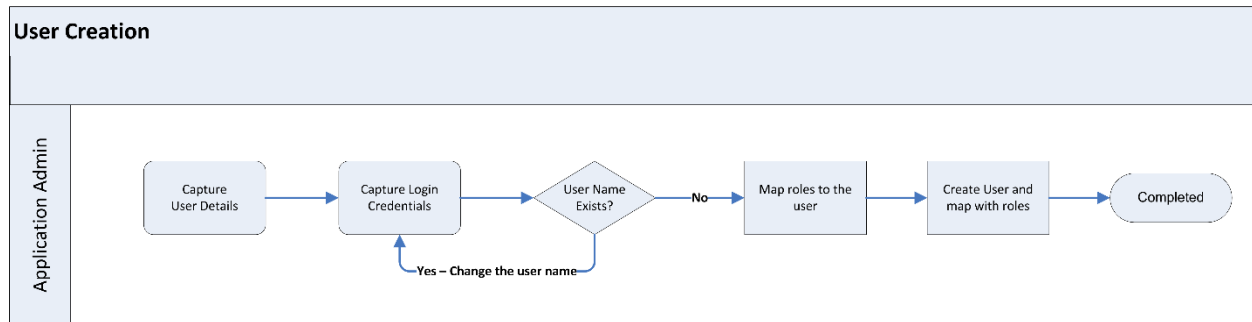


The CDF funds allocated to three major components will be managed through these functional processes mentioned above and the same will be tracked through various reports and dash boards.

2. User Creation

Application users will be created and managed through this process. The necessary information related to the user will be captured and maintained in the system. Users will be mapped to roles, which are associated with functionalities. This mapping ensures that users gain access to specific features related to their assigned roles.

2.1. Process Flow



2.2. Functional Requirements (Activity 1)

Activity Name	Functional Requirement
User Creation	<ul style="list-style-type: none"> Capture user details required for the system. Check the user name availability and indicate it if it is already taken. The user will be created and mapped with the selected roles. In case the user is from council or local authority the user council mapping will be created. The Default password will be generated and send to users email Id.

2.3. Data Elements

#	Element Name	Data Type	Length	Control Type	Editable	Mandatory	Detail
1	Title	INT	8	Dropdown	Yes	Yes	
2	First Name	VARCHAR	50	Textbox	Yes	Yes	
3	Middle Name	VARCHAR	50	Textbox	Yes	No	
4	Last Name	VARCHAR	50	Textbox	Yes	Yes	
5	DOB	DATE		DateControl	Yes	Yes	
6	Gender	INT	8	Dropdown	Yes	Yes	
7	NRC Number	VARCHAR	9	Maskedit	Yes	Yes	
8	Contact No	VARCHAR	20	Textbox	Yes	Yes	
9	Mobile No	VARCHAR	20	Textbox	Yes	No	
10	Email Id	VARCHAR	50	Textbox	Yes	Yes	
11	Address	VARCHAR	500	Textbox	Yes	No	
12	Location	VARCHAR		Lookup	Yes	Yes	

13	CPMID	VARCHAR	36	Textbox	No	Yes	The Id will be auto populated based on the location selection
14	UserId	INT	8	Textbox	No	Yes	Once user created the Id will be populated.
15	Role Mapping	GRID			Yes	Yes	
15.1	Role Id	INT	8	Textbox	No	Yes	The Roles will be selected from the look up.
15.2	Role Name	VARCHAR	100	Textbox	No	Yes	
16	AdditionalDetails	VARCHAR	500	Textbox	Yes	No	Any additional details related to user can be captured.
17	UpdatedBy	VARCHAR	36	Textbox	No	Yes	Auto populated based on logged in user
18	UpdatedOn	DATETIME		Datetime	No	Yes	Auto populated based on system date.

2.4. Roles

Activity Name	Role
User Creation	AppAdmin

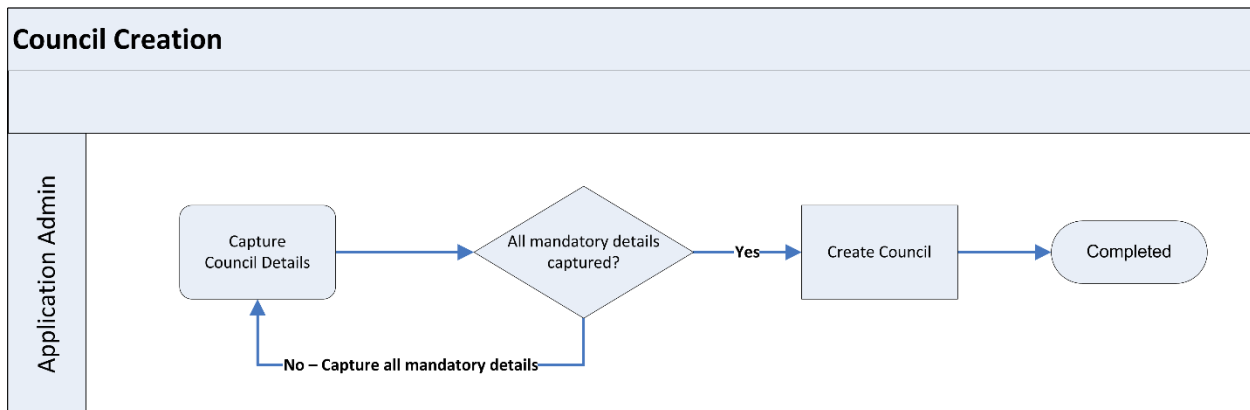
2.5. Reports

S. No	Report	Filter	Fields
1	Active User Details	All	All fields in Data elements table
2	In Active User Details	All	All Fields in Data elements table

3. Council Master

The Council/Local authorities are stakeholders in this system responsible for managing funds allocated to their constituencies through the CDF. The complete project management will be overseen by the Council/Local authority.

3.1. Process Flow



3.2. Functional Requirement (Activity 1)

Activity Name	Functional Requirement
Council Creation	<ul style="list-style-type: none"> Capture Council details required for the system. Map the council with province and district. The Council Type will be captured and the Id will be auto generated for the council.

3.3. Data Elements

#	Element Name	Data Type	Length	Control Type	Editable	Mandatory	Detail
1	CouncilId	INT	4	Textbox	No	Yes	
2	CouncilCode	VARCHAR	10	Textbox	Yes	Yes	
3	CouncilName	VARCHAR	100	Textbox	Yes	Yes	
4	CouncilTypeId	INT	4	Dropdown	Yes	Yes	
5	Address	VARCHAR	300	Textbox	Yes	Yes	
6	ProvinceId	INT	4	Dropdown	Yes	Yes	
7	DistrictId	INT	4	Dropdown	Yes	Yes	

8	POBox	VARCHAR	10	Textbox	Yes	No	
9	EmailId	VARCHAR	50	Textbox	Yes	No	
10	ContactNo	VARCHAR	50	Textbox	Yes	No	
11	Website	VARCHAR	100	Textbox	Yes	No	
12	FormedDate	DATETIME	8	Date	Yes	No	
13	UpdatedBy	VARCHAR	50	Textbox	No	Yes	
14	UpdatedOn	DATETIME	8	DateTime	No	Yes	

3.4. Roles

Activity Name	Role
Council Creation	AppAdmin

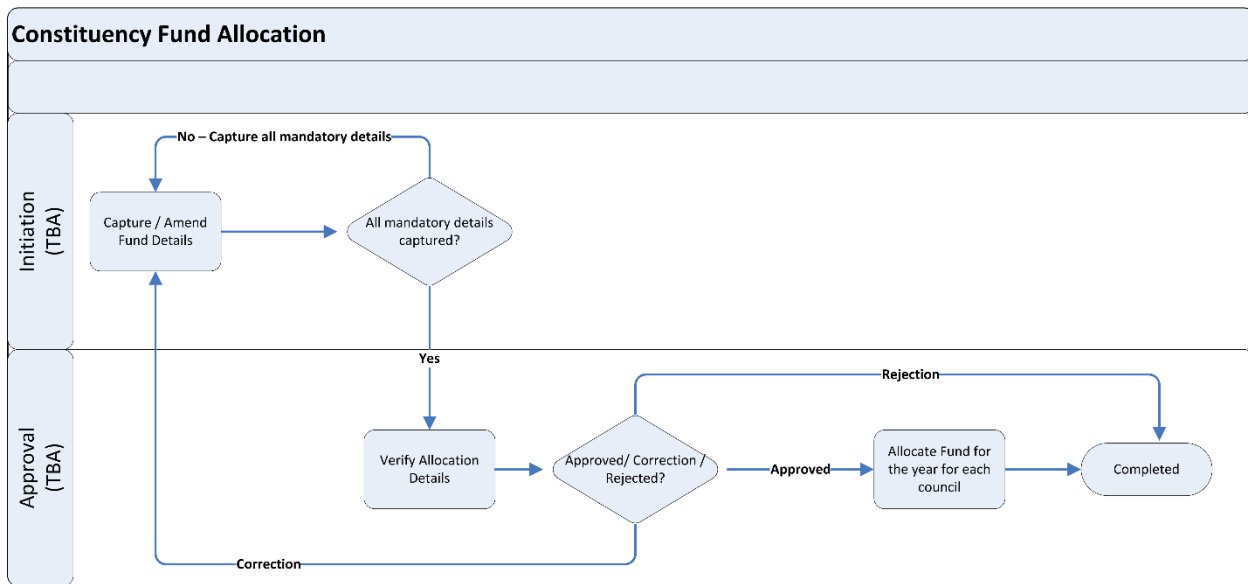
3.5. Reports

S. No	Report	Filter	Fields
1	Council Details	All, Province	All fields in Data elements table

4. CDF Fund Allocation

Once the National Assembly officially announces the CDF, the CDFC will capture the fund allocation details in the system. The allocated amount for the CDF will then be distributed among all constituencies.

4.1. Process Flow



4.2. Initiation

4.2.1. Functional requirement

Activity Name	Functional Requirement
Fund Allocation Initiation	<ul style="list-style-type: none"> • Capture allocated fund details for CDF • Choose the allocation method (Equal share or differential Share) • Ensure that the fund allocated by the government matches the total constituency allocation fund. • Reserve the Administrative expenses share (%) from the allocated fund for each constituency • Share the allocated fund excluding administrative share, the remaining fund will be distributed among three components based on the sharing slab.

4.2.2. Data Elements

#	Element Name	Data Type	Length	Control Type	Editable	Mandatory	Detail
1	AFAID	VARCHAR	36	Textbox	No	Yes	Unique Id for fund allocation
2	AllocationYear	INT	4	Textbox	Yes	Yes	
3	AllocationDate	DATETIME	8	DateTime	Yes	Yes	
4	CurrencyId	INT	4	Textbox	Yes	Yes	
5	TotalFund	DECIMAL	17	Textbox	Yes	Yes	
6	LCTotalFund	DECIMAL	17	Textbox	No	No	Local currency conversion in case of other currency.
7	UpdatedBy	VARCHAR	50	Textbox	No	No	
8	UpdatedOn	DATETIME	8	DateTime	No	No	
9	Constituency Allocation	GRID					
9.1	CFAID	VARCHAR	36	Textbox	No	Yes	Unique Id for constituency level fund allocation
9.2	ConstituencyId	INT	4	Textbox	Yes	Yes	System will pick up all the constituency and load it in this table
9.3	TotalFund	DECIMAL	17	Dropdown	Yes	Yes	Allocated find for constituency
9.4	AdminExpAmount	DECIMAL	17	Textbox	Yes	Yes	
9.5	AdminExpPercentage	DECIMAL	17	Dropdown	Yes	Yes	
9.6	Doc1	BIGINT	8	Dropdown	Yes	Yes	
9.7	Doc2	BIGINT	8	Textbox	Yes	No	
9.8	Details1	VARCHAR	2000	Textbox	Yes	No	
9.9	Details2	VARCHAR	5000	Textbox	Yes	No	
9.10	InitiatedBy	VARCHAR	50	Textbox	Yes	No	
9.11	InitiatedOn	DATETIME	8	Date	Yes	No	
9.12	ApprovedBy	VARCHAR	50	Textbox	No	Yes	
9.13	ApprovedOn	DATETIME	8	DateTime	No	Yes	
9.14	Component Allocation	SUB GRID					Based on the Component share slab the amount will be automatically shared and populated.
9.14.1	CFADID	VARCHAR	36	Textbox	No	Yes	
9.14.2	ComponentCode	VARCHAR	10	Textbox	No	Yes	
9.14.3	AllocatedPercentage	DECIMAL	38	Textbox	No	Yes	
9.14.4	AllocatedFund	DECIMAL	38	Textbox	No	Yes	
10	MoveTo	INT	8	Dropdown	Yes	Yes	To move the next activity
11	Remarks	VARCHAR	500	Textbox	Yes	Yes	Additional details related to this request.

4.2.3. Role

Activity Name	Role
Initiation	TBA

4.3. Approval

4.3.1. Functional Requirement

Activity Name	Functional Requirement
Fund Allocation Initiation	<ul style="list-style-type: none"> The Details captured to be verified All the details captured are fine then user can approve it If there is any correction required send it for correction The details captured is not correct and cannot be continue this request further, then the user can reject it.

4.3.2. Data Elements

#	Element Name	Data Type	Length	Control Type	Editable	Mandatory	Detail
1	AFAID	VARCHAR	36	Textbox	No	Yes	Unique Id for fund allocation
2	AllocationYear	INT	4	Textbox	No	Yes	
3	AllocationDate	DATETIME	8	DateTime	No	Yes	
4	CurrencyId	INT	4	Textbox	No	Yes	
5	TotalFund	DECIMAL	17	Textbox	No	Yes	
6	LCTotalFund	DECIMAL	17	Textbox	No	No	Local currency conversion in case of other currency.
7	UpdatedBy	VARCHAR	50	Textbox	No	No	
8	UpdatedOn	DATETIME	8	DateTime	No	No	
9	Constituency Allocation	GRID			No		
9.1	CFAID	VARCHAR	36	Textbox	No	Yes	Unique Id for constituency level fund allocation
9.2	ConstituencyId	INT	4	Textbox	No	Yes	System will pick up all the constituency and load it in this table
9.3	TotalFund	DECIMAL	17	Dropdown	No	Yes	Allocated find for constituency
9.4	AdminExpAmount	DECIMAL	17	Textbox	No	Yes	
9.5	AdminExpPercentage	DECIMAL	17	Dropdown	No	Yes	
9.6	Doc1	BIGINT	8	Dropdown	No	Yes	
9.7	Doc2	BIGINT	8	Textbox	No	No	
9.8	Details1	VARCHAR	2000	Textbox	No	No	

9.9	Details2	VARCHAR	5000	Textbox	No	No	
9.10	InitiatedBy	VARCHAR	50	Textbox	No	No	
9.11	InitiatedOn	DATETIME	8	Date	No	No	
9.12	ApprovedBy	VARCHAR	50	Textbox	No	Yes	
9.13	ApprovedOn	DATETIME	8	DateTime	No	Yes	
9.14	Component Allocation	SUB GRID			No		Based on the Component share slab the amount will be automatically shared and populated.
9.14.1	CFADID	VARCHAR	36	Textbox	No	Yes	
9.14.2	ComponentCode	VARCHAR	10	Textbox	No	Yes	
9.14.3	AllocatedPercentage	DECIMAL	38	Textbox	No	Yes	
9.14.4	AllocatedFund	DECIMAL	38	Textbox	No	Yes	
10	MoveTo	INT	8	Dropdown	Yes	Yes	To move the next activity
11	Remarks	VARCHAR	500	Textbox	Yes	Yes	Verify and give details related to this request.

4.3.3. Role

Activity Name	Role
Approval	TBA

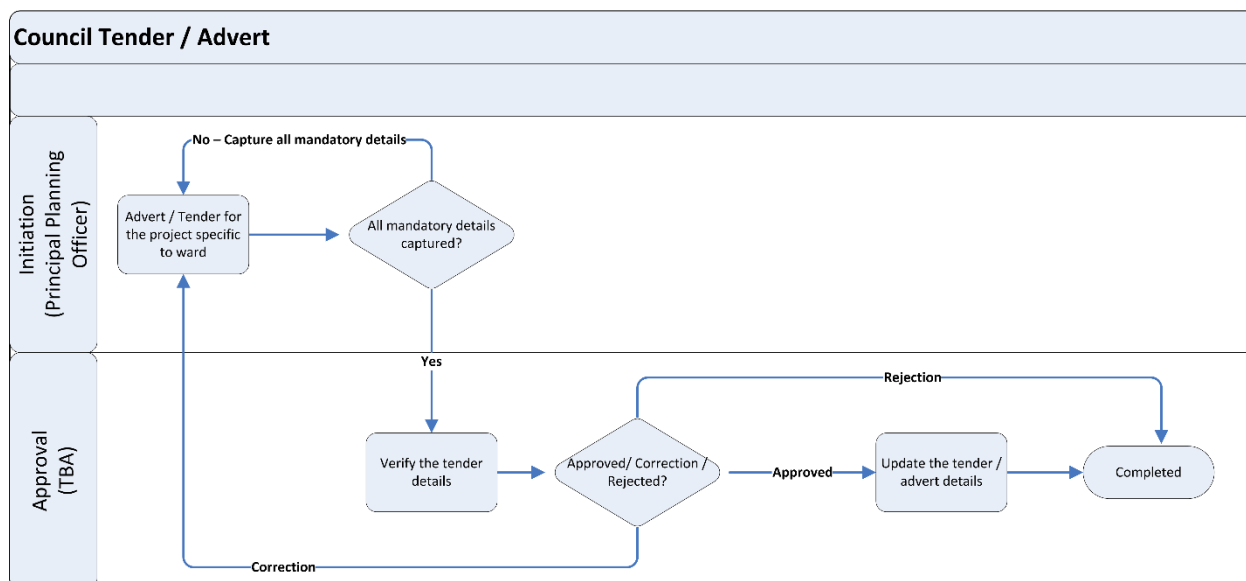
4.4. Reports

#	Report	Filter	Fields
1	CDF Allocation Summary	Year	Year, Fund Allocated, No Of Constituency, Total Admin Allocation, Total CP Allocation, Total YWC Allocation, Total SS&SD Allocation
2	CDF Allocation	Year, Province, District	Year, Constituency, Fund Allocated, Admin Share
3	CDF Allocation details	Year, Province	Constituency, Component, Component Amount

5. Council Tender/ Advert

Once the Constituency fund allocation completed, then immediately the councils start publishing tenders/ adverts for the ward level projects. Those details will be captured in this process to map the application against each advert/tender.

5.1. Process Flow



5.2. Initiation

5.2.1. Functional Requirement

Activity Name	Functional Requirement
Tender Invite (Initiation)	<ul style="list-style-type: none"> The Tender created based on the component and ward. Here we capture location details like province, district, council and constituency based on the user login from the council. Here we capture the Bid details, Tender details and captures the tender checklist details.

5.2.2. Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	TenderId	VARCHAR	36	TextBox	No	Yes	Auto filled Sequence Id
2	Province	VARCHAR	36	TextBox	No	Yes	Auto filled field
3	District	VARCHAR	36	TextBox	No	Yes	Auto filled field
4	Council	VARCHAR	36	TextBox	No	Yes	Auto filled field
5	Constituency	VARCHAR	36	TextBox	No	Yes	Auto filled field
6	CurrentDate	DATETIME		DateTimePicker	No	Yes	Auto filled field
7	ComponentName	VARCHAR	36	ComboBox	Yes	Yes	User Selection
8	ProjectType	VARCHAR	36	ComboBox	Yes	Yes	User Selection
9	ProjectCategory	VARCHAR	36	ComboBox	Yes	Yes	User Selection
10	BidType	VARCHAR	36	ComboBox	Yes	Yes	User Selection
11	BidOpeningDate	DATETIME		DateTimePicker	Yes	Yes	User Selection

12	BidClosingDate	DATETIME		DateTimePicker	Yes	Yes	User Selection
13	NoOfDays	INT		NumericTextBox	No	Yes	Auto filled field
14	TenderDocFee	DECIMAL		NumericTextBox	Yes	Yes	User Selection
15	BidSecurity(%)	DECIMAL		NumericTextBox	Yes	Yes	User Selection
16	TenderDetails	COMPLEXTOMANY	Grid		Yes	Yes	
17	Gr_CTDID	VARCHAR	36	TextBox	Yes	Yes	User Selection
18	Gr_ProjectName	VARCHAR	36	TextBox	Yes	Yes	User Selection
19	Gr_Quantity	INT	36	NumericTextBox	Yes	Yes	User Selection
20	TenderChecklist	COMPLEXTOMANY	Grid		Yes	Yes	
21	Gr_IsActive	BOOLEAN	36	Y/N	Yes	Yes	User Selection
22	Gr_Checklist	VARCHAR	36	TextBox	Yes	Yes	User Selection
23	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
24	MovementHistory	COMPLEXTOMANY	Grid		Yes	No	
25	Gr_ActivityName	VARCHAR	36	TextBox	Yes	No	Auto filled field
26	Gr_RoleName	VARCHAR	36	TextBox	Yes	No	Auto filled field
27	UserName	VARCHAR	36	TextBox	Yes	No	Auto filled field
28	Gr_CompletedTime	DATETIME		DateTimePicker	Yes	No	Auto filled field
29	Gr_Remarks	VARCHAR	36	TextBox	Yes	No	Auto filled field
30	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments about the tender invite details.

5.2.3. Role

Activity Name	Role
Tender Initiation	Principal Planning Officer

5.3. Approval

5.3.1. Functional Requirement

Activity Name	Functional Requirement
Tender Approval	<ul style="list-style-type: none"> Check the tender details captured along with the check list. Any correction send it back for correction If the tender is not meeting criteria the user can reject it. The details captured are correct and valid the tender can be approved and recorded in the system.

5.3.2. Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	TenderId	VARCHAR	36	TextBox	No	Yes	Auto filled Sequence Id
2	Province	VARCHAR	36	TextBox	No	Yes	Auto filled field
3	District	VARCHAR	36	TextBox	No	Yes	Auto filled field
4	Council	VARCHAR	36	TextBox	No	Yes	Auto filled field
5	Constituency	VARCHAR	36	TextBox	No	Yes	Auto filled field
6	CurrentDate	DATETIME		DateTimePicker	No	Yes	Auto filled field
7	ComponentName	VARCHAR	36	ComboBox	No	Yes	User Selection
8	ProjectType	VARCHAR	36	ComboBox	No	Yes	User Selection
9	ProjectCategory	VARCHAR	36	ComboBox	No	Yes	User Selection
10	BidType	VARCHAR	36	ComboBox	No	Yes	User Selection
11	BidOpeningDate	DATETIME		DateTimePicker	No	Yes	User Selection
12	BidClosingDate	DATETIME		DateTimePicker	No	Yes	User Selection
13	NoOfDays	INT		NumericTextBox	No	Yes	Auto filled field
14	TenderDocFee	DECIMAL		NumericTextBox	No	Yes	User Selection
15	BidSecurity(%)	DECIMAL		NumericTextBox	No	Yes	User Selection
16	TenderDetails	COMPLEXTOMANY	Grid		No	Yes	
17	Gr_CTDID	VARCHAR	36	TextBox	No	Yes	User Selection
18	Gr_ProjectName	VARCHAR	36	TextBox	No	Yes	User Selection
19	Gr_Quantity	INT	36	NumericTextBox	No	Yes	User Selection
20	TenderChecklist	COMPLEXTOMANY	Grid		No	Yes	
21	Gr_IsActive	BOOLEAN	36	Y/N	No	Yes	User Selection
22	Gr_Checklist	VARCHAR	36	TextBox	No	Yes	User Selection
23	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
24	MovementHistory	COMPLEXTOMANY	Grid		No	No	
25	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
26	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
27	UserName	VARCHAR	36	TextBox	No	No	Auto filled field
28	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
29	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
30	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments about the tender invite details.

5.3.3. Role

Activity Name	Role
Tender Approval	TBA

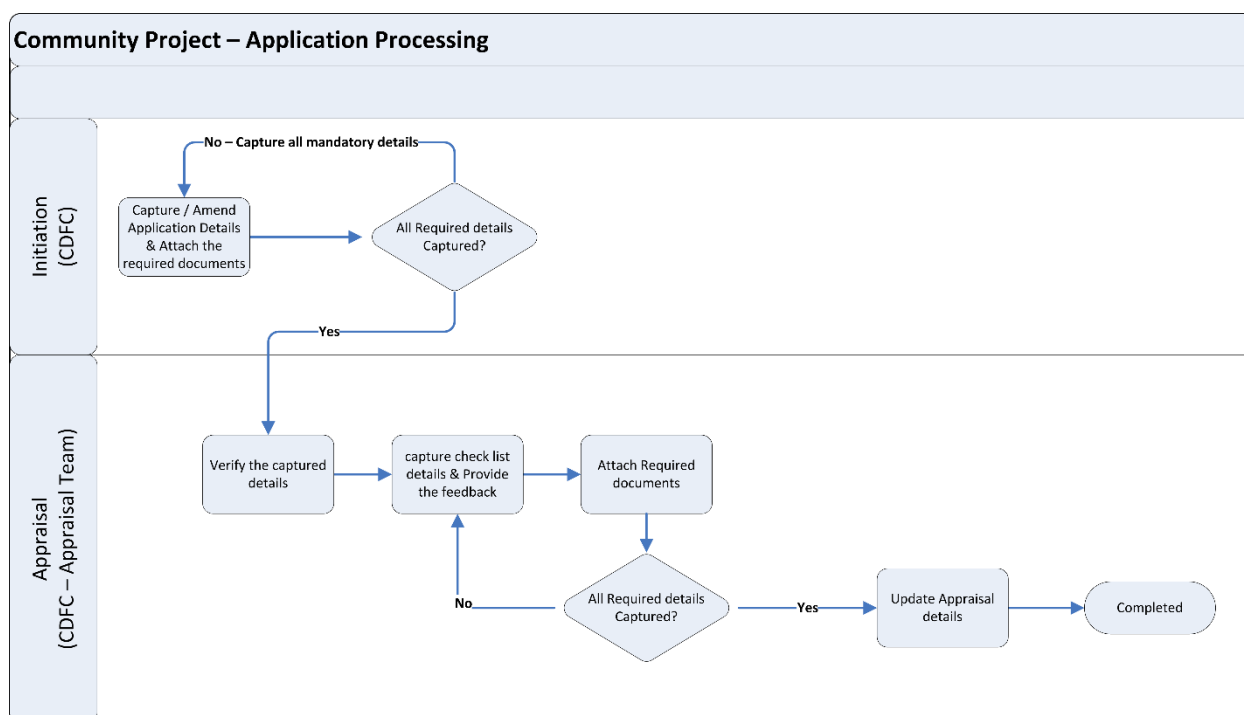
5.4. Reports

#	Report	Filter	Fields
1	Tender Details	Year, Constituency, Ward	All Elements from data elements table.
2	Tender Summary	Year, Province, Constituency	Project Type, Project Category, No Of tenders, Total Tender Value...

6. CP Application Processing

Once the tender / advert announced by council the respective vendors will apply for the bid. The WDC will do the first level of review and provide their feedback on each bidding request. The applications received from WDC for the projects will be captured in the system from this process for further processing.

6.1. Process Flow



6.2. Initiation

6.2.1. Functional Requirement

Activity Name	Functional Requirement
Initiation	<ul style="list-style-type: none"> The CDFC team will review the applications submitted by WDC. The application details will be captured in the system against the tender/ advert. The application will be captured based on the constituency, district and ward.

- Then move to CDFC Technical Appraisal Team for appraisal.
- The CDFC Chairperson will initiate the process.
- The CDFC Chairperson will sign off the process.

6.2.2. Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Projecteid	VARCHAR	36	Textbox	No	Yes	Its auto generated Project Identification Number
2	Cpcodeno	VARCHAR	36	Textbox	No	Yes	User selection
3	Zonecodeno	VARCHAR	36	Textbox	No	Yes	User selection
4	Wardcodeno	VARCHAR	36	Textbox	No	Yes	User selection
3	District	VARCHAR	36	Textbox	No	Yes	User selection
4	Constituency	VARCHAR	36	Textbox	No	Yes	User selection
5	Ward	VARCHAR	36	Textbox	No	Yes	User selection
6	Zone	VARCHAR	36	Textbox	No	Yes	User selection
7	Landtitle	VARCHAR	36	Textbox	Yes	No	User selection
8	type_of_projects	VARCHAR	36	Dropdown	No	Yes	User selection
9	Benefits	VARCHAR	MAX	Textbox	Yes	Yes	User selection
10	other_projects_before	BOOLEAN	Y/N	Checkbox	Yes	No	Community involved any other community based projects before?
11	reason1	VARCHAR	MAX	Textbox	Yes	No	User selection
12	received_funds_before	BOOLEAN	Y/N	Checkbox	Yes	No	Community received any funding from any organization?
13	reason2	VARCHAR	MAX	Textbox	Yes	No	User selection
14	Approval	BOOLEAN	Y/N	CheckList	Yes	Yes	Approved/not approved
15	Reason	VARCHAR	MAX	Textbox	Yes	No	Reason for recommendation
16	EPBFTP	VARCHAR	100	TextBox	Yes	Yes	User Selection
17	HDCIP	VARCHAR	100	TextBox	Yes	Yes	User Selection
18	IsAddressedSucessfully	BOOLEAN	Y/N	Checkbox	Yes	No	User Selection
19	HowAddressed	VARCHAR	100	TextBox	Yes	Yes	User Selection
20	Proj_Sustainability	VARCHAR	100	TextBox	Yes	Yes	User Selection
21	CommunityProblem	COMPLEXTOMANY		Grid	Yes	Yes	Here enter the problems and the problems resolves if yes explain how its resolved
22	Gr_MainProblems	VARCHAR	2000	TextBox	Yes	Yes	User Selection
23	Gr_IsResolved	BOOLEAN	Y/N	Checkbox	Yes	No	User Selection
24	Gr_ExplainHowResolved	VARCHAR	2000	TextBox	Yes	Yes	User Selection
25	Beneficiaries	COMPLEXTOMANY		Grid	Yes	Yes	Here enter the Beneficiaries from the project.
26	Gr_Beneficiaries	VARCHAR	2000	TextBox	Yes	Yes	User Selection
27	CommunityContribution	COMPLEXTOMANY		Grid	Yes	Yes	Here we enter the contribution value.
28	Gr_CCID	VARCHAR	36	TextBox	Yes	Yes	User Selection

29	Gr_ContributionValue	DECIMAL	(38, 2)	NumericTextBox	Yes	Yes	User Selection
30.	Gr_Details	VARCHAR	1000	TextBox	Yes	Yes	User Selection
31.	ProjectCommitteMemnber	COMPLEXTOMANY		Grid	Yes	Yes	Here we capture NRC,Name,position,gender and if any applicable documents.
32	Gr_NRCNO	VARCHAR	36	TextBox	Yes	Yes	User Selection
33	Gr_FullName	VARCHAR	150	TextBox	Yes	Yes	User Selection
34	Gr_Position	INT		NumericTextBox	Yes	Yes	User Selection
35	ProjectContactDetails	COMPLEXTOMANY		Grid	Yes	Yes	Here we Capture Name,Address,District,Province and Contact no.
36	Gr_Fullname	VARCHAR	100	TextBox	Yes	Yes	User Selection
37	Gr_Address	VARCHAR	250	TextBox	Yes	Yes	User Selection
38	Gr_District	INT		NumericTextBox	Yes	Yes	User Selection
39	Gr_Province	INT		NumericTextBox	Yes	Yes	User Selection
40	Gr_ContactNo.	VARCHAR	20	TextBox	Yes	Yes	User Selection
41.	WDCStsId	VARCHAR	36	ComboBox	Yes	Yes	User Selection
42.	WDCReason	VARCHAR	100	TextBox	Yes	Yes	User Selection
43.	WDCAuth	VARCHAR	50	TextBox	Yes	Yes	User Selection
44.	WDCAuthDate	DATETIME	-	-	Yes	Yes	User Selection
45.	WDCDoc	BYTE			Yes	Yes	User Selection
46.	CDFCStsId	VARCHAR	36	ComboBox	Yes	Yes	User Selection
47.	CDFCReason	VARCHAR	100	TextBox	Yes	Yes	User Selection
48.	CDFCAuth	VARCHAR	50	TextBox	Yes	Yes	User Selection
49.	CDFCAuthDate	DATETIME	-	-	Yes	Yes	User Selection
50.	CDFCDoc	BYTE			Yes	Yes	User Selection
51	Moveto	VARCHAR	36	Textbox	Yes	Yes	User selection
52	Remarks	VARCHAR	36	Textbox	Yes	Yes	User selection

6.2.3. Role

Activity Name	Role
Application Initiation	CDFC

6.3. Approval

6.3.1. Functional Requirement

Activity Name	Functional Requirement
Technical Appraisal	<ul style="list-style-type: none"> Review the application and attached document. Capture the check List details and attach if there is any documents. The Appraisal team has to capture the feedback on application in detail. The DPO signed document for appraisal will be attached.

- After giving feedback send the application to next level of actions (Selection, shortlisting and recommendation)

6.3.2. Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Projecteid	VARCHAR	36	Textbox	No	Yes	Its auto generated Project Identification Number
2	Cpcodeno	VARCHAR	36	Textbox	No	Yes	User selection
3	Zonecodeno	VARCHAR	36	Textbox	No	Yes	User selection
4	Wardcodeno	VARCHAR	36	Textbox	No	Yes	User selection
3	District	VARCHAR	36	Textbox	No	Yes	User selection
4	Constituency	VARCHAR	36	Textbox	No	Yes	User selection
5	Ward	VARCHAR	36	Textbox	No	Yes	User selection
6	Zone	VARCHAR	36	Textbox	No	Yes	User selection
7	Landtitle	VARCHAR	36	Textbox	No	No	User selection
8	type_of_projects	VARCHAR	36	Dropdown	No	Yes	User selection
9	Benefits	VARCHAR	MAX	Textbox	No	Yes	User selection
10	other_projects_before	BOOLEAN	Y/N	Checkbox	No	No	Community involved any other community based projects before?
11	reason1	VARCHAR	MAX	Textbox	No	No	User selection
12	received_funds_before	BOOLEAN	Y/N	Checkbox	No	No	Community received any funding from any organization?
13	reason2	VARCHAR	MAX	Textbox	No	No	User selection
14	Approval	BOOLEAN	Y/N	CheckList	No	Yes	Approved/not approved
15	Reason	VARCHAR	MAX	Textbox	No	No	Reason for recommendation
16	EPBFTP	VARCHAR	100	TextBox	No	Yes	User Selection
17	HDCIP	VARCHAR	100	TextBox	No	Yes	User Selection
18	IsAddressedSucessfully	BOOLEAN	Y/N	Checkbox	No	No	User Selection
19	HowAddressed	VARCHAR	100	TextBox	No	Yes	User Selection
20	Proj_Sustainability	VARCHAR	100	TextBox	No	Yes	User Selection
21	CommunityProblem	COMPLEXTOMANY		Grid	No	Yes	Here enter the problems and the problems resolves if yes explain how its resolved
22	Gr_MainProblems	VARCHAR	2000	TextBox	No	Yes	User Selection
23	Gr_IsResolved	BOOLEAN	Y/N	Checkbox	No	No	User Selection
24	Gr_ExplainHowResolved	VARCHAR	2000	TextBox	No	Yes	User Selection
25	Beneficiaries	COMPLEXTOMANY		Grid	No	Yes	Here enter the Beneficiaries from the project.
26	Gr_Beneficiaries	VARCHAR	2000	TextBox	No	Yes	User Selection
27	CommunityContribution	COMPLEXTOMANY		Grid	No	Yes	Here we enter the contribution value.
28	Gr_CCID	VARCHAR	36	TextBox	No	Yes	User Selection

29	Gr_ContributionValue	DECIMAL	(38, 2)	NumericTextBox	No	Yes	User Selection
30.	Gr_Details	VARCHAR	1000	TextBox	No	Yes	User Selection
31.	ProjectCommitteMemnber	COMPLEXTOMANY		Grid	No	Yes	Here we capture NRC,Name,position,gender and if any applicable documents.
32	Gr_NRCNO	VARCHAR	36	TextBox	No	Yes	User Selection
33	Gr_FullName	VARCHAR	150	TextBox	No	Yes	User Selection
34	Gr_Position	INT		NumericTextBox	No	Yes	User Selection
35	ProjectContactDetails	COMPLEXTOMANY		Grid	No	Yes	Here we Capture Name,Address,District,Province and Contact no.
36	Gr_Fullname	VARCHAR	100	TextBox	No	Yes	User Selection
37	Gr_Address	VARCHAR	250	TextBox	No	Yes	User Selection
38	Gr_District	INT		NumericTextBox	No	Yes	User Selection
39	Gr_Province	INT		NumericTextBox	No	Yes	User Selection
40	Gr_ContactNo.	VARCHAR	20	TextBox	No	Yes	User Selection
41.	WDCStsId	VARCHAR	36	ComboBox	No	Yes	User Selection
42.	WDCReason	VARCHAR	100	TextBox	No	Yes	User Selection
43.	WDCAuth	VARCHAR	50	TextBox	No	Yes	User Selection
44.	WDCAuthDate	DATETIME	-	-	No	Yes	User Selection
45.	WDCDoc	BYTE			No	Yes	User Selection
46	AppraisalChecklist	COMPLEXTOMANY		Grid	Yes	Yes	
i.	Gr_AppraisalName	VARCHAR	50		Yes	Yes	User Selection
ii.	Gr_AppraisalDate	DATETIME	-	DateTimePicker	Yes	Yes	User Selection
iii.	Gr_Doc	BYTE	-		Yes	Yes	User Selection
47.	CDFCStsId	VARCHAR	36	ComboBox	Yes	Yes	User Selection
48.	CDFCReason	VARCHAR	100	TextBox	Yes	Yes	User Selection
49.	CDFCAuth	VARCHAR	50	TextBox	Yes	Yes	User Selection
50.	CDFCAuthDate	DATETIME	-	-	Yes	Yes	User Selection
51	CDFCDoc	BYTE			Yes	Yes	User Selection
52	Moveto	VARCHAR	36	Textbox	Yes	Yes	User selection
53	Remarks	VARCHAR	36	Textbox	Yes	Yes	User selection

6.3.3. Role

Activity Name	Role
Application Initiation	CDFC Appraisal team

6.4. Reports

S. No	Report	Filter	Fields
1	State House		
	a) Education		
	i) Number of Primary & Secondary school classroom blocks constructed.		

	ii) Number of Primary & Secondary school of classroom block rehabilitated.		
	iii) Number of desks procured at Primary & Secondary school.		
	iv) Number of staff houses constructed and rehabilitated at Primary & Secondary school		
	v) Number of pupils accessing		
	vi) Number of CDF education facilities		
	b) Health		
	i) Number of clinics, maternity wings & health posts constructed.		
	ii) Number of Primary & Secondary school of classroom block rehabilitated.		
	iii) Number of staff houses constructed and rehabilitated at clinics, health posts and hospitals.		
	iv) Number of maternity annexes constructed in constituency and wards.		
	v) Number of maternity annexes rehabilitated in constituency and wards.		
	vi) Number of CDF education facilities		
	c) Public Infrastructure		
	i) Number of bus stations constructed in constituency and wards.		
	ii) Number of market shelters constructed in constituency and wards.		
	iii) Number of chief palaces constructed in constituency and wards.		
	iv) Number of radio stations constructed.		
	v) Number of community halls constructed in constituency and wards.		
	vi) Number of Police Posts and staff houses constructed in constituency and wards.		
	vii) Number of Police Posts and staff houses rehabilitated in constituency and wards.		
	viii) Number of people accessing CDF public facilities.		
	d) Agriculture		
	i) Number of dams and dip tanks constructed in Constituency and wards.		
	ii) Number of storage facilities constructed in constituency wards.		
	e) Roads		
	i) Number of culverts constructed in constituency and wards.		
	ii) KMs of roads maintained in constituency and wards.		
	iii) KMs of roads rehabilitated in constituency and wards.		
	iv) KMs of roads constructed in constituency and wards.		
	v) Number of bridges constructed in constituency and wards.		
	vi) Number of bridges rehabilitated in constituency and wards.		
	f) Water supply and sanitation		
	i) Number of bridges rehabilitated in constituency and wards.		
	ii) Number of bridges rehabilitated in constituency and wards.		
	iii) Number of water reticulation schemes constructed in constituency and wards.		
	iv) Number of water reticulation schemes rehabilitated in constituency and wards.		
	v) Number of ablution blocks constructed in constituency and wards.		
	vi) Number of ablution blocks rehabilitated in constituency and wards.		
	g) Asset Acquisitions		
	i) Number of vehicles (ambulances, police and CDF monitoring) procured		
	ii) Number of road equipment procured.		
	iii) Number of marine equipment procured.		
2	Parliament (MPs)		

	a) Projects		
	i. Number of health facilities constructed and rehabilitated in constituencies		
	ii. Number of education facilities constructed and rehabilitated in constituencies		
	iii. Number of public facilities constructed and rehabilitated in constituencies		
	iv. Number of water and sanitation facilities constructed and rehabilitated in constituencies		
	v. Number of road facilities constructed and rehabilitated in constituencies		
	vi. Number of agriculture facilities constructed and rehabilitated		
	vii. Number of assets acquired in constituencies		
3	Cabinet Office		
	a) Projects		
	i. Number of health facilities constructed and rehabilitated in constituencies		
	ii. Number of education facilities constructed and rehabilitated in constituencies		
	iii. Number of public facilities constructed and rehabilitated in constituencies		
	iv. Number of water and sanitation facilities constructed and rehabilitated in constituencies		
	v. Number of water and sanitation facilities constructed and rehabilitated in constituencies		
	vi. Number of road facilities constructed and rehabilitated in constituencies		
	vii. Number of agriculture facilities constructed and rehabilitated		
	viii. Number of assets acquired in constituencies		
	ix. Number of people assessing CDF community projects		
	b) Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on community projects		
	iii. Total amounts of funds varied from other components to community projects		
	iv. Total amounts of funds varied from community projects to other components		
	v. Total amounts of funds approved on community projects		
	vi. Total amounts of funds disbursed on community projects		
4	Ministry of Finance		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on community projects		
	iii. Total amounts of funds varied from other components to community projects		
	iv. Total amounts of funds varied from community projects to other components		
	v. Total amounts of funds approved on community projects		
	vi. Total amounts of funds disbursed on community projects		
	vii. Total amount of funds expended on disasters		
5	Line Ministries		
	i. Number of CDF community projects disaggregated by sectors		
	ii. Number of people accessing CDF community projects		
6	Ministry of Local Government		
	a) Projects		
	i. Number of health facilities constructed and rehabilitated in constituencies		
	ii. Number of education facilities constructed and rehabilitated in constituencies		
	iii. Number of public facilities constructed and rehabilitated in constituencies		
	iv. Number of water and sanitation facilities constructed and rehabilitated in constituencies		

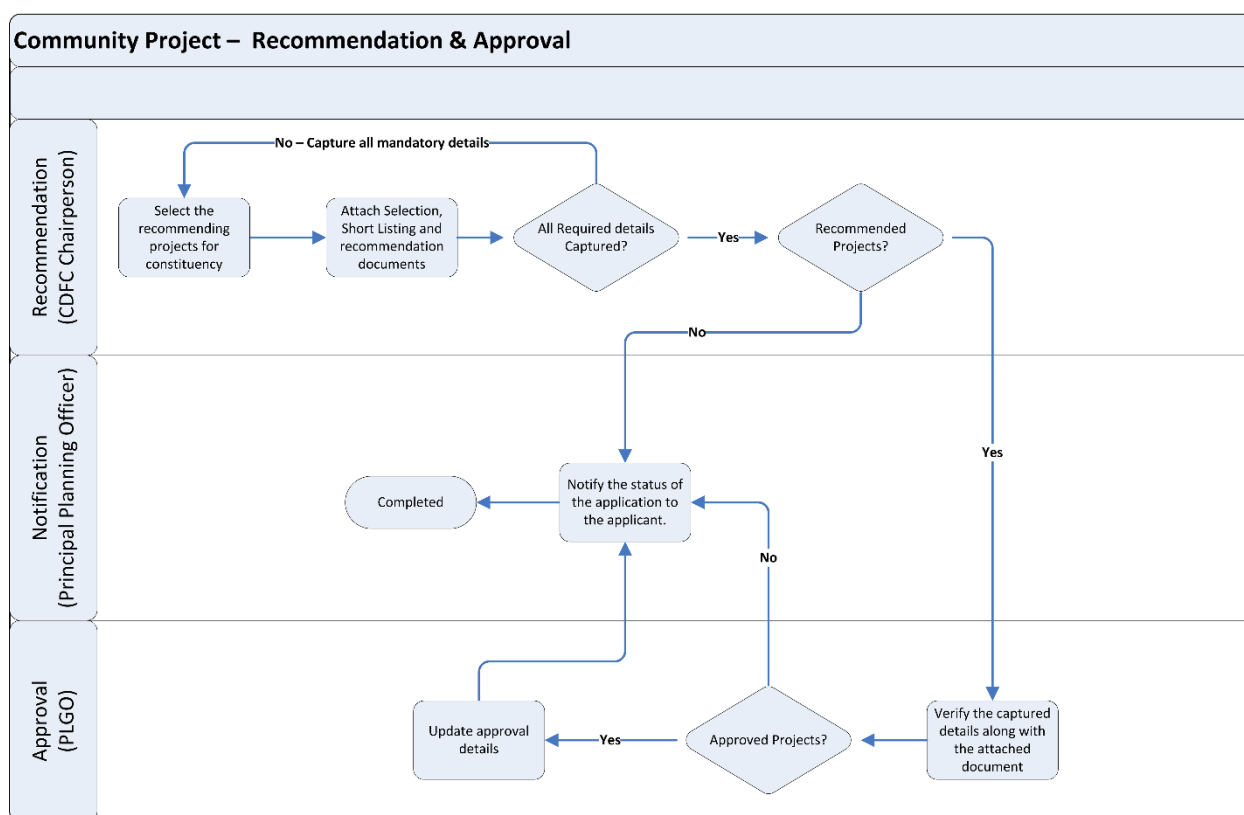
	v. Number of water and sanitation facilities constructed and rehabilitated in constituencies		
	vi. Number of road facilities constructed and rehabilitated in constituencies		
	vii. Number of agriculture facilities constructed and rehabilitated		
	viii. Number of assets acquired in constituencies		
	b) Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on community projects		
	iii. Total amounts of funds varied from other components to community projects		
	iv. Total amounts of funds varied from community projects to other components		
	v. Total amounts of funds approved on community projects		
	vi. Total amounts of funds disbursed on community projects		
	vii. Total amount of funds expended on disasters		
7	Local Authorities		
	a) Projects		
	i. Number of health facilities constructed and rehabilitated in constituencies		
	ii. Number of education facilities constructed and rehabilitated in constituencies		
	iii. Number of public facilities constructed and rehabilitated in constituencies		
	iv. Number of water and sanitation facilities constructed and rehabilitated in constituencies		
	v. Number of water and sanitation facilities constructed and rehabilitated in constituencies		
	vi. Number of road facilities constructed and rehabilitated in constituencies		
	vii. Number of agriculture facilities constructed and rehabilitated		
	viii. Number of assets acquired in constituencies		
	x. Total number of projects rejected at CDFC and PLGO levels respectively		
	b) Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on community projects		
	iii. Total amounts of funds varied from other components to community projects		
	iv. Total amounts of funds varied from community projects to other components		
	v. Total amounts of funds approved on community projects		
	vi. Total amounts of funds disbursed on community projects		
	vii. Total amount of funds expended on disasters		
8	CDF Committee		
	i. Number of CDF community projects disaggregated by sectors		
	ii. Number of community projects submitted by WDCs		
	iii. Number of rejected community projects		
	iv. Number of rejected submissions		
	v. Number of community projects submitted for approval to PLGO		
	vi. Number of community projects allocated funds according to technical advice		
	vii. Total amount of funds allocated to community projects		
	viii. Number of disaster projects submitted for approval		
9	Constituency Office		
	i. Number of CDF community projects disaggregated by sectors		
	ii. Number of people accessing CDF community projects within the constituency		
	iii. Number of infrastructure projects constructed and rehabilitated through the disaster component		

10	Ward Development Committee		
	i. Number of CDF submitted community projects disaggregated by sectors		
	ii. Number of CDF submissions rejected by the CDFC		
	iii. Number of approved community projects within the wards		
	iv. Level of completion of community projects within the wards		
	v. Number of people accessing CDF community projects within the ward		
	vi. Number of local contractors awarded community project contracts with the ward		
	vii. Number of assets acquired within the ward		
	ix. Number of disaster projects approved within the ward		

7. CP Recommendation & Approval

Once the selection and short listing processes completed, then the recommendations will be captured in this process for next level of approvals and notification to the respective applications.

7.1. Process Flow



7.2. Recommendation

7.2.1. Functional Requirement

Activity Name	Functional Requirement
---------------	------------------------

Recommendation	<ul style="list-style-type: none"> The user will select the Constituency and system will load the appraised applications. Based on the selection and short listing process the recommended application to be marked as recommended other as not recommended with the reason. The Selection process DPO signed document and shortlisting process DPO signed documents to be attached. The CDFC chairperson signed documents to be attached for the List of projects shortlisted for PLGO approval. The applications which is not shortlist will sent for notification
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7.2.2. Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Constituency	VARCHAR	36	TextBox	No	Yes	Auto filled based on the user login
2	ComponentCode	VARCHAR	36	TextBox	Yes	Yes	User Selection
3	NoOfShorlisted	VARCHAR	36	TextBox	No	Yes	Auto filled field
4	ListOfShortlist	COMPLEXTOMANY		Grid	Yes	Yes	Auto load grid to show the list of shortlist.
4.1	Projectid	VARCHAR	36	TextBox	Yes	Yes	Auto filled field
4.2	Projecttype	VARCHAR	36	TextBox	Yes	Yes	Auto filled field
4.3	Docforselection	DATETIME		DateTimePicker	Yes	Yes	Auto filled field
4.4	DocforShorlist	VARCHAR	36	ComboBox	Yes	Yes	Auto filled field
4.5	DocforRecommend	VARCHAR	36	ComboBox	Yes	Yes	Auto filled field
4.6	Approvalsts	VARCHAR	36	ComboBox	Yes	Yes	User Selection
5	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
6	MovementiHstory	COMPLEXTOMANY	Grid		No	No	
7	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
8	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
9	USerName	VARCHAR	36	TextBox	No	No	Auto filled field
10	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
11	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
12	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments about the Recommendation

7.2.3. Role

Activity Name	Role
Recommendation	CDFC Chairperson

7.3. Approval

7.3.1. Functional Requirement

Activity Name	Functional Requirement
---------------	------------------------

Submission to the PLGO	<ul style="list-style-type: none"> The submission of appraisal and recommended documents is submitted to PLGO. The PLGO will enter the approval status. The Approved application details updated in the system for further processing. The rejected applications will be marked as rejected and closed. Both the case the notification will be sent to the applicant.
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7.3.2. Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Constituency	VARCHAR	36	TextBox	No	Yes	Auto filled based on the user login
2	ComponentCode	VARCHAR	36	TextBox	No	Yes	User Selection
3	NoOfShorlisted	VARCHAR	36	TextBox	No	Yes	Auto filled field
4	ListofShortlist	COMPLEXTOMANY		Grid	No	Yes	Auto load grid to show the list of shortlist.
4.1	Projectid	VARCHAR	36	TextBox	No	Yes	Auto filled field
4.2	Projecttype	VARCHAR	36	TextBox	No	Yes	Auto filled field
4.3	Docforselection	DATETIME		DateTimePicker	No	Yes	Auto filled field
4.4	DocforShorlist	VARCHAR	36	ComboBox	No	Yes	Auto filled field
4.5	DocforRecommend	VARCHAR	36	ComboBox	No	Yes	Auto filled field
4.6	Approvalsts	VARCHAR	36	ComboBox	No	Yes	User Selection
5	Moveto	VARCHAR	36	ComboBox	No	Yes	User Selection
6	MovementHistory	COMPLEXTOMANY	Grid		No	No	
7	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
8	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
9	USerName	VARCHAR	36	TextBox	No	No	Auto filled field
10	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
11	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
12	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments about the Recommendation

7.3.3. Role

Activity Name	Role
Submission to the PLGO	Principal Planning Officers.

7.4. Notification

7.4.1. Functional Requirement

Activity Name	Functional Requirement
Notification	<ul style="list-style-type: none"> The system will generate the notification letter based on the application status. The letter can be printed from the system for notification to the application.

	<ul style="list-style-type: none"> The Notification can be sent through email as well.
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7.4.2. Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	NotificationId	VARCHAR	36	Textbox	No	Yes	Auto Populated
2	ApplicationId	VARCHAR	36	Textbox	No	Yes	Auto Populated
3	Ward	VARCHAR	36	Textbox	No	Yes	Auto Populated
4	ProjectName	VARCHAR	200	Textbox	No	Yes	Auto Populated
5	ApplicationStatus	INT	8	Dropdown	No	Yes	Auto Populated
6	Template	Other		Container			Notification letter

7.4.3. Role

Activity Name	Role
Notification	Principal Planning Officers.

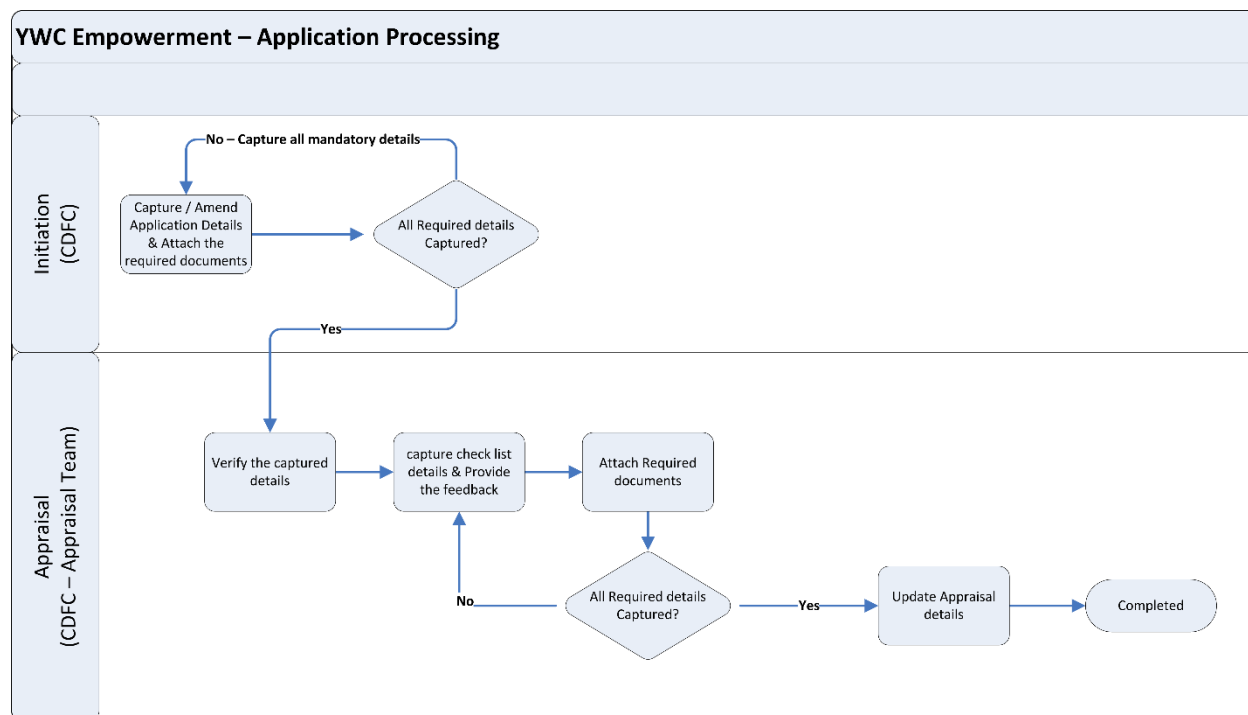
7.5. Reports

The Reports list given in Application process includes the reports for recommendations and approval as well.

8. YWC Application Processing

The applicants will start applying for their projects through their respective WDC. The WDC will do the first level of review and provide their feedback on each application request. The applications received from WDC for the projects will be captured in the system from this process for further processing.

8.1. Process Flow



8.2. Initiation

8.2.1. Functional Requirement

Activity Name	Functional Requirement
YMCE Application Process	<ul style="list-style-type: none"> The CDCF reviews the applications submitted by the WDC. The Application form details will be captured in the system against the Tender/advert. Based on the user login the Constituency, District and Ward will be loaded. The User has to select this is grant or Loan based on the capturing details will differ. The Members count will be verified with the advised count by the CDCF guideline. The Required documents to be attached in the system (like bank account proof, resident proof of the constituency...) The Group limit will be verified before proceeding further, the advised limit in guide line will be followed. The Loan amount based tenure will be loaded based on the guideline slab. Once all the mandatory fields are captured move to CDCF Technical Appraisal Team for appraisal.

8.2.2. Data Elements

#	Element Name	Data Type	Length/Format	Control Type	Is Editable	Is Mandatory	Details
1	ProjectID	VARCHAR	36	Textbox	No	Yes	Its auto generated Project Identification Number
2	ConstituencyCodeNumber	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
3	ZoneCodeNo	VARCHAR	36	Textbox	No	Yes	User selection
4	WardCodeNo	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
5	District	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
6	Constituency	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
7	Ward	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
8	Zone	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
9	Province	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
10	Grant Type	VARCHAR	36	Textbox	Yes	yes	To fill in What type of grant
11	Grant Amount	DECIMAL	(36,3)	NumericTextBox	Yes	Yes	How much for the grant or loan
12	Date	DateTime		DateTime	Yes	Yes	Date of Ad/Ad Application
13	Business Physical Address	VARCHAR	100	Textbox	Yes	No	
14	Date	DateTime		DateTime	Yes	Yes	Date Club/Organized Group/Enterprise/Cooperative
15	ExperienceCheckBox	Boolean	Y/N	Checkbox	Yes	No	To pick if one has had experience in Project of similar nature
16	Experience	COMPLEXTOMANY		Grid	Yes	Yes	To capture name of the organization and experience in the fields.
16.1	Gr_Organization	VARCHAR	36	Combox	Yes	No	To enter the club/organized Group/Enterprise/Cooperative.
16.2	Gr_ProjectExperience	VARCHAR	36	Textbox	Yes	No	Enter the experience in the project.
17	CommunityProblem	COMPLEXTOMANY		Grid	Yes	Yes	
17.1	Gr_ProblemInCommunity	VARCHAR	2000	Textbox	Yes	Yes	main problems in your community
17.2	Gr_ProblemAddressed	VARCHAR	2000	Textbox	Yes	No	problem is the project going to address
17.3	Gr_ProjectIdentity	VARCHAR	2000	Textbox	Yes	No	How did the group identify the project? (Attach Minutes where applicable)
17.4	Gr_MinutesAttachment	BYTE			Yes	No	Attach Minutes
18	ProjectBenefit	VARCHAR	2000	Textbox	Yes	Yes	How will the project benefit the community
19	JobsCreation	INT		NumericTextBox	Yes	Yes	How many direct jobs will be created
20	LoanTakenPreviously	Boolean	Y/N	Checkbox	Yes	No	Taken any loan from any organisation in the last 3 years
21	LoanTakenOrganisationName	VARCHAR	36	Textbox	Yes	Yes	If yes, from which organisation
22	LoanTakenAmount	DECIMAL	(36,3)	NumericTextBox	Yes	Yes	How much was the loan taken above
23	LoanTakenStatus	VARCHAR	36	Textbox	Yes	No	If yes, what is the status of the loan taken
24	BankDetails	COMPLEXTOMANY		Grid	Yes	Yes	To enter the bank details.

24.1	Gr_BankName	VARCHAR	36	Textbox	Yes	Yes	Enter Bank Name
24.2	Gr_BankBranch	VARCHAR	36	Textbox	Yes	Yes	Enter Branch
24.3	Gr_BanckBranchCode	VARCHAR	36	Textbox	Yes	Yes	Enter Sort/Branch Code
24.4	Gr_BankSwiftCode	VARCHAR	36	Textbox	Yes	Yes	Enter Swift Code
25.5	Gr_BankAccountNumber	VARCHAR	36	Textbox	Yes	Yes	Enter Account Number
25.6	Gr_TpinNumber	VARCHAR	36	Textbox	Yes	Yes	Enter TPIN
25.7	Gr_MobileMoneyName	VARCHAR	36	Textbox	Yes	Yes	Enter Mobile Money Name
25.8	Gr_MobileMoneyNumber	INT		NumericTextBox	Yes	Yes	Enter Mobile Money Number
26	Member	INT		NumericTextBox	Yes	Yes	any training on options of Apendix D number 14, If trained, how many members
27	MemberTraining	VARCHAR	36	Textbox	Yes	Yes	If yes, from which organization and how long was the training
28	ListOfMembership	COMPLEXTOMANY		Grid	Yes	Yes	To enter the List of membership in the club/organized group/enterprise..
28.1	Gr_Name	VARCHAR	36	Textbox	Yes	Yes	Enter the Name of the member
28.2	Gr_Position	VARCHAR	36	Combo	Yes	Yes	Enter the position of the member
28.3	Gr_Sex	VARCHAR	36	Combo	Yes	Yes	Enter the sex of the member
28.4	Gr_NRC	VARCHAR	36	Combo	Yes	Yes	Enter NRC No.
28.5	Gr_Signature	VARCHAR	36	Combo	Yes	Yes	Enter the Signature
29	DeclarationDate	DATETIME		DateTimePicker	Yes	Yes	Enter the Declaration Date.
30	ReferenceDetails	COMPLEXTOMANY		Grid	Yes	Yes	To capture the reference details
30.1	Gr_Name	VARCHAR	36	Textbox	Yes	Yes	Enter the Name of the member
30.2	Gr_Position	VARCHAR	36	Combo	Yes	Yes	Enter the position of the member
30.3	Gr_NRC	VARCHAR	36	Combo	Yes	Yes	Enter NRC No.
30.4	Gr_Signature	VARCHAR	36	Combo	Yes	Yes	Enter the Signature
30.5	Gr_PhoneNo	VARCHAR	20	TextBox	Yes	Yes	Enter the Phone nio.
31	ContactPersonDetails	COMPLEXTOMANY		Grid	Yes	Yes	Here we enter the Contact person details.
31.1	Gr_Name	VARCHAR	36	Textbox	Yes	Yes	Enter the Name of the person
31.2	Gr_PhysicalAddress	VARCHAR	250	Textbox	Yes	Yes	Enter the physical address
31.3	Gr_NRC	VARCHAR	36	Combo	Yes	Yes	Enter NRC No.
31.4	Gr_Signature	VARCHAR	36	Combo	Yes	Yes	Enter the Signature
31.5	Gr_PhoneNo	VARCHAR	20	TextBox	Yes	Yes	Enter the Phone nio.
31.6	Gr_Date	DATETIME		DatetimePicker	Yes	yes	Enter the current date.
32	WDCStsId	VARCHAR	36	ComboBox	Yes	Yes	User Selection
33	WDCReason	VARCHAR	100	TextBox	Yes	Yes	User Selection
34	WDCAuth	VARCHAR	50	TextBox	Yes	Yes	User Selection
35	WDCAuthDate	DATETIME	-	-	Yes	Yes	User Selection
36	WDCDoc	BYTE			Yes	Yes	User Selection
37	Moveto	VARCHAR	36	Textbox	Yes	Yes	User selection
38	Remarks	VARCHAR	36	Textbox	Yes	Yes	User selection

39	Supportive Documents	GRID					
39.1	Document Type	INT	8	Textbox	No	Yes	Account statement, resident proof, Green National card, Letter of recommendation...
39.2	ProofDocument	BYTE		Document	Yes	No	Softcopy of the document
39.3	DocDetails	VARCHAR	2000	Textbox	Yes	No	Details related to the documents.
39.4	isMandatory	BIT		CheckBox	No	Yes	It will indicate whether this document is mandatory to attach.

8.2.3. Role

Activity Name	Role
Application Initiation	DPO

8.3. Appraisal

8.3.1. Functional Requirement

Activity Name	Functional Requirement
Technical Appraisal	<ul style="list-style-type: none"> Review the application and attached documents. After review appraisal team will capture the checklist details and attach documents if any applicable. The Appraisal team has to capture the feedback on the application in detail. The CDfC chairperson signed document to be attached. The appraisal team send the application to the next level of action.

8.3.2. Data Elements

#	Element Name	Data Type	Length/Format	Control Type	Is Editable	Is Mandatory	Details
1	ProjectID	VARCHAR	36	Textbox	No	Yes	Its auto generated Project Identification Number
2	ConstituencyCodeNumber	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
3	ZoneCodeNo	VARCHAR	36	Textbox	No	Yes	User selection
4	WardCodeNo	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
5	District	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
6	Constituency	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
7	Ward	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
8	Zone	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
9	Province	VARCHAR	36	Textbox	No	Yes	Auto filled based on Zone
10	Grant Type	VARCHAR	36	Textbox	No	No	To fill in What type of grant
11	Grant Amount	DECIMAL	(36,3)	NumericTextBox	No	No	How much for the grant or loan
12	Date	DateTime		DateTime	No	No	Date of Ad/Ad Application

13	Business Physical Address	VARCHAR	100	Textbox	No	No	
14	Date	DateTime		DateTime	No	No	Date Club/Organized Group/Enterprise/Cooperative
15	ExperienceCheckBox	Boolean	Y/N	Checkbox	No	No	To pick if one has had experience in Project of similar nature
16	Experience	COMPLEXTOMANY		Grid	No	No	To capture name of the organization and experience in the fields.
16.1	Gr_Organization	VARCHAR	36	Combox	No	No	To enter the club/organized Group/Enterprise/Cooperative.
16.2	Gr_ProjectExperience	VARCHAR	36	Textbox	No	No	Enter the experience in the project.
17	CommunityProblem	COMPLEXTOMANY		Grid	No	No	
17.1	Gr_ProblemInCommunity	VARCHAR	2000	Textbox	No	No	main problems in your community
17.2	Gr_ProblemAddressed	VARCHAR	2000	Textbox	No	No	problem is the project going to address
17.3	Gr_ProjectIdentity	VARCHAR	2000	Textbox	No	No	How did the group identify the project? (Attach Minutes where applicable)
17.4	Gr_MinutesAttachment	BYTE			No	No	Attach Minutes
18	ProjectBenefit	VARCHAR	2000	Textbox	No	No	How will the project benefit the community
19	JobsCreation	INT		NumericTextBox	No	No	How many direct jobs will be created
20	LoanTakenPreviously	Boolean	Y/N	Checkbox	No	No	Taken any loan from any organisation in the last 3 years
21	LoanTakenOrganisationName	VARCHAR	36	Textbox	No	No	If yes, from which organisation
22	LoanTakenAmount	DECIMAL	(36,3)	NumericTextBox	No	No	How much was the loan taken above
23	LoanTakenStatus	VARCHAR	36	Textbox	No	No	If yes, what is the status of the loan taken
24	BankDetails	COMPLEXTOMANY		Grid	No	No	To enter the bank details.
24.1	Gr_BankName	VARCHAR	36	Textbox	No	No	Enter Bank Name
24.2	Gr_BankBranch	VARCHAR	36	Textbox	No	No	Enter Branch
24.3	Gr_BanckBranchCode	VARCHAR	36	Textbox	No	No	Enter Sort/Branch Code
24.4	Gr_BankSwiftCode	VARCHAR	36	Textbox	No	No	Enter Swift Code
25.5	Gr_BankAccountNumber	VARCHAR	36	Textbox	No	No	Enter Account Number
25.6	Gr_TpinNumber	VARCHAR	36	Textbox	No	No	Enter TPIN
25.7	Gr_MobileMoneyName	VARCHAR	36	Textbox	No	No	Enter Mobile Money Name
25.8	Gr_MobileMoneyNumber	INT		NumericTextBox	No	No	Enter Mobile Money Number
26	Member	INT		NumericTextBox	No	No	any training on options of Apendix D number 14, If trained, how many members
27	MemberTraining	VARCHAR	36	Textbox	No	No	If yes, from which organization and how long was the training
28	ListOfMembership	COMPLEXTOMANY		Grid	No	No	To enter the List of membership in the club/organized group/enterprise..
28.1	Gr_Name	VARCHAR	36	Textbox	No	No	Enter the Name of the member
28.2	Gr_Position	VARCHAR	36	Combo	No	No	Enter the position of the member
28.3	Gr_Sex	VARCHAR	36	Combo	No	No	Enter the sex of the member

28.4	Gr_NRC	VARCHAR	36	Combo	No	No	Enter NRC No.
28.5	Gr_Signature	VARCHAR	36	Combo	No	No	Enter the Signature
29	DeclarationDate	DATETIME		DateTimePicker	No	No	Enter the Declaration Date.
30	ReferenceDetails	COMPLEXTOMANY		Grid	No	No	To capture the reference details
30.1	Gr_Name	VARCHAR	36	Textbox	No	No	Enter the Name of the member
30.2	Gr_Position	VARCHAR	36	Combo	No	No	Enter the position of the member
30.3	Gr_NRC	VARCHAR	36	Combo	No	No	Enter NRC No.
30.4	Gr_Signature	VARCHAR	36	Combo	No	No	Enter the Signature
30.5	Gr_PhoneNo	VARCHAR	20	TextBox	No	No	Enter the Phone nio.
31	ContactPersonDetails	COMPLEXTOMANY		Grid	No	No	Here we enter the Contact person details.
31.1	Gr_Name	VARCHAR	36	Textbox	No	No	Enter the Name of the person
31.2	Gr_PhysicalAddress	VARCHAR	250	Textbox	No	No	Enter the physical address
31.3	Gr_NRC	VARCHAR	36	Combo	No	No	Enter NRC No.
31.4	Gr_Signature	VARCHAR	36	Combo	No	No	Enter the Signature
31.5	Gr_PhoneNo	VARCHAR	20	TextBox	No	No	Enter the Phone nio.
31.6	Gr_Date	DATETIME		DatetimePicker	No	No	Enter the current date.
32	WDCStsId	VARCHAR	36	ComboBox	No	No	User Selection
33	WDCReason	VARCHAR	100	TextBox	No	No	User Selection
34	WDCAuth	VARCHAR	50	TextBox	No	No	User Selection
35	WDCAuthDate	DATETIME	-	-	No	No	User Selection
36	WDCDoc	BYTE			No	No	User Selection
37	AppraisalChecklist	COMPLEXTOMANY		Grid	No	No	To capture the checklist in the grid format.
37.1	Checklist	VARCHAR	150	TextBox	No	No	Auto filled from the checklistmaster
37.2	IsActive	BOOLEAN	Y/N	CheckBox	Yes	Yes	User Selection
38	OfficersName	VARCHAR	50	TextBox	Yes	Yes	User Selection
39	Designation	VARCHAR	36	TextBox	Yes	Yes	User Selection
40	Department	VARCHAR	50	TextBox	Yes	Yes	User Selection
41	Date	DATETIME	36	DateTimePicker	Yes	Yes	User Selection
42	Signature	VARCHAR	50	TextBox	Yes	Yes	User Selection
43	CDFCStsId	VARCHAR	36	ComboBox	Yes	Yes	User Selection
44	CDFCReason	VARCHAR	100	TextBox	Yes	Yes	User Selection
45	CDFCAuth	VARCHAR	50	TextBox	Yes	Yes	User Selection
46	CDFCAuthDate	DATETIME	-	-	Yes	Yes	User Selection
47	CDFCDoc	BYTE			Yes	Yes	User Selection
48	Moveto	VARCHAR	36	Textbox	Yes	Yes	User selection
49	Remarks	VARCHAR	36	Textbox	Yes	Yes	User selection
50	Supportive Documents	GRID					
50.1	Document Type	INT	8	Textbox	No	Yes	Account statement, resident proof, Green National card, Letter of recommendation...

50.2	ProofDocument	BYTE		Document	No	No	Softcopy of the document
50.3	DocDetails	VARCHAR	2000	Textbox	No	No	Details related to the documents.
50.4	isMandatory	BIT		CheckBox	No	Yes	It will indicate whether this document is mandatory to attach.

8.3.3. Role

Activity Name	Role
Application Initiation	CDFC Appraisal team

8.4. Reports

#	Report	Filter	Fields
1.	State House		
	i. Number of youths and women accessing grants		
	ii. Number of people and businesses entities accessing loans		
	iii. Number of grants and loans beneficiaries starting successful businesses		
	iv. Number of loans beneficiaries defaulting		
	v. Number of grants beneficiaries not starting the proposed businesses		
	vi. Number increase of loans and grants beneficiaries sustaining their businesses		
	vii. Number new businesses started within constituencies from CDF loans and grants beneficiaries		
	viii. Number of new jobs being created by loans and grants beneficiaries		
2.	Parliament / MPS		
	i. Number of youths and women accessing grants		
	ii. Number of people and businesses entities accessing loans		
	iii. Number of grants and loans beneficiaries starting successful businesses		
	iv. Number of loans beneficiaries defaulting		
	v. Number of grants beneficiaries not starting the proposed businesses		
	vi. Number increase of loans and grants beneficiaries sustaining their businesses		
	vii. Number new businesses started within constituencies from CDF loans and grants beneficiaries		
	viii. Number of new jobs being created by loans and grants beneficiaries		
3.	Cabinet Office		
	i. Number of youths and women accessing grants		
	ii. Number of people and businesses entities accessing loans		
	iii. Number of grants and loans beneficiaries starting successful businesses		
	iv. Number of loans beneficiaries defaulting		
	v. Number of grants beneficiaries not starting the proposed businesses		
	vi. Number increase of loans and grants beneficiaries sustaining their businesses		
	vii. Number new businesses started within constituencies from CDF loans and grants beneficiaries		

	viii. Number of new jobs being created by loans and grants beneficiaries		
	Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on loans and grants		
	iii. Total amounts of funds varied from other components to loans and grants		
	iv. Total amounts of funds varied loans and grants to other components		
	v. Total amounts of funds approved on loans and grants		
	vi. Total amounts of funds disbursed on loans and grants		
4.	Ministry of Finance		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on loans and grants		
	iii. Total amounts of funds varied from other components to loans and grants		
	iv. Total amounts of funds varied loans and grants to other components		
	v. Total amounts of funds approved on loans and grants		
	vi. Total amounts of funds disbursed on loans and grants		
5.	Line Ministries		
	i. Number of youth and women accessing grants		
	ii. Number of people and businesses entities accessing loans		
	iii. Number of grants and loans beneficiaries starting successful businesses		
	iv. Total amounts of funds disbursed on grants and loans		
6.	Ministry of Local Government		
	a) Projects		
	i. Number of youths and women accessing grants		
	ii. Number of people and businesses entities accessing loans		
	iii. Number of grants and loans beneficiaries starting successful businesses		
	iv. Number of loans beneficiaries defaulting		
	v. Number of grants beneficiaries not starting the proposed businesses		
	vi. Number increase of loans and grants beneficiaries sustaining their businesses		
	vii. Number new businesses started within constituencies from CDF loans and grants beneficiaries		
	viii. Number of new jobs being created by loans and grants beneficiaries		
	b) Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on loans and grants		
	iii. Total amounts of funds varied from other components to loans and grants		
	iv. Total amounts of funds varied loans and grants to other components		
	v. Total amounts of funds approved on loans and grants		
	vi. Total amounts of funds disbursed on loans and grants		
7.	Local Authorities		
	i. Number of youths and women accessing grants		
	ii. Number of people and businesses entities accessing loans		
	iii. Number of grants and loans beneficiaries starting successful businesses		

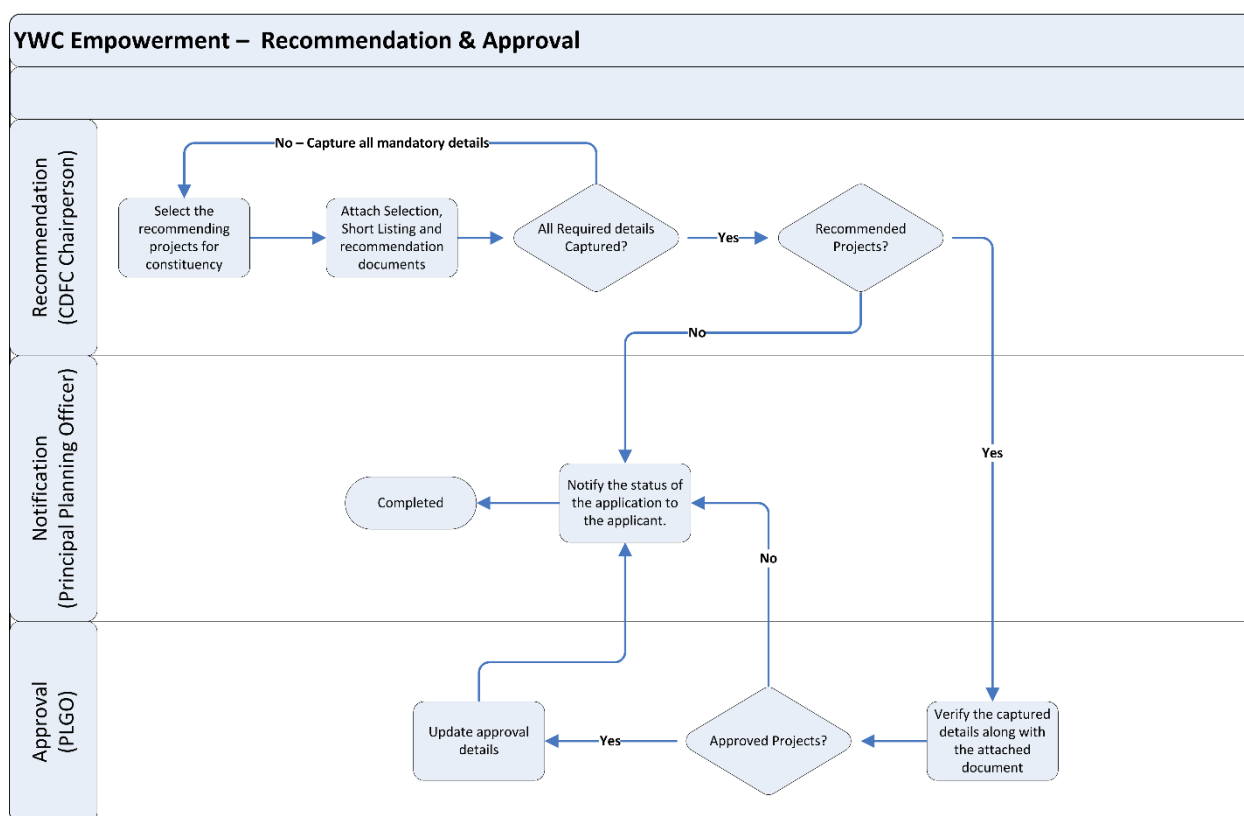
	iv. Number of loans beneficiaries defaulting		
	v. Number of grants beneficiaries not starting the proposed businesses		
	vi. Number increase of loans and grants beneficiaries sustaining their businesses		
	vii. Number new businesses started within constituencies from CDF loans and grants beneficiaries		
	viii. Number of new jobs being created by loans and grants beneficiaries		
	b) Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on loans and grants		
	iii. Total amounts of funds varied from other components to loans and grants		
	iv. Total amounts of funds varied loans and grants to other components		
	v. Total amounts of funds approved on loans and grants		
	vi. Total amounts of funds disbursed on loans and grants		
8.	CDF Committee		
	i. Number of submissions received by WDC's		
	ii. Number of approved submissions to PLGOs office		
	iii. Number of rejected submissions		
	iv. Number of people and businesses entities accessing loans		
	v. Number of grants and loans beneficiaries starting successful businesses		
	vi. Number of loans beneficiaries defaulting		
	vii. Number of grants beneficiaries not starting the proposed businesses		
	viii. Number increase of loans and grants beneficiaries sustaining their businesses		
	ix. Total amounts of funds disbursed on empowerment		
	x. Total amounts of funds varied from other components to empowerment		
	xi. Total amounts of funds varied from empowerment to other components		
	xii. Total amounts of funds approved on empowerment		
9.	Constituency Office		
	i. Number of people and business entities accessing loans		
	ii. Number of grants and loans beneficiaries starting successful businesses		
	iii. Number of loans beneficiaries defaulting		
	iv. Number of grants beneficiaries not starting the proposed businesses		
	v. Number increase of loans and grants beneficiaries sustaining their businesses		
10.	Ward Development Committee		
	i. Number of applications submitted for grants and loans		
	ii. Number of grants and loans submissions approved		
	iii. Number of grants and loans beneficiaries defaulting # of youths and women accessing grants		
	iv. Number of people and businesses entities accessing loans		
	v. Number of grants and loans beneficiaries starting successful businesses		
	vi. Number of loans beneficiaries defaulting		

	vii. Number of grants beneficiaries not starting the proposed businesses		
	viii. Number increase of loans and grants beneficiaries sustaining their businesses		

9. YWC Recommendation & Approval

Once the selection and short listing processes completed, then the recommendations will be captured in this process for next level of approvals and notification to the respective applications.

9.1. Process Flow



9.2. Recommendation

9.2.1. Functional Requirement

Activity Name	Functional Requirement
Recommendation	<ul style="list-style-type: none"> The user will select the Constituency and system will load the appraised applications. Based on the selection and short listing process the recommended application to be marked as recommended other as not recommended with the reason.

	<ul style="list-style-type: none"> The Selection process DPO signed document and shortlisting process DPO signed documents to be attached. The CDFC chairperson signed documents to be attached for the List of projects shortlisted for PLGO approval. The applications which is not shortlist will sent for notification
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9.2.2. Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Constituency	VARCHAR	36	TextBox	No	Yes	Auto filled based on the user login
2	ComponentCode	VARCHAR	36	TextBox	Yes	Yes	User Selection
3	NoOfShorlisted	VARCHAR	36	TextBox	No	Yes	Auto filled field
4	ListOfShortlist	COMPLEXTOMANY		Grid	Yes	Yes	Auto load grid to show the list of shortlist.
4.1	Projectid	VARCHAR	36	TextBox	Yes	Yes	Auto filled field
4.2	Projecttype	VARCHAR	36	TextBox	Yes	Yes	Auto filled field
4.3	Docforselection	DATETIME		DateTimePicker	Yes	Yes	Auto filled field
4.4	DocforShorlist	VARCHAR	36	ComboBox	Yes	Yes	Auto filled field
4.5	DocforRecommend	VARCHAR	36	ComboBox	Yes	Yes	Auto filled field
4.6	Approvalsts	VARCHAR	36	ComboBox	Yes	Yes	User Selection
5	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
6	MovementiHstory	COMPLEXTOMANY	Grid		No	No	
7	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
8	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
9	USerName	VARCHAR	36	TextBox	No	No	Auto filled field
10	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
11	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
12	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments about the Recommendation

9.2.3. Role

Activity Name	Role
Recommendation	CDFC Chairperson

9.3. Approval

9.3.1. Functional Requirement

Activity Name	Functional Requirement
Submission to the PLGO	<ul style="list-style-type: none"> The submission of appraisal and recommended documents is submitted to PLGO. The PLGO will enter the approval status.

	<ul style="list-style-type: none"> The Approved application details updated in the system for further processing. The rejected applications will be marked as rejected and closed. Both the case the notification will be sent to the applicant.
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9.3.2. Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Constituency	VARCHAR	36	TextBox	No	Yes	Auto filled based on the user login
2	ComponentCode	VARCHAR	36	TextBox	No	Yes	User Selection
3	NoOfShorlisted	VARCHAR	36	TextBox	No	Yes	Auto filled field
4	ListOfShortlist	COMPLEXTOMANY		Grid	No	Yes	Auto load grid to show the list of shortlist.
4.1	Projectid	VARCHAR	36	TextBox	No	Yes	Auto filled field
4.2	Projecttype	VARCHAR	36	TextBox	No	Yes	Auto filled field
4.3	Docforselecion	DATETIME		DateTimePicker	No	Yes	Auto filled field
4.4	DocforShorlist	VARCHAR	36	ComboBox	No	Yes	Auto filled field
4.5	DocforRecommend	VARCHAR	36	ComboBox	No	Yes	Auto filled field
4.6	Approvalsts	VARCHAR	36	ComboBox	No	Yes	User Selection
5	Moveto	VARCHAR	36	ComboBox	No	Yes	User Selection
6	MovementiHstory	COMPLEXTOMANY	Grid		No	No	
7	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
8	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
9	USerName	VARCHAR	36	TextBox	No	No	Auto filled field
10	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
11	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
12	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments about the Recommendation

9.3.3. Role

Activity Name	Role
Submission to the PLGO	Principal Planning Officers.

9.4. Notification

9.4.1. Functional Requirement

Activity Name	Functional Requirement
Notification	<ul style="list-style-type: none"> The system will generate the notification letter based on the application status. The letter can be printed from the system for notification to the application. The Notification can be sent through email as well.

9.4.2. Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	NotificationId	VARCHAR	36	Textbox	No	Yes	Auto Populated
2	ApplicationId	VARCHAR	36	Textbox	No	Yes	Auto Populated
3	Ward	VARCHAR	36	Textbox	No	Yes	Auto Populated
4	ProjectName	VARCHAR	200	Textbox	No	Yes	Auto Populated
5	ApplicationStatus	INT	8	Dropdown	No	Yes	Auto Populated
6	Template	Other		Container			Notification letter

9.4.3. Role

Activity Name	Role
Notification	Principal Planning Officers.

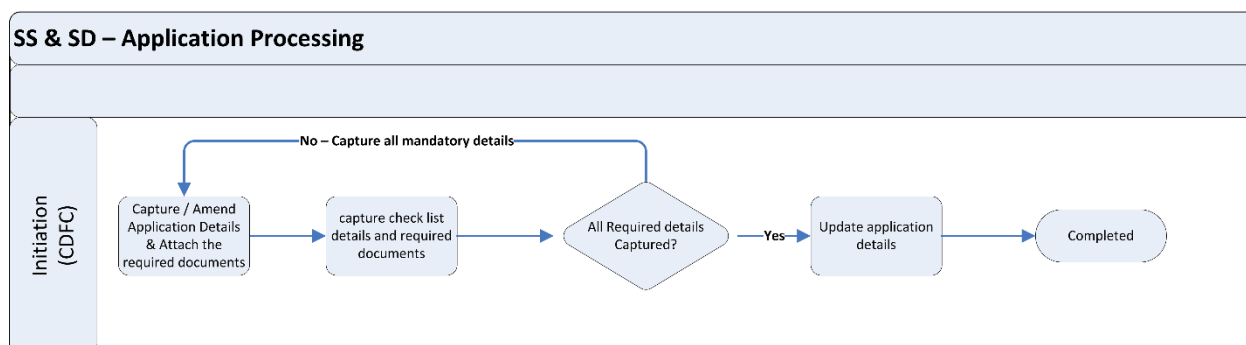
9.5. Reports

The Reports list given in Application process includes the reports for recommendations and approval as well.

10. SS&SD Application Processing

The applicants will start applying for their bursaries through their respective WDC. The WDC will do the first level of review and provide their feedback on each application request. The applications received from WDC for the projects will be captured in the system from this process for further processing.

10.1. Process Flow



10.2. Initiation

10.2.1.Functional Requirement

Activity Name	Functional Requirement
SSSD Application Process	<ul style="list-style-type: none"> The CDCF reviews the applications submitted by the WDC. The Application form details will be captured in the system against the Tender/advert. Based on the user login the Constituency, District will be loaded The user have to select the request is for Secondary School Bursary or Skill development bursary. The user has to pick up the tender and system will populate the Ward automatically. Here CDCF capture the checklist and attach document if any applicable. The Signed Minutes document from WDEM and Signed application form by WDC chair to be attached in the system. The School and training institution letter also needs to be attached in the system. Based on the bursary select the additional details and documents needs to be captured in the system. Once all the mandatory fields are captured move to recommendation and approval activities.

10.2.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	bursaryid	VARCHAR	36	Textbox	No	Yes	Its auto generated Project Identification Number.
2	Surname	VARCHAR	36	Textbox	Yes	Yes	User selection
3	FirstName	VARCHAR	36	Textbox	Yes	Yes	User selection
4	Sex	BOOLEAN	Y/N	Checklist	Yes	Yes	User selection
5	DOB	Datetime	36	Date	Yes	Yes	User selection
6	Nationality:	VARCHAR	36	Textbox	Yes	Yes	User selection
7	NRC_NO	VARCHAR	36	Textbox	Yes	Yes	User selection
8	Province	VARCHAR	36	Textbox	No	No	User selection
9	District	VARCHAR	36	Textbox	No	No	User selection
10	Constituency	VARCHAR	36	Textbox	No	No	User selection
11	Ward	VARCHAR	36	Textbox	No	No	User selection
12	Village/Township	VARCHAR		Textbox	No	No	User selection
13	Disability_Special_Need	BOOLEAN	Y/N	Dropdown	Yes	Yes	User selection
14	Attachments_Documents	BYTE		Document Type	Yes	Yes	User selection

15	NameofSchool	VARCHAR	36	Textbox	Yes	Yes	SCHOOL DETAILS (where you are enrolled or have been accepted)
16	LastSchoolGrade	VARCHAR	36	Textbox	Yes	Yes	SCHOOL DETAILS (where you are enrolled or have been accepted)
17	SchoolFee	VARCHAR	36	Textbox	Yes	Yes	Who has been paying your school fees
18	Accommodation	BOOLEAN	Y/N	Dropdown	Yes	Yes	Are you/ where you a boarder?
19	Organization	BOOLEAN	Y/N	Dropdown	Yes	Yes	Have you been supported by any organization?
20	DetailsofParentsorGuardian	COMPLEXTOMANY		Grid	Yes	Yes	To capture parent/Guardian Details
20.1	Gr_Relationship	VARCHAR	36	Combo	Yes	Yes	User select Father, Mother or Gaurdian
20.2	Gr_Surname	VARCHAR	36	Textbox	Yes	Yes	User selection
20.3	Gr_First_Name	VARCHAR	36	Textbox	Yes	Yes	User selection
20.4	Gr_DOB	DATETIME	36	Textbox	Yes	Yes	User selection
20.5	Gr_Residential_Add	VARCHAR	36	Textbox	Yes	No	User selection
20.6	Gr_Tele_No	VARCHAR	36	Textbox	Yes	Yes	User selection
20.7	Gr_Email	VARCHAR	36	Textbox	Yes	Yes	User selection
20.8	Gr_Occupation	VARCHAR	36	Textbox	Yes	Yes	User selection
20.9	Gr_Employer/Nature_Of_Business	VARCHAR	36		Yes	Yes	User selection
20.10	Gr_Disability/Special_Need	BOOLEAN	Y/N	Checklist	Yes	Yes	User selection
20.11	Gr_Reason	VARCHAR	250	Textbox	Yes	Yes	User selection
20.12	Gr_Med_Condition	BOOLEAN	Y/N	Checklist	Yes	Yes	Does Guardian have medical condition?
20.13	Gr_Reason	VARCHAR	250	Textbox	Yes	Yes	User selection
21	SiblingDetails	COMPLEXTOMANY		Grid	Yes	Yes	Enter the siblings details
21.1	Gr_Name			Textbox	Yes	Yes	(If siblings/dependents are in school, indicate who is supporting them
21.2	Gr_Sex	BOOLEAN	Y/N	Textbox	Yes	Yes	(If siblings/dependents are in school, indicate who is supporting them
21.3	Gr_Age	INT	36	Textbox	Yes	Yes	(If siblings/dependents are in school, indicate who is supporting them
21.4	Gr_Occupation	VARCHAR	36	Textbox	Yes	Yes	(If siblings/dependents are in school, indicate who is supporting them
21.5	Gr_Alive/Deceased	BOOLEAN	Y/N	Checklist	Yes	No	(If siblings/dependents are in school, indicate

							who is supporting them
22	DependentToParent	COMPLEXTOMANY		Grid	Yes	Yes	Enter the Dependent Parent details
22.1	Gr_Name	VARCHAR		Textbox	Yes	Yes	(If siblings/dependents are in school, indicate who is supporting them
22.2	Gr_Sex	BOOLEAN	Y/N	Checklist	Yes	Yes	(If siblings/dependents are in school, indicate who is supporting them
22.3	Gr_Age	INT	36	Textbox	Yes	Yes	(If siblings/dependents are in school, indicate who is supporting them
22.4	Gr_Occupation	VARCHAR	36	Textbox	Yes	Yes	(If siblings/dependents are in school, indicate who is supporting them
23	House	VARCHAR	36	ComboBox	Yes	No	To select the house is owned,rent,inherit or sublet
24	Others	VARCHAR	36	TextBox	Yes	No	If yes in other specify here.
25	TypesofHouse	VARCHAR	36	ComboBox	Yes	No	Enter the house type
26	Toilet	VARCHAR	36	ComboBox	Yes	No	Enter the toilet present inside home or outside home
27	Water	VARCHAR	36	ComboBox	Yes	No	Enter the piped,well or shadow well
28	Others	VARCHAR	36	TextBox	Yes	No	If yes in other specify here.
29	SourceOfWater	VARCHAR	36	ComboBox	Yes	No	Select own premise or communal
30	AvailabilityOfElectricity	VARCHAR	36	ComboBox	Yes	No	User Selection
31	MainSourceOfIncome	VARCHAR	36	TextBox	Yes	No	Enter source of Income
32	NoOfMealsPerDay	VARCHAR	36	ComboBox	Yes	No	User selection
33	Others	VARCHAR	36	TextBox	Yes	No	If yes in other specify here.
34	DurableItems	VARCHAR	36	ComboBox	Yes	No	Select from the combo box
35	Others	VARCHAR	36	TextBox	Yes	No	If yes in other specify here.
36	Poultry	VARCHAR	36	ComboBox	Yes	No	Select from the combo box
37	Others	VARCHAR	36	TextBox	Yes	No	If yes in other specify here.
38	ListOfAttachment		36	Grid	Yes	Yes	In Grid We Have To Add Some Checklist According CDF Guideline.
38.1	Gr_Checklist	VARCHAR	36	TextBox	No	No	Auto loaded in the Grid
38.2	Gr_IsActive	BOOLEAN	Y/N	CheckBox	Yes	Yes	User Selection

39	ApplicantName	VARCHAR	36	Textbox	Yes	Yes	User selection
40	ApplicantPhysicalAddress	VARCHAR	36	Textbox	Yes	Yes	User selection
41	ApplicantPhone	VARCHAR	36	Textbox	Yes	Yes	User selection
42	ApplicantNRC	VARCHAR	36	Textbox	Yes	Yes	User selection
43	ApplicantSignature...	Byte	36	Document-Type	Yes	Yes	User selection
44	Date	DATETIME	36	Date	Yes	Yes	User selection
45	Contact_Person_Name	VARCHAR	36	Textbox	Yes	No	User selection
46	Contact_Person_Physical ContactPersonAddress:	VARCHAR	36	Textbox	Yes	Yes	User selection
47	ContactPersonPhone	VARCHAR	36	Textbox	Yes	Yes	User selection
48	ContactPersonNRC	VARCHAR	36	Textbox	Yes	Yes	User selection
49	ContactPersonSignature...	BYTE	36	Document-Type	Yes	Yes	User selection
50	WDCStsId	VARCHAR	36	ComboBox	Yes	Yes	User Selection
51	WDCReason	VARCHAR	100	TextBox	Yes	Yes	User Selection
52	WDCAuth	VARCHAR	50	TextBox	Yes	Yes	User Selection
53	WDCAuthDate	DATETIME	-	-	Yes	Yes	User Selection
54	WDCDoc	BYTE			Yes	Yes	User Selection
55	ApprovalChecklist		36	Grid	Yes	Yes	In Grid We Have To Add Some Checklist According CDF Guideline.
55.1	Gr_Checklist	VARCHAR	36	TextBox	No	No	Auto loaded in the Grid
55.2	Gr_IsActive	BOOLEAN	Y/N	CheckBox	Yes	Yes	User Selection
56	CDFCStsId	VARCHAR	36	ComboBox	Yes	Yes	User Selection
57	CDFCReason	VARCHAR	100	TextBox	Yes	Yes	User Selection
58	CDFCAuth	VARCHAR	50	TextBox	Yes	Yes	User Selection
59	CDFCAuthDate	DATETIME	-	-	Yes	Yes	User Selection
60	CDFCDoc	BYTE			Yes	Yes	User Selection
61	Remarks	VARCHAR	36	Textbox	Yes	Yes	User Selection
62	Moveto	VARCHAR	36	Textbox	Yes	Yes	User selection

10.2.3.Role

Activity Name	Role
Application Initiation	CDFC

10.3. Reports

S. No	Report	Filter	Fields
1	State House		
	a) Education		

	i. Number of pupils on bursary completing grade 12		
	ii. Number of pupils sponsored starting a skills development course		
	iii. Number of sponsored pupils proceeding to the next grade		
	iv. Number of sponsored pupils dropping out		
	v. Increase number of vulnerable pupils on secondary school bursary		
	vi. Number of boarding schools within constituencies		
	vii. Number of sponsored pupils not reporting to respective schools		
2	Parliament/MPs		
	Education		
	i. Number of pupils on bursary completing grade 12		
	ii. Number of pupils sponsored starting a skills development course		
	iii. Number of sponsored pupils proceeding to the next grade		
	iv. Number of sponsored pupils dropping out		
	v. Increase number of vulnerable pupils on secondary school bursary		
	vi. Number of boarding schools within constituencies		
	vii. Number of sponsored pupils not reporting to respective schools		
	viii. Number of sponsored pupils disaggregated by gender		
3	Cabinet Office		
	a) Education		
	i. Number of pupils on bursary completing grade 12		
	ii. Number of pupils sponsored starting a skills development course		
	iii. Number of sponsored pupils proceeding to the next grade		
	iv. Number of sponsored pupils dropping out		
	v. Increase number of vulnerable pupils on secondary school bursary		
	vi. Number of boarding schools within constituencies		
	vii. Number of sponsored pupils not reporting to respective schools		
	viii. Number of sponsored pupils disaggregated by gender		
	b) Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on secondary school bursary		
	iii. Total amounts of funds varied from other components to secondary school bursary		
	iv. Total amounts of funds varied from secondary school bursary to other components		
	v. Total amounts of funds approved on secondary school bursary		
	vi. Total amounts of funds disbursed on secondary school bursary		
4	Ministry of Finance & National Planning		
	Funds		
	i. Total amount of disbursed CDFs not utilized		

	ii. Total amounts of funds expended on secondary school bursary		
	iii. Total amounts of funds varied from other components to secondary school bursary		
	iv. Total amounts of funds varied from secondary school bursary to other components		
	v. Total amounts of funds approved on secondary school bursary		
	vi. Total amounts of funds disbursed on secondary school bursary		
5	Line Ministries		
	a) Education		
	i. Number of pupils on secondary school boarding bursary		
	ii. Number of sponsored pupils disaggregated by gender		
	b) Funds		
	i. Total amounts of funds disbursed on secondary school bursary		
6	Ministry of Local Government		
	a) Education		
	i. Number of pupils on bursary completing grade 12		
	ii. Number of pupils sponsored starting a skills development course		
	iii. Number of sponsored pupils proceeding to the next grade		
	iv. Number of sponsored pupils dropping out		
	v. Increase number of vulnerable pupils on secondary school bursary		
	vi. Number of boarding schools within constituencies		
	vii. Number of sponsored pupils not reporting to respective schools		
	Number of sponsored pupils disaggregated by gender		
7	b) Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on secondary school bursary		
	iii. Total amounts of funds varied from other components to secondary school bursary		
	iv. Total amounts of funds varied from secondary school bursary to other components		
	v. Total amounts of funds approved on secondary school bursary		
	vi. Total amounts of funds disbursed on secondary school bursary		
	i. Total amount of disbursed CDFs not utilized		
8	Local Authorities		
	a) Education		
	i. Number of pupils on bursary completing grade 12		
	ii. Number of pupils sponsored starting a skills development course		
	iii. Number of sponsored pupils proceeding to the next grade		
	iv. Number of sponsored pupils dropping out		
	v. Increase the number of vulnerable pupils on secondary school bursary		
	vi. Number of boarding schools within constituencies		
	vii. Number of sponsored pupils not reporting to respective schools		
	viii. Number of sponsored pupils disaggregated by gender		

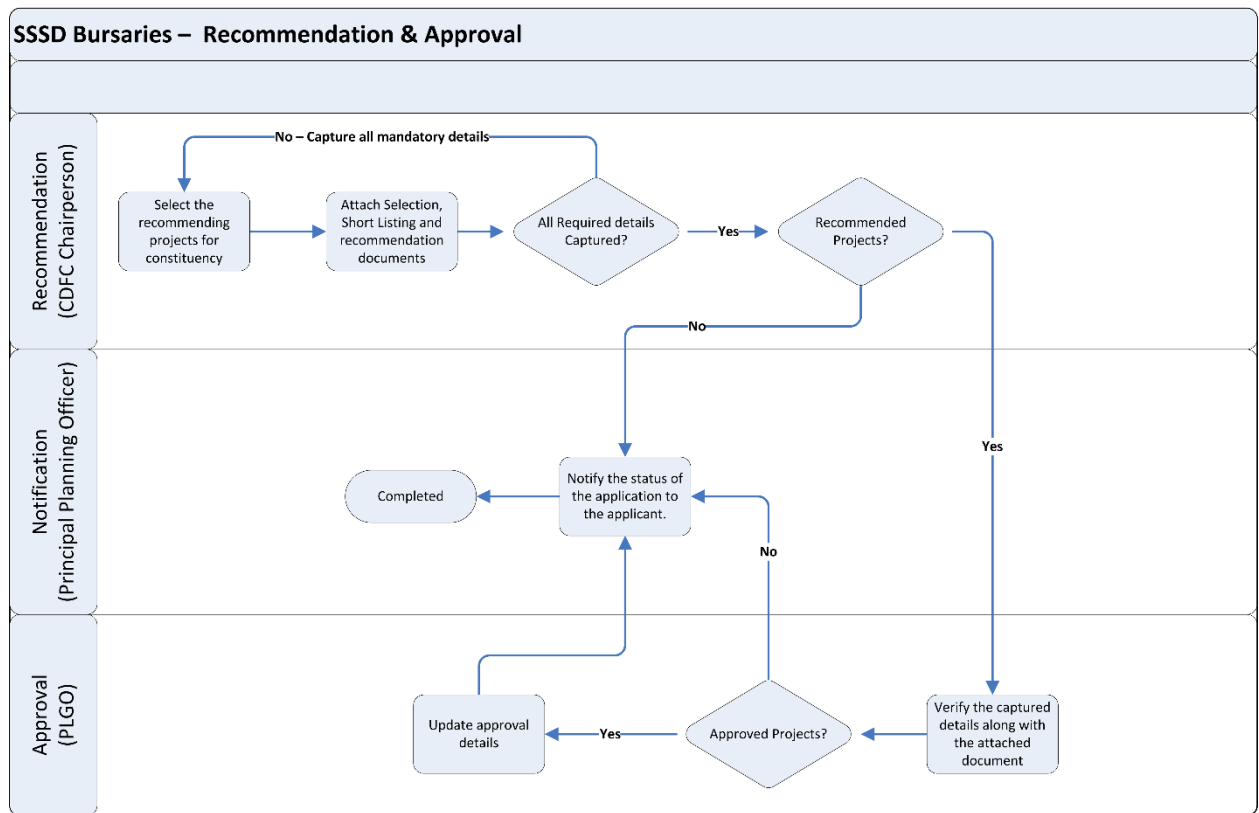
	Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on secondary school bursary		
	iii. Total amounts of funds varied from other components to secondary school bursary		
	iv. Total amounts of funds varied from secondary school bursary to		
	v. Total amounts of funds approved on secondary school bursary		
	vi. Total amounts of funds disbursed on secondary school bursary		
9	CDF Committee		
	i. Number of CDF community projects disaggregated by sectors		
	ii. Number of people accessing CDF community projects		
10	Ministry of Local Government		
	a) Projects		
	i. Number of health facilities constructed and rehabilitated in constituencies		
	ii. Number of education facilities constructed and rehabilitated in constituencies		
	iii. Number of public facilities constructed and rehabilitated in constituencies		
	iv. Number of water and sanitation facilities constructed and rehabilitated in constituencies		
	v. Number of water and sanitation facilities constructed and rehabilitated in constituencies		
	vi. Number of road facilities constructed and rehabilitated in constituencies		
	vii. Number of agriculture facilities constructed and rehabilitated		
	viii. Number of assets acquired in constituencies		
	b) Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on community projects		
	iii. Total amounts of funds varied from other components to community projects		
	iv. Total amounts of funds varied from community projects to other components		
	v. Total amounts of funds approved on community projects		
	vi. Total amounts of funds disbursed on community projects		
	vii. Total amount of funds expended on disasters		
11	Local Authorities		
	a) Projects		
	i. Number of health facilities constructed and rehabilitated in constituencies		
	ii. Number of education facilities constructed and rehabilitated in constituencies		
	iii. Number of public facilities constructed and rehabilitated in constituencies		
	iv. Number of water and sanitation facilities constructed and rehabilitated in constituencies		
	v. Number of water and sanitation facilities constructed and rehabilitated in constituencies		
	vi. Number of road facilities constructed and rehabilitated in constituencies		
	vii. Number of agriculture facilities constructed and rehabilitated		
	viii. Number of assets acquired in constituencies		
	x. Total number of projects rejected at CDFC and PLGO levels respectively		

	b) Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on community projects		
	iii. Total amounts of funds varied from other components to community projects		
	iv. Total amounts of funds varied from community projects to other components		
	v. Total amounts of funds approved on community projects		
	vi. Total amounts of funds disbursed on community projects		
	vii. Total amount of funds expended on disasters		
12	CDF Committee		
	a) Education		
	vii. Increase number of vulnerable pupils on secondary school bursary		
	viii. Number of boarding schools within constituencies		
	ix. Number of sponsored pupils dropping out		
	x. Number of sponsored pupils disaggregated by gender		
	xi. Number of submissions received by WDCs		
	xii. Number of rejected submissions		
	xiii. Number of approved submissions to PLGOs office		
	b) Funds		
	i. Total amounts of funds disbursed on secondary school bursary		
	ii. Total amounts of funds varied from other components to secondary school bursary		
	iii. Total amounts of funds varied from secondary school bursary to		
	iv. Total amounts of funds approved on secondary school bursary		
13	Constituency Office		
	a) Education		
	i. Number of pupils on secondary school boarding bursary within the constituency		
	ii. Number of sponsored pupils disaggregated by gender within the constituency		
	iii. Number of sponsored pupils dropping out		
	iv. Number increase of vulnerable pupils on secondary school bursary		
	b) Funds		
	i. Total amounts of funds disbursed on secondary school bursary within the constituency		
14	Ward Development Committee		
	Education		
	i. Number of applications submitted for secondary boarding bursary		
	ii. Number of secondary school boarding submissions approved of sponsored pupils proceeding to the next grade		
	iii. Number of sponsored pupils dropping out		
	iv. Increase number of vulnerable pupils on secondary school		
	v. Number of boarding schools within the wards of sponsored pupils disaggregated by gender		

11. SS & SD Recommendation & Approval

Once the selection and short listing processes completed, then the recommendations will be captured in this process for next level of approvals and notification to the respective applications.

11.1. Process Flow



11.2. Recommendation

11.2.1.Functional Requirement

Activity Name	Functional Requirement
Recommendation	<ul style="list-style-type: none"> The user will select the Constituency and system will load the appraised applications. Based on the selection and short listing process the recommended application to be marked as recommended other as not recommended with the reason. The Selection process DPO signed document and shortlisting process DPO signed documents to be attached. The CDFC chairperson signed documents to be attached for the List of projects shortlisted for PLGO approval.

- The applications which is not shortlist will sent for notification

11.2.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Constituency	VARCHAR	36	TextBox	No	Yes	Auto filled based on the user login
2	ComponentCode	VARCHAR	36	TextBox	Yes	Yes	User Selection
3	NoOfShorlisted	VARCHAR	36	TextBox	No	Yes	Auto filled field
4	ListOfShortlist	COMPLEXTOMANY		Grid	Yes	Yes	Auto load grid to show the list of shortlist.
4.1	Projectid	VARCHAR	36	TextBox	Yes	Yes	Auto filled field
4.2	Projecttype	VARCHAR	36	TextBox	Yes	Yes	Auto filled field
4.3	Docforselection	DATETIME		DateTimePicker	Yes	Yes	Auto filled field
4.4	DocforShorlist	VARCHAR	36	ComboBox	Yes	Yes	Auto filled field
4.5	DocforRecommend	VARCHAR	36	ComboBox	Yes	Yes	Auto filled field
4.6	Approvalsts	VARCHAR	36	ComboBox	Yes	Yes	User Selection
5	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
6	MovementiHstory	COMPLEXTOMANY	Grid		No	No	
7	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
8	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
9	USerName	VARCHAR	36	TextBox	No	No	Auto filled field
10	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
11	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
12	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments about the Recommendation

11.2.3.Role

Activity Name	Role
Recommendation	CDFC Chairperson

11.3. Approval

11.3.1.Functional Requirement

Activity Name	Functional Requirement
Submission to the PLGO	<ul style="list-style-type: none"> • The submission of appraisal and recommended documents is submitted to PLGO. • The PLGO will enter the approval status. • The Approved application details updated in the system for further processing. • The rejected applications will be marked as rejected and closed. • Both the case the notification will be sent to the applicant.

11.3.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Constituency	VARCHAR	36	TextBox	No	Yes	Auto filled based on the user login
2	ComponentCode	VARCHAR	36	TextBox	No	Yes	User Selection
3	NoOfShorlisted	VARCHAR	36	TextBox	No	Yes	Auto filled field
4	ListOfShortlist	COMPLEXTOMANY		Grid	No	Yes	Auto load grid to show the list of shortlist.
4.1	Projectid	VARCHAR	36	TextBox	No	Yes	Auto filled field
4.2	Projecttype	VARCHAR	36	TextBox	No	Yes	Auto filled field
4.3	Docforselecion	DATETIME		DateTimePicker	No	Yes	Auto filled field
4.4	DocforShorlist	VARCHAR	36	ComboBox	No	Yes	Auto filled field
4.5	DocforRecommend	VARCHAR	36	ComboBox	No	Yes	Auto filled field
4.6	Approvalsts	VARCHAR	36	ComboBox	No	Yes	User Selection
5	Moveto	VARCHAR	36	ComboBox	No	Yes	User Selection
6	MovementiHstory	COMPLEXTOMANY	Grid		No	No	
7	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
8	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
9	USerName	VARCHAR	36	TextBox	No	No	Auto filled field
10	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
11	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
12	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments about the Recommendation

11.3.3.Role

Activity Name	Role
Submission to the PLGO	Principal Planning Officers.

11.4. Notification

11.4.1.Functional Requirement

Activity Name	Functional Requirement
Notification	<ul style="list-style-type: none"> The system will generate the notification letter based on the application status. The letter can be printed from the system for notification to the application. The Notification can be sent through email as well.

11.4.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	NotificationId	VARCHAR	36	Textbox	No	Yes	Auto Populated
2	ApplicationId	VARCHAR	36	Textbox	No	Yes	Auto Populated

3	Ward	VARCHAR	36	Textbox	No	Yes	Auto Populated
4	ProjectName	VARCHAR	200	Textbox	No	Yes	Auto Populated
5	ApplicationStatus	INT	8	Dropdown	No	Yes	Auto Populated
6	Template	Other		Container			Notification letter

11.4.3.Role

Activity Name	Role
Notification	Principal Planning Officers.

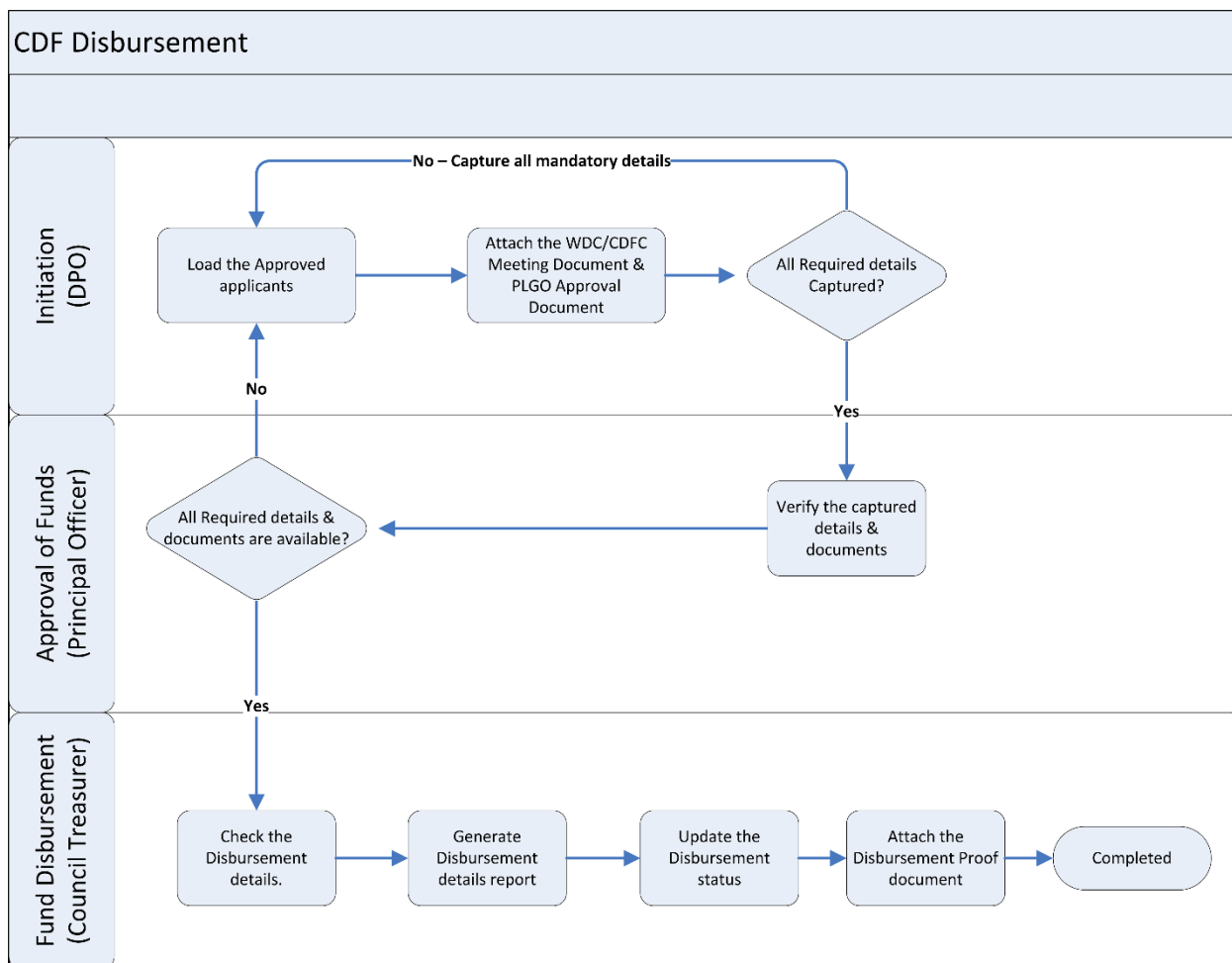
11.5. Reports

The Reports list given in Application process includes the reports for recommendations and approval as well.

12. CDF Disbursement

Once the application approved by PLGO, the respective DPO will prepare the fund request along with the required plan and documents. The subsequent fund requests, the additional documents like expenditure details for the previous funds needs to be provided for fund processing.

12.1. Process Flow



12.2. Fund Request Initiation

12.2.1. Functional requirement

Activity Name	Functional Requirement
Fund Request Initiation	<ul style="list-style-type: none"> Based on the User login the Constituency, District are auto loaded. Based on the District the list of approved applicants will be show in the initiation of request process. The total disburse amount are automatically loaded in the system based on the request amount. Here we capture the bank details along with the list of approved applicants. After that attach the signed document by WDC/CDFC and attach the approval letter from the PLGO document for the further movement. Once attach those documents the Principal Planning Officer signed the request of fund document and to be attached. Then move to the Approval Process.

12.2.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	DisburseId	VARCHAR	36	TextBox	No	Yes	Auto filled sequence id for disbursement
2	Constituency	VARCHAR	36	TextBox	No	Yes	Auto filled based on user login
3	District	VARCHAR	36	TextBox	No	Yes	Auto filled based on user login
4	ApprovedApplicants	COMPLEXTOMANY		Grid	Yes	Yes	
5	Gr_ComponentCode	VARCHAR	36	TextBox	No	Yes	Auto Loaded in the grid
5.1	Gr_ProjectType	VARCHAR	36	TextBox	No	Yes	Auto Loaded in the grid
5.2	Gr_ProjectCategory	VARCHAR	36	TextBox	No	Yes	Auto Loaded in the grid
5.3	Gr_RequestAmount	INT		NumericTextBox	No	No	Auto loaded
5.4	Gr_TotalDisburseAmount	INT		NumericTextBox	No	No	Its auto filled based on the total request amount.
5.5	TypeofTransfer	VARCHAR	36	ComboBox	Yes	Yes	Select the type of transfer
5.6	BankAccountNo	VARCHAR	36	TextBox	Yes	Yes	Enter the Bank Account
5.7	MobileMoney	VARCHAR	36	TextBox	Yes	Yes	Enter the Mobile Money
5.8	Ewallet	VARCHAR	36	TextBox	Yes	Yes	Enter the E-wallet
5.9	Gr_SignedDoc	BYTE		DocumentType	Yes	Yes	Attach the Document of Signed minutes of CDFC/WDC
5.10	Gr_ApprovalLetter	BYTE		DocumentType	Yes	Yes	Attach the approval letter from PLGO
5.11	Gr_AttachDoc	BYTE		DocumentType	Yes	Yes	Attach the document of signed by the PO.
6	MovementHistory	COMPLEXTOMANY		Grid	Yes	Yes	To track the movement history
6.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
6.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
6.3	USerName	VARCHAR	36	TextBox	No	No	Auto filled field
6.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
6.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
7	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
8	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments.

12.2.3.Role

Activity Name	Role
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Fund request initiation	District Planning Officer
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12.3. Fund request approval

12.3.1.Functional requirement

Activity Name	Functional Requirement
Fund Request Approval	<ul style="list-style-type: none"> The Planning Officer will noted and review the request and makes a move to the Disbursement. In case of any correction make move to initiation.

12.3.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Disburseld	VARCHAR	36	TextBox	No	No	Auto filled sequence id for disbursement
2	Constituency	VARCHAR	36	TextBox	No	No	Auto filled based on user login
3	District	VARCHAR	36	TextBox	No	No	Auto filled based on user login
4	ApprovedApplicants	COMPLEXTOMANY		Grid	No	No	
5	Gr_ComponentCode	VARCHAR	36	TextBox	No	No	Auto Loaded in the grid
5.1	Gr_ProjectType	VARCHAR	36	TextBox	No	No	Auto Loaded in the grid
5.2	Gr_ProjectCategory	VARCHAR	36	TextBox	No	No	Auto Loaded in the grid
5.3	Gr_RequestAmount	INT		NumericTextBox	No	No	Auto loaded
5.4	Gr_TotalDisburseAmount	INT		NumericTextBox	No	No	Its auto filled based on the total request amount.
5.5	TypeofTransfer	VARCHAR	36	ComboBox	No	No	Select the type of transfer
5.6	BankAccountNo	VARCHAR	36	TextBox	No	No	Enter the Bank Account
5.7	MobileMoney	VARCHAR	36	TextBox	No	No	Enter the Mobile Money
5.8	Ewallet	VARCHAR	36	TextBox	No	No	Enter the E-wallet
5.9	Gr_SignedDoc	BYTE		DocumentType	No	No	Attach the Document of Signed minutes of CDC/WDC
5.10	Gr_ApprovalLetter	BYTE		DocumentType	No	No	Attach the approval letter from PLGO
5.11	Gr_AttachDoc	BYTE		DocumentType	No	No	Attach the document of signed by the PO.
6	MovementHistory	COMPLEXTOMANY		Grid	No	No	To track the movement history

6.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
6.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
6.3	USerName	VARCHAR	36	TextBox	No	No	Auto filled field
6.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
6.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
7	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
8	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments.

12.3.3.Role

Activity Name	Role
Fund request Approval	Principal Officer

12.4. Fund Disbursement

12..1. Functional requirement

Activity Name	Functional Requirement
Fund Disbursement	<ul style="list-style-type: none"> The Council Treasurer will check the disbursement details. The disbursement details reports are generated. The Council Treasurer updates the disbursement status. Based on the bank transfer attach the documents (Bank Transfer statement) to ensure the amount disbursed against the request.

12..2. Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Disburseld	VARCHAR	36	TextBox	No	No	Auto filled sequence id for disbursement
2	Constituency	VARCHAR	36	TextBox	No	No	Auto filled based on user login
3	District	VARCHAR	36	TextBox	No	No	Auto filled based on user login
4	ApprovedApplicants	COMPLEXTOMANY		Grid	No	No	
5	Gr_ComponentCode	VARCHAR	36	TextBox	No	No	Auto Loaded in the grid
5.1	Gr_ProjectType	VARCHAR	36	TextBox	No	No	Auto Loaded in the grid
5.2	Gr_ProjectCategory	VARCHAR	36	TextBox	No	No	Auto Loaded in the grid
5.3	Gr_RequestAmount	INT		NumericTextBox	No	No	Auto loaded
5.4	Gr_TotalDisburseAmount	INT		NumericTextBox	No	No	Its auto filled based on the total request amount.

5.5	TypeofTransfer	VARCHAR	36	ComboBox	No	No	Select the type of transfer
5.6	BankAccountNo	VARCHAR	36	TextBox	No	No	Enter the Bank Account
5.7	MobileMoney	VARCHAR	36	TextBox	No	No	Enter the Mobile Money
5.8	Ewallet	VARCHAR	36	TextBox	No	No	Enter the E-wallet
5.9	Gr_SignedDoc	BYTE		DocumentType	No	No	Attach the Document of Signed minutes of CDFC/WDC
5.10	Gr_ApprovalLetter	BYTE		DocumentType	No	No	Attach the approval letter from PLGO
5.11	Gr_AttachDoc	BYTE		DocumentType	No	No	Attach the document of signed by the PO.
6	MovementHistory	COMPLEXTOMANY		Grid	No	No	To track the movement history
6.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
6.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
6.3	USerName	VARCHAR	36	TextBox	No	No	Auto filled field
6.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
6.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
7	DisbursementSts	VARCHAR	36	ComboBox	Yes	Yes	User Selection
8	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
9	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments.

12.3. Role

Activity Name	Role
Fund request Approval	Council Treasurer

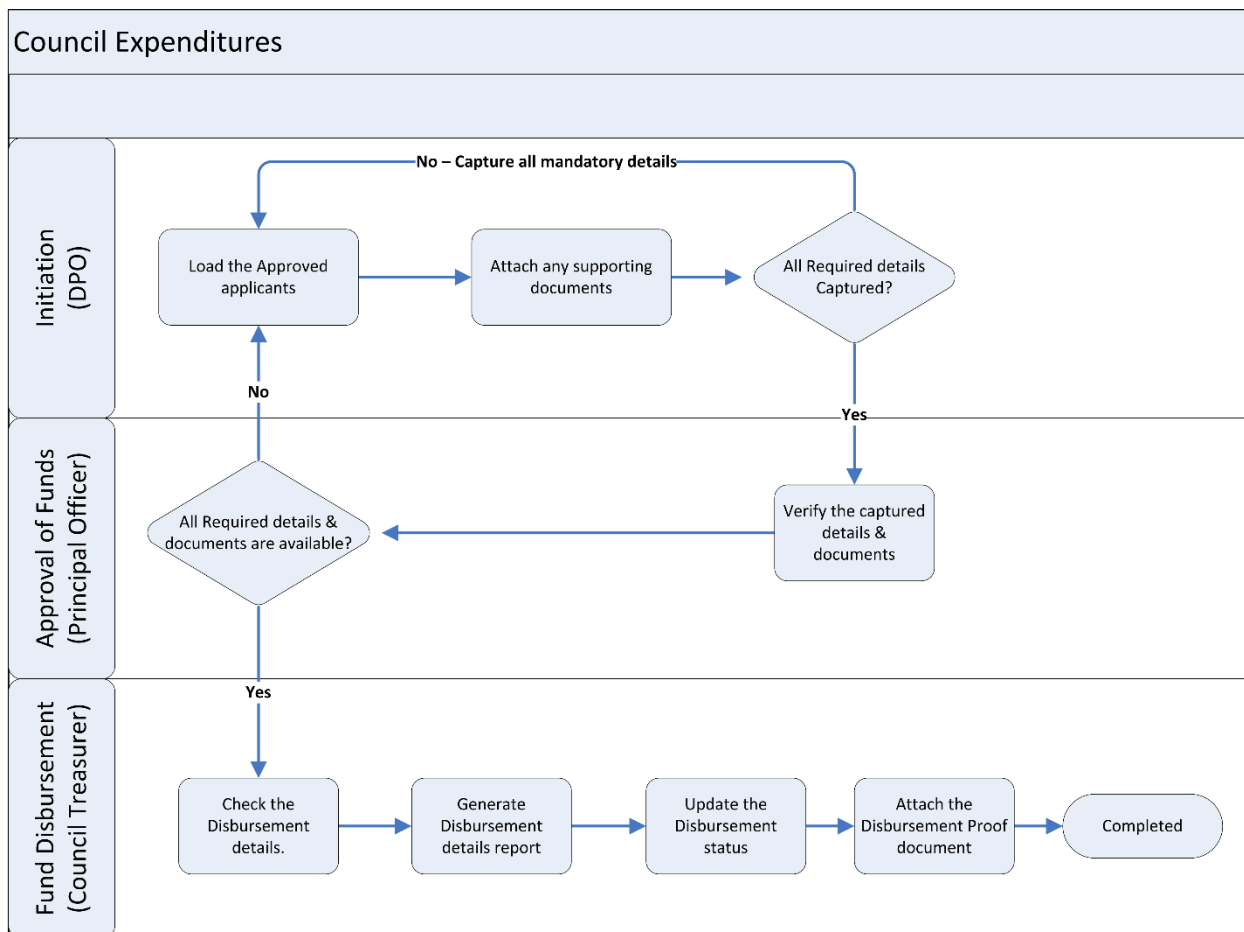
15.2 Reports

S. No	Report	Filter	Fields
1	Cabinet Office		
	Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on community projects		
	iii. Total amounts of funds varied from other components to community projects		
	iv. Total amounts of funds varied from community projects to other components		
	v. Total amounts of funds approved on community projects		
	vi. Total amounts of funds disbursed on community projects		
2	Ministry of Finance		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on community projects		
	iii. Total amounts of funds varied from other components to community projects		
	iv. Total amounts of funds varied from community projects to other components		
	v. Total amounts of funds approved on community projects		
	vi. Total amounts of funds disbursed on community projects		

	vii. Total amount of funds expended on disasters		
3	Ministry of Local Government		
	Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on community projects		
	iii. Total amounts of funds varied from other components to community projects		
	iv. Total amounts of funds varied from community projects to other components		
	v. Total amounts of funds approved on community projects		
	vi. Total amounts of funds disbursed on community projects		
	vii. Total amount of funds expended on disasters		
4	Local Authorities		
	Funds		
	i. Total amount of disbursed CDFs not utilized		
	ii. Total amounts of funds expended on community projects		
	iii. Total amounts of funds varied from other components to community projects		
	iv. Total amounts of funds varied from community projects to other components		
	v. Total amounts of funds approved on community projects		
	vi. Total amounts of funds disbursed on community projects		
	vii. Total amount of funds expended on disasters		

13. Expenditure

13.1. Process Flow



13.2. Expenditure Initiation

13.2.1. Functional Requirements

Activity Name	Functional Requirement
Expenditure Initiation	<ul style="list-style-type: none"> While user login Constituency and District will be auto loaded. Active Projects will be loaded based on the Component Code and Project Type. Expenditure will be captured in the system. The required documents(Cheques,Bank Statement..) will be attached. The Balance amount available for the project will be shown in the system. Mode of payment (BankTransfer,Mobile Money,E-wallet)will be captured. Date,ReferenceNo,Any other details with be captured

- Based on the Mode of payment attach the Bank transfer document, Voucher and Cheques for the further movement.
- The Principal Planning Officer signed document will be attached.
- Then move to the Approval Process.

13.2.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	ExpenditureId	VARCHAR	36	TextBox	No	Yes	Auto filled sequence id for disbursement
2	Constituency	VARCHAR	36	TextBox	No	No	Auto filled based on user login
3	District	VARCHAR	36	TextBox	No	No	Auto filled based on user login
4	ComponentCode	VARCHAR	36	ComboBox	Yes	Yes	User Selection
5	ProjectTypeId	VARCHAR	36	ComboBox	Yes	Yes	User Selection
6	ProjectName	VARCHAR	36	TextBox	No	No	Auto loaded based on lookup
7	RequestAmount	VARCHAR	36	TextBox	No	No	Auto loaded based on lookup
8	TotalAmountDisbursed	INT	-	NumericTextBox	No	No	Auto loaded based on lookup
9	Doc_Disbursedproof	BYTE	-	DocType	No	No	Auto loaded based on lookup
10	Modeofpayment	VARCHAR	36	ComboBox	No	No	Auto loaded based on lookup
11	ExpenditureAmount	INT	-	NumericTextBox	Yes	Yes	Enter expenditure amount
12	Voucher	BYTE	-	DocType	Yes	Yes	Attach voucher
13	Cheques	BYTE	-	DocType	Yes	Yes	Attach cheques
14	SignedDoc	BYTE	-	DocType	Yes	Yes	Attach the signed doc
15	Date	DATETIME		DateTimePicker	Yes	Yes	Currentdate
16	ReferenceNo	VARCHAR	36	TextBox	Yes	Yes	User Selection
17	AnyotherDetails	VARCHAR	150	TextBox	Yes	Yes	User Selection
18	MovementHistory	COMPLEXTOMANY	-	Grid	Yes	Yes	To track the movement history
18.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
18.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
18.3	UserName	VARCHAR	36	TextBox	No	No	Auto filled field
18.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
18.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
19	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
20	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the comments.

13.2.3.Roles

Activity Name	Role
Expenditure Initiation	DPO

13.3. Expenditure Approval

13.3.1.Functional Requirements

Activity Name	Functional Requirement
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Expenditure Approval	<ul style="list-style-type: none"> The Planning Officer/Council Treasurer will noted and review the Initiation process and make a move to complete. In case of any correction make move to initiation.
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13.3.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	ExpenditureId	VARCHAR	36	TextBox	No	No	Auto filled sequence id for disbursement
2	Constituency	VARCHAR	36	TextBox	No	No	Auto filled based on user login
3	District	VARCHAR	36	TextBox	No	No	Auto filled based on user login
4	ComponentCode	VARCHAR	36	ComboBox	No	No	User Selection
5	ProjectTypeId	VARCHAR	36	ComboBox	No	No	User Selection
6	ProjectName	VARCHAR	36	TextBox	No	No	Auto loaded based on lookup
7	RequestAmount	VARCHAR	36	TextBox	No	No	Auto loaded based on lookup
8	TotalAmountDisbursed	INT	-	NumericTextBox	No	No	Auto loaded based on lookup
9	Doc_Disbursedproof	BYTE	-	DocType	No	No	Auto loaded based on lookup
10	Modeofpayment	VARCHAR	36	ComboBox	No	No	Auto loaded based on lookup
11	ExpenditureAmount	INT	-	NumericTextBox	No	No	Enter expenditure amount
12	Voucher	BYTE	-	DocType	No	No	Attach voucher
13	Cheques	BYTE	-	DocType	No	No	Attach cheques
14	SignedDoc	BYTE	-	DocType	No	No	Attach the signed doc
15	Date	DATETIME		DateTimePicker	No	No	Currentdate
16	ReferenceNo	VARCHAR	36	TextBox	No	No	User Selection
17	AnyotherDetails	VARCHAR	150	TextBox	No	No	User Selection
18	MovementHistory	COMPLEXTOMANY	-	Grid	No	No	To track the movement history
18.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
18.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
18.3	UserName	VARCHAR	36	TextBox	No	No	Auto filled field
18.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
18.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
19	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
20	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the commnts.

13.3.3.Roles

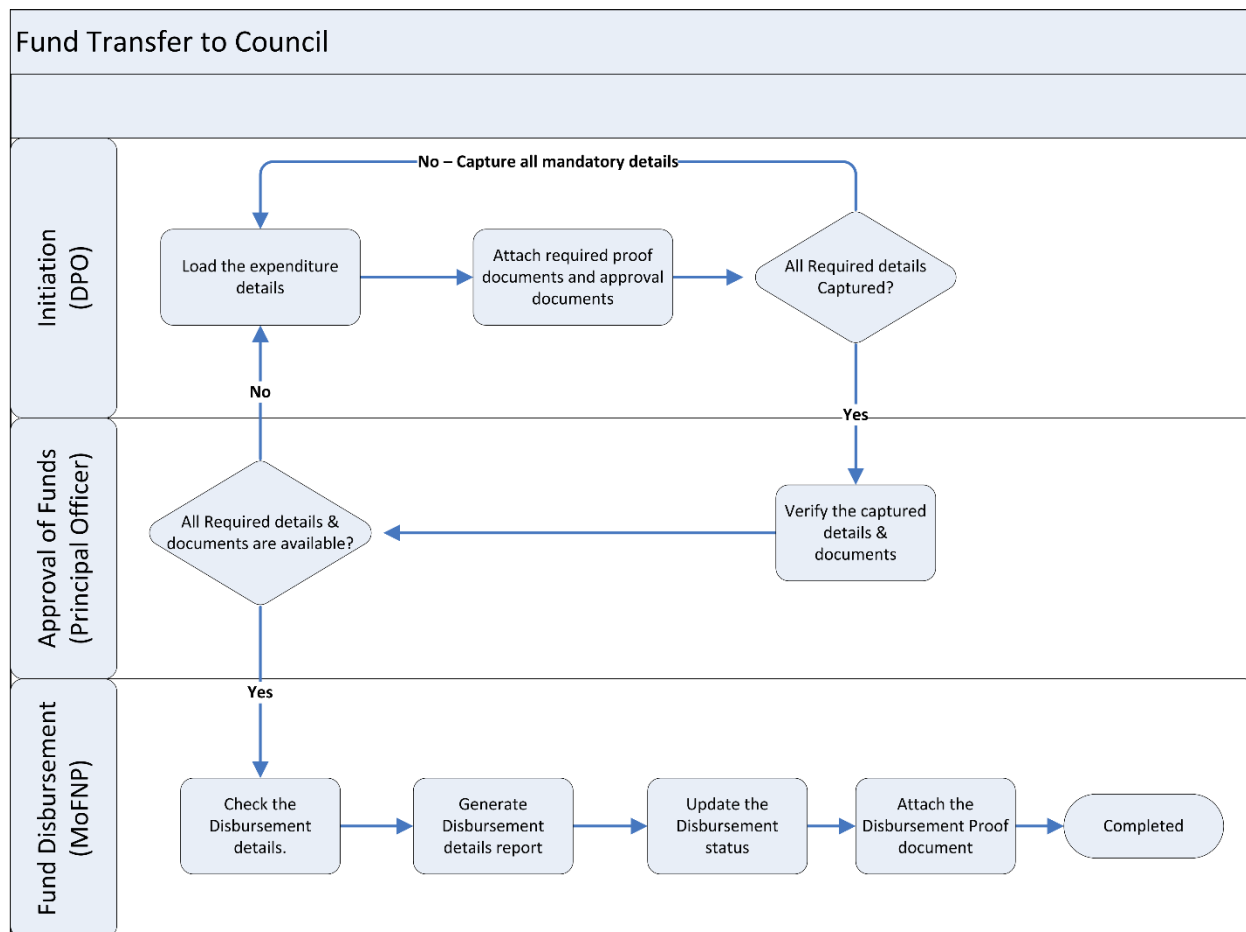
Activity Name	Role
Approval of Expenditure	Planning Officer/Council Treasurer

13.4. Reports

S. No	Report	Filter	Fields
1	Expenditure Summary	Constituency	Expenditure details

14. Fund Transfer to Council

14.1. Process Flow



14.2. Fund Transfer Initiation

14.2.1. Functional requirements

Activity Name	Functional Requirement
Fund Transfer to Council Initiation	<ul style="list-style-type: none"> Once User login into the system will choose constituency Unsubmitted list of Expenditure will be shown in grid along with total amount, total Expenditure and the total balance amount will be auto calculated in the grid. Last year Expenditure and Proof of expenditure (Bank transfer statement, Ledger document..) will be captured. Needed amount for the present year, reason and attach the planning document. In the grid the opened project will be shown along with component , number of project , total allocated amount, disburse amount, balance amount.

	<ul style="list-style-type: none"> User will capture the needed amount against project. If you click the get project details you can download the project details for your official use. Then move to the Approval Process.
--	--

14.2.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	FundTransferId	VARCHAR	36	TextBox	No	Yes	Auto generated sequence id
2	Constituency	VARCHAR	36	ComboBox	Yes	Yes	User Selection
3	UnsubmittedExpenditure	COMPLEXTOMANY		Grid	Yes	Yes	Auto loaded grid
3.1	component	VARCHAR	36	ComboBox	No	No	Auto loaded
3.2	Projecttype	VARCHAR	36	ComboBox	No	No	Auto loaded
3.3	Totalallocatedamount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.4	TotalExpenditureamount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.5	TotalBalanceAmount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.6	Lastyearexpenditure	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.7	ProofOfExpenditure	BYTE		DocType	Yes	Yes	Attach the expenditure proof.
3.8	NeededAmount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.9	Reason	VARCHAR	2000	TextBox	Yes	Yes	Enter the reason for needed amount
3.10	PlanningDoc	BYTE	DocType	Yes	Yes		Attach the planning document
4	GetProjectDetails	COMPLEXTONE		SubForm	No	No	Auto loaded
5	ComponentCode	VARCHAR	36	TextBox	No	Yes	Auto loaded
6	ProjectID	VARCHAR	36	TextBox	No	Yes	Auto loaded
7	ProjectType	VARCHAR	36	TextBox	No	Yes	Auto loaded
8	Date	DATETIME		DateTimePicker	Yes	Yes	
9	TotalAllocated	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
10	TotalExpenditure	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
11	TotalBalance	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
12	MovementHistory	COMPLEXTOMANY		Grid	Yes	Yes	To track the movement
12.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
12.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
12.3	UserName	VARCHAR	36	TextBox	No	No	Auto filled field
12.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
12.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
13	MoveTo	VARCHAR	36	TextBox	Yes	Yes	User Selection
14	Comments	VARCHAR	36	TextBox	Yes	Yes	User Selection

14.2.3.Roles

Activity Name	Role
Fund Transfer to Council Initiation	DPO

14.3. Fund Transfer Approval

14.3.1.Functional Requirement

Activity Name	Functional Requirement
Approval	<ul style="list-style-type: none"> The Planning Officer will noted and review the Initiation process and make a move to Disbursement. In case of any correction make move to initiation.

14.3.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	FundTransferId	VARCHAR	36	TextBox	No	No	Auto generated sequence id
2	Constituency	VARCHAR	36	ComboBox	No	No	User Selection
3	UnsubmittedExpenditure	COMPLEXTOMANY		Grid	No	No	Auto loaded grid
3.1	component	VARCHAR	36	ComboBox	No	No	Auto loaded
3.2	Projecttype	VARCHAR	36	ComboBox	No	No	Auto loaded
3.3	Totalallocatedamount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.4	TotalExpenditureamount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.5	TotalBalanceAmount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.6	Lastyearexpenditure	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.7	ProofOfExpenditure	BYTE		DocType	No	No	Attach the expenditure proof.
3.8	NeededAmount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.9	Reason	VARCHAR	2000	TextBox	No	No	Enter the reason for needed amount
3.10	PlanningDoc	BYTE	DocType	Yes	No	No	Attach the planning document
4	GetProjectDetails	COMPLEXTOONE		SubForm	No	No	Auto loaded
5	ComponentCode	VARCHAR	36	TextBox	No	No	Auto loaded
6	ProjectID	VARCHAR	36	TextBox	No	No	Auto loaded
7	ProjectType	VARCHAR	36	TextBox	No	No	Auto loaded
8	Date	DATETIME		DateTimePicker	No	No	
9	TotalAllocated	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
10	TotalExpenditure	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
11	TotalBalance	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded

12	MovementHistory	COMPLEXTOMANY		Grid	No	No	To track the movement
12.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
12.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
12.3	UserName	VARCHAR	36	TextBox	No	No	Auto filled field
12.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
12.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
13	MoveTo	VARCHAR	36	TextBox	Yes	Yes	User Selection
14	Comments	VARCHAR	36	TextBox	Yes	Yes	User Selection

14.3.3.Roles

Activity Name	Role
Approval of Expenditure	Planning Officer

14.4. Disbursement

14.4.1.Functional Requirement

Activity Name	Functional Requirement
Disbursement	<ul style="list-style-type: none"> If user submit the disbursement against the project the Submission will be marked as submitted.

14.4.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	FundTransferId	VARCHAR	36	TextBox	No	No	Auto generated sequence id
2	Constituency	VARCHAR	36	ComboBox	No	No	User Selection
3	UnsubmittedExpenditure	COMPLEXTOMANY		Grid	No	No	Auto loaded grid
3.1	component	VARCHAR	36	ComboBox	No	No	Auto loaded
3.2	Projecttype	VARCHAR	36	ComboBox	No	No	Auto loaded
3.3	Totalallocatedamount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.4	TotalExpenditureamount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.5	TotalBalanceAmount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.6	Lastyearexpenditure	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.7	ProofOfExpenditure	BYTE		DocType	No	No	Attach the expenditure proof.
3.8	NeededAmount	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
3.9	Reason	VARCHAR	2000	TextBox	No	No	Enter the reason for needed amount
3.10	PlanningDoc	BYTE	DocType	Yes	No	No	Attach the planning document
4	GetProjectDetails	COMPLEXTONE		SubForm	No	No	Auto loaded
5	ComponentCode	VARCHAR	36	TextBox	No	No	Auto loaded

6	ProjectID	VARCHAR	36	TextBox	No	No	Auto loaded
7	ProjectType	VARCHAR	36	TextBox	No	No	Auto loaded
8	Date	DATETIME		DateTimePicker	No	No	
9	TotalAllocated	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
10	TotalExpenditure	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
11	TotalBalance	DECIMAL	(36,3)	NumericTextBox	No	No	Auto loaded
12	MovementHistory	COMPLEXTOMANY		Grid	No	No	To track the movement
12.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
12.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
12.3	UserName	VARCHAR	36	TextBox	No	No	Auto filled field
12.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
12.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
13	SubmissionStatus	VARCHAR	36	ComboBox	Yes	Yes	User Selection
14	MoveTo	VARCHAR	36	TextBox	Yes	Yes	User Selection
15	Comments	VARCHAR	36	TextBox	Yes	Yes	User Selection

14.4.3.Roles

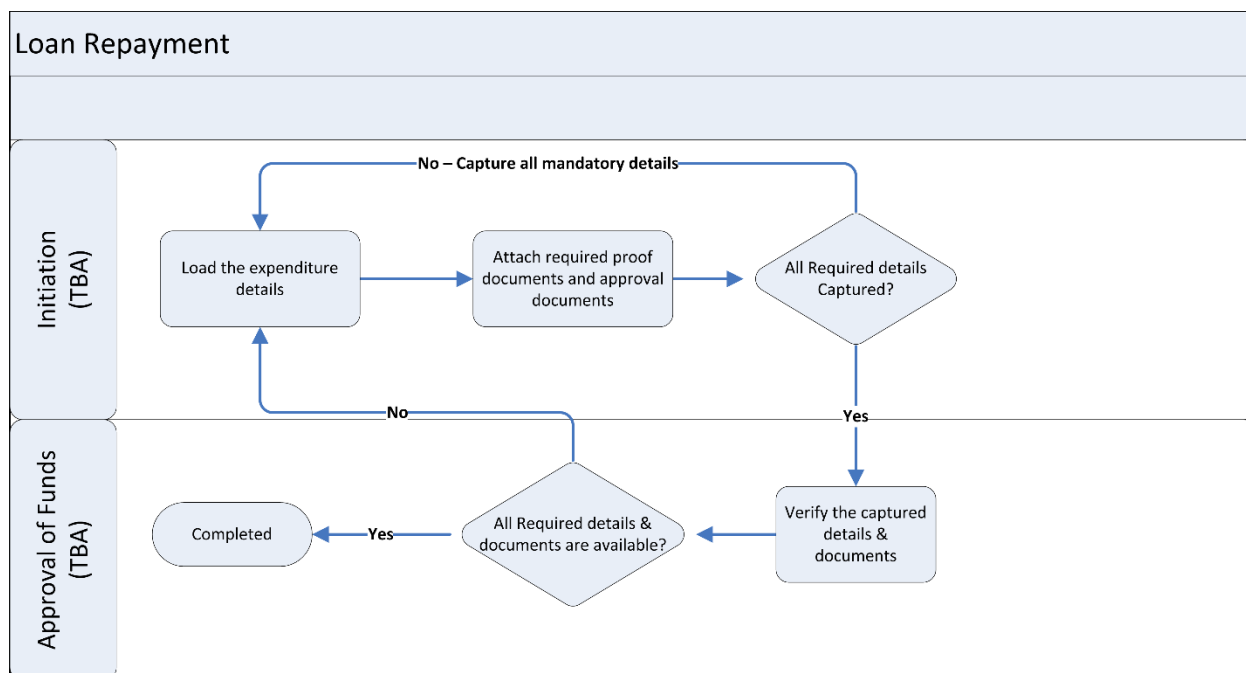
Activity Name	Role
Disbursement	Ministry of Finance

14.5. Reports

S. No	Report	Filter	Fields
1	Disbursement summary	Year ,Province, Constituency	Disbursement details
2	Disbursement Details	Year, Province, District	

15. Loan repayment

15.1. Process Flow



15.2. Loan repayment Initiation

15.2.1.Functional requirements

Activity Name	Functional Requirement
Loan Repayment Initiation	<ul style="list-style-type: none"> While user login council will be loaded automatically. The user select the constituency, year, Component Code and Type of disburse for the project repayments details. On the click of Project repayment details Project id, Project Name, component, Disbursed date will be shown. Once after select the project details Payment Method, Repayment Amount, Additional Details are captured and attach the document if any applicable. The Repayment Amount will be recorded based on that the balance amount to repay will be automatically calculated in the system. Then will move to approval process

15.2.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Constituency	VARCHAR	36	ComboBox	Yes	Yes	User Selection
2	Year	VARCHAR	36	ComboBox	Yes	Yes	User Selection
3	ComponentCode	VARCHAR	36	TextBox	No	Yes	Auto loaded
4	TypeOfDisburse	VARCHAR	36	ComboBox	Yes	No	User Selection
5	GetProjectDetails	OTHERS	-	ActionButton	Yes	Yes	Click the lookup button
6	ProjectId	VARCHAR	36	ComboBox	No	No	Auto loaded
7	ProjectName	VARCHAR	36	ComboBox	No	No	Auto loaded
8	Component	VARCHAR	36	ComboBox	No	No	Auto loaded
9	DisbursedDate	VARCHAR	36	TextBox	No	No	Auto loaded
10	PaymentMethod	VARCHAR	36	ComboBox	Yes	Yes	User Selection
11	RepaymentAmount	DECIMAL	(36,3)	NumericTextBox	Yes	Yes	Enter the Repayment Amount
12	BalanceAmount	DECIMAL	(36,3)	NumericTextBox	No	No	Total Balance will auto calculated
13	AdditionalDetails	VARCHAR	2000	TextBox	Yes	No	Enter the additional details
14	Document	BYTE	-	DocType	Yes	No	If any applicable attach documents
15	MovementHistory	COMPLEXTOMANY	-	Grid	Yes	Yes	To track the movement history
15.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
15.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
15.3	UserName	VARCHAR	36	TextBox	No	No	Auto filled field
15.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
15.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
16	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
17	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the commnts.

15.2.3.Roles

Activity Name	Role
Loan Repayment Initiation	TBA

15.3. Loan Repayment Approval

15.3.1.Functional Requirement

Activity Name	Functional Requirement
Loan Repayment Approval	<ul style="list-style-type: none"> The Council Member (TBA) will noted and review the Initiation process and make a move to complete.

- In case of any correction make move to initiation.

15.3.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Constituency	VARCHAR	36	ComboBox	No	No	User Selection
2	Year	VARCHAR	36	ComboBox	No	No	User Selection
3	ComponentCode	VARCHAR	36	TextBox	No	No	Auto loaded
4	TypeOfDisburse	VARCHAR	36	ComboBox	No	No	User Selection
5	GetProjectDetails	OTHERS	-	ActionButton	No	No	Click the lookup button
6	ProjectId	VARCHAR	36	ComboBox	No	No	Auto loaded
7	ProjectName	VARCHAR	36	ComboBox	No	No	Auto loaded
8	Component	VARCHAR	36	ComboBox	No	No	Auto loaded
9	DisbursedDate	VARCHAR	36	TextBox	No	No	Auto loaded
10	PaymentMethod	VARCHAR	36	ComboBox	No	No	User Selection
11	RepaymentAmount	DECIMAL	(36,3)	NumericTextBox	No	No	Enter the Repayment Amount
12	BalanceAmount	DECIMAL	(36,3)	NumericTextBox	No	No	Total Balance will auto calculated
13	AdditionalDetails	VARCHAR	2000	TextBox	No	No	Enter the additional details
14	Document	BYTE	-	DocType	No	No	If any applicable attach documents
15	MovementHistory	COMPLEXTOMANY	-	Grid	No	No	To track the movement history
15.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
15.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
15.3	UserName	VARCHAR	36	TextBox	No	No	Auto filled field
15.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
15.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
16	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
17	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the commnts.

15.3.3.Roles

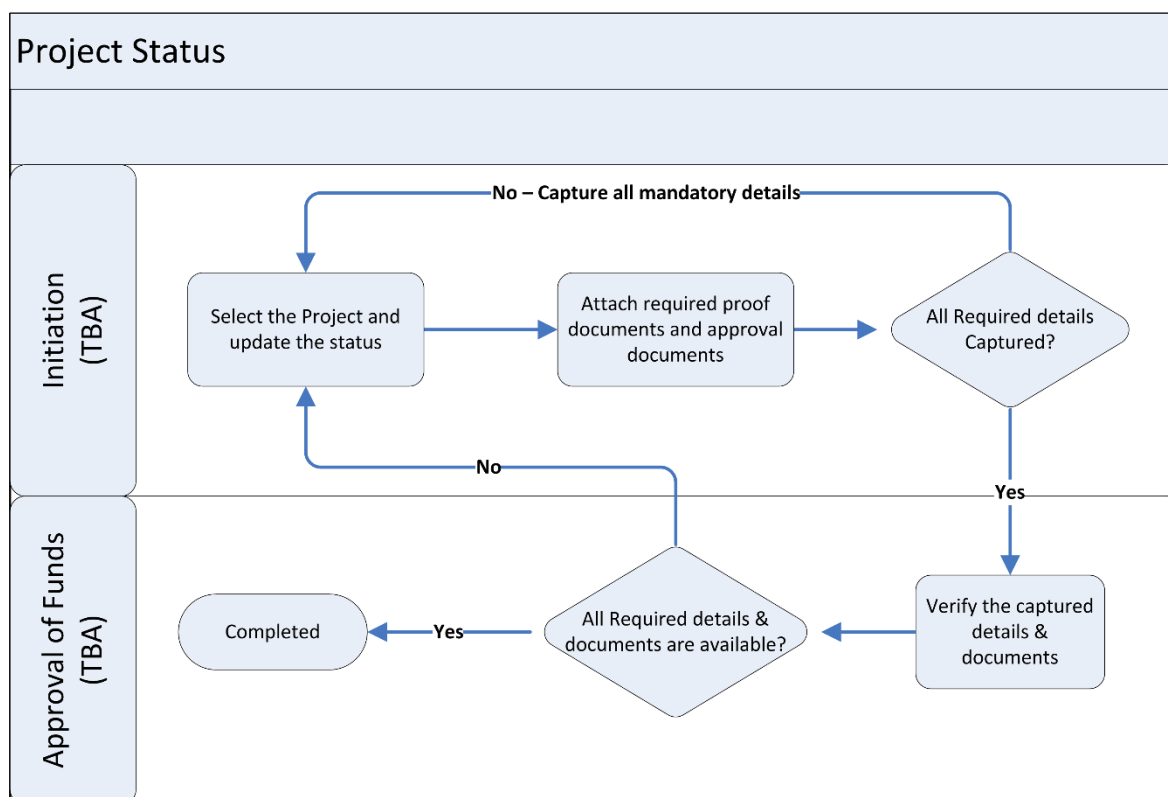
Activity Name	Role
Loan Repayment Approval	TBA

15.4. Reports

S. No	Report	Filter	Fields
1	Repayment summary	Year , Constituency, Component Code	Repayment details

16. Project Status

16.1. Process Flow



16.2. Status Update Initiation

16.2.1.Functional requirements

Activity Name	Functional Requirement
Status Update Initiation	<ul style="list-style-type: none"> While user login Constituency will be loaded automatically. User will select the Component code and Year. Based on the constituency, component code and year the project type, project category will be shown.

	<ul style="list-style-type: none"> Against the each Project Category Id, status of the project will be shown along with PCID, Status, Status Id, Date of change, Movement, Any other details, attach document if any applicable. Based on the PCID the movement of the project will be shown in the tab.
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16.2.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Constituency	VARCHAR	36	TextBox	No	Yes	Based on the User login it will be loaded
2	Year	VARCHAR	36	ComboBox	Yes	Yes	User Selection
3	ComponentCode	VARCHAR	36	ComboBox	Yes	Yes	User Selection
4	ProjectType	VARCHAR	36	TextBox	No	Yes	Auto loaded
5	ProjectCategory	VARCHAR	36	TextBox	No	Yes	Auto loaded
6	GetProjectstatus	COMPLEXTONE		SubForm	Yes	Yes	Auto loaded
7	PCID	VARCHAR	36	TextBox	No	Yes	Auto loaded
8	Status	VARCHAR	36	TextBox	No	Yes	Auto loaded
9	StatusId	VARCHAR	36	TextBox	No	Yes	Auto loaded
10	DateofChange	DATETIME	36	DateTimePicker	Yes	Yes	User Selection
11	Movement	VARCHAR	36	ComboBox	Yes	Yes	User Selection
12	Anyotherdetails	VARCHAR	250	TextBox	No	Yes	Enter any other details here
13	Document	BYTE	-	DocType	Yes	No	Attach document if any applicable
14	Movement_PCID	VARCHAR	36	TextBox	No	No	Auto loaded
15	Movement_Sts	VARCHAR	36	TextBox	No	No	Auto loaded
16	Movement_Date	VARCHAR	36	TextBox	No	No	Auto loaded
17	Movement_UserName	VARCHAR	36	TextBox	No	No	Auto loaded
18	MovementHistory	COMPLEXTOMANY		Grid	Yes	Yes	To track the movement history
18.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
18.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field
18.3	USerName	VARCHAR	36	TextBox	No	No	Auto filled field
18.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
18.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
19	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
20	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the commnts.

16.2.3.Roles

Activity Name	Role
Status Update Initiation	TBA

16.3. Status Update Approval

16.3.1.Functional Requirement

Activity Name	Functional Requirement
Status Update Approval	<ul style="list-style-type: none"> The Council Member (TBA) will noted and review the Initiation process and make a move to complete. In case of any correction make move to initiation.

16.3.2.Data Elements

#	Element Name	Data Type	Length / Format	Control Type	Is Editable	Is Mandatory	Detail
1	Constituency	VARCHAR	36	TextBox	No	No	Based on the User login it will be loaded
2	Year	VARCHAR	36	ComboBox	No	No	User Selection
3	ComponentCode	VARCHAR	36	ComboBox	No	No	User Selection
4	ProjectType	VARCHAR	36	TextBox	No	No	Auto loaded
5	ProjectCategory	VARCHAR	36	TextBox	No	No	Auto loaded
6	GetProjectstatus	COMPLEXTONE		SubForm	No	No	Auto loaded
7	PCID	VARCHAR	36	TextBox	No	No	Auto loaded
8	Status	VARCHAR	36	TextBox	No	No	Auto loaded
9	StatusId	VARCHAR	36	TextBox	No	No	Auto loaded
10	DateofChange	DATETIME	36	DateTimePicker	No	No	User Selection
11	Movement	VARCHAR	36	ComboBox	No	No	User Selection
12	Anyotherdetails	VARCHAR	250	TextBox	No	No	Enter any other details here
13	Document	BYTE	-	DocType	No	No	Attach document if any applicable
14	Movement_PCID	VARCHAR	36	TextBox	No	No	Auto loaded
15	Movement_Sts	VARCHAR	36	TextBox	No	No	Auto loaded
16	Movement_Date	VARCHAR	36	TextBox	No	No	Auto loaded
17	Movement_UserName	VARCHAR	36	TextBox	No	No	Auto loaded
18	MovementHistory	COMPLEXTOMANY		Grid	No	No	To track the movement history
18.1	Gr_ActivityName	VARCHAR	36	TextBox	No	No	Auto filled field
18.2	Gr_RoleName	VARCHAR	36	TextBox	No	No	Auto filled field

18.3	USerName	VARCHAR	36	TextBox	No	No	Auto filled field
18.4	Gr_CompletedTime	DATETIME		DateTimePicker	No	No	Auto filled field
18.5	Gr_Remarks	VARCHAR	36	TextBox	No	No	Auto filled field
19	Moveto	VARCHAR	36	ComboBox	Yes	Yes	User Selection
20	Comments	VARCHAR	36	TextBox	Yes	Yes	User enter the commnts.

16.3.3.Roles

Activity Name	Role
Status Update Approval	TBA

16.4. Reports

S. No	Report	Filter	Fields
1	Project Status Summary	Year , Constituency, Component Code	Project Status details