# Part II

# B-type Loan: Formulation & Implementation

# B-type Loan Formulation Implementation

# Procedure

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Process  Number | Process  Name | Existing Six System Elements | | | | | |
| Human | Non Computing Hardware | Computing Hardware | Software | Database | Comm.  Network |
| 25.1 | Preparing Eligible Application List | Officer in Charge [Request PD for application, Verify application, discuss with SREDA PIU Secretariat to validate eligibility] | Documents,  Paper,  Pen,  Printer,  Forms,  Applications |  | MIS |  | Telephone |
| 25.2 | Participating  Distributor(PD)  Selection  And  Appointment | PIU Secretariat [Formulate committee, consult with PD,  Handle application, Check applications for eligibility] | Documents,  Paper,  Pen,  Printer,  Forms,  Applications |  | MIS |  | Telephone |
| 26.1 | Approving a PD for APO | Officer in Charge [Request payment, Consult with Manager and PIU Secretariat],  PIU Secretariat [Make decisions],  Manager [Engages in discussion] |  |  |  |  | Telephone |
| 26.2 | Advance Payment Procedure | Officer in charge [Request documents, Submit requests, Record transactions and application, Verify transaction,  Create repayment schedule, Register dates], Manager [Validate, Make decisions, Confirm, Discuss] | Documents [Annex 26, 29],  Paper,  Pen,  Printer,  Forms,  Applications |  | MIS |  | Telephone |
| 27 | Sales Record  Keeping | Officer in Charge [Instruct PD, Manage MIS,  Submit documents to IFI] | Documents,  Printer |  | MIS |  | Telephone |
| 28 | Loan  Disbursement  To PDs  (Reimbursement  option) | Officer in Charge [Instructing proponents, check and approve requests, communicate with PD, inform PD],  Manager [Browse approval list, discuss with officer, approve or disapprove] |  |  | MIS |  | Telephone |
| 29.1 | Adjustment  Against APO | Officer in charge |  |  | MIS |  |  |
| 29.2 | Repayment | Officer in charge [Confirm process is being conducted properly,  Record data,  Check repayment status and ask for early repayment if late,  Consult with manager if failing to follow guidelines continue],  Manager [Deny application for serious cases] |  |  | MIS |  | Telephone |