



Government Primary School Sub-Grant Implementation Manual

Bangladesh COVID-19 School Sector Response (CSSR) Project

**Directorate of Primary Education
Ministry of Primary and Mass Education**



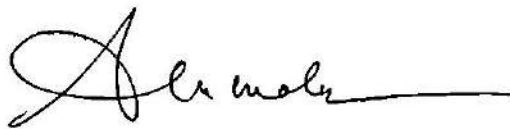
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Preface

The Bangladesh COVID-19 School Sector Response (CSSR) Project is an emergency response project funded by Global Partnership for Education (GPE) through World Bank. The Directorate of Primary Education is implementing the project under the Ministry of Primary and Mass Education (MoPME) and in partnership with the Directorate of Secondary and Higher Education (DSHE) under the Secondary and Higher Education Division of the Ministry of Education.

CSSR Project was designed to support safe reopening of schools by following school reopening plan during COVID-19 situation. The allocated funds for 'goods and services' will be disbursed as sub-grants to 20,000 Government Primary Schools (GPS) through the Upazila/Thana Education Offices based on this School Sub-Grant Implementation Manual. This fund will be spent for school health activities. I am really happy that the CSSR Project and World Bank team has jointly prepared this School Sub-Grant Implementation Manual to guide the Project Implementation Unit (PIU), schools, field level offices and other related stakeholders.

I hope this manual will play a vital role in implementation of the school sub-grant to be used for safe school re-opening and to support all students to continue their education smoothly.



Alamgir Mohammed Monsurul Alam
Director General (Grade-1)
Directorate of Primary Education

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1. Introduction

1.1 The manual outlines the financial procedures to be followed by the Project Implementation Unit (PIU), Upazila/Thana Education Offices and recipients of sub-grant during the following stages of the implementation and the completion of the project. The manual aims to describe in details the necessary steps to be undertaken by the relevant project staff (CSSR PIU), the Financial Management Specialist (FMS) in particular, Upazila/Thana Education Officer and school authority when undertaking actions related to (i) planning and budgeting, (ii) accounting, (iii) record management, (iv) internal controls, (v) flow of funds, (vi) withdrawal of financing proceeds, (vii) processing of payments, (viii) financial reporting, (ix) audit arrangements, (x) social and environmental safeguard compliances, (xi) supervision by World Bank, and (xii) sub-grant completion and closure.

1.2 It is to be read together with the Project Implementation Manual and the Procurement Manual. It is also important to note that this manual references the following World Bank key documents: Grant Agreement, World Bank Guidelines on Project Audits, and the Disbursement Letter. As appropriate, these documents have been referred to in the School Sub Grant Implementation Manual.

1.3 The Sub Grant Implementation Manual has been approved by the Director-General (DG), DPE (Directorate of Primary Education) after being reviewed by World Bank. The PIU will require to seek World Bank's clearance for future amendments and revisions.

2. The objective of the Sub-Grant


2.1 The COVID-19 pandemic is causing profound socioeconomic disruptions to almost every country worldwide. The imposed 'physical distancing' required to arrest its spread has brought economies in many regions to a standstill, while health systems struggle to cope with the dramatic increase in demand. The COVID-19 pandemic and its impact will deteriorate the situation and deepen the learning crisis of Bangladesh. The Government of Bangladesh (GOB) has taken some quick initiatives to ensure that learning continues during school closures. The COVID-19 Response and Recovery Plan for Education was developed under the MoPME and MoE and in consultation with the Local Education Group (LEG).

2.2 The World Bank was selected as the grant agent for the GPE COVID-19 Trust Fund (TF071827) by the Government of Bangladesh (GOB) and Local Education Group (LEG) on May 6, 2020.

2.3 The objectives of the project are to strengthen the primary school system's institutional capacity to respond to, and recover from, the COVID-19, which will result in:

- a) Schools are re-opened safely, and school health protocols are in place;
- b) Maximum re-enrollment at pre-primary and primary levels;


Muhammad Fazi Elahi
Program Officer (Add. Charge)
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dr. Md. Nurul Amin Chowdhury
Deputy Director (Plan & Dev.)
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dilip Kumar Banik
Project Director
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216

- c) Student learning loss assessment;
- d) Teachers' professional development program; and
- e) Support mental health and well-being of students and teachers

3. Scope of the Sub-Grant

3.1 The project was extended with a revised closing date to Dec 31st, 2022. The project interventions will be implemented through three key components to achieve the Project Development Objectives(PDO). The scope of the sub-grant will cover the Supporting Education Systems Recovery under Component 2, Sub-component 2.1. The sub-grants cover only around 20,000 government primary schools under the Directorate of Primary Education management under the MoPME.

4. Role of PIU

4.1 The project will be implemented within the Grant Agreement and Amendment, Project Appraisal Document (PAD), and the Technical Assistance Project Proposal (TAPP).

4.2 The Project Director(PD) is responsible for the overall coordination of the sub-grant scheme, including:

- Strategic coordination with co-applicant and sub-grantees;
- Coordination, guidance, and management of project staff;
- Assuring donor and compliance on all fiduciary and safeguard matters as laid out in the Grant Agreement and subsequent Amendment;
- Supervising/authorizing the transfer of funds and authorizing budget variations;
- Supervising monitoring plan and activities and ensuring regular reporting is submitted to WB;
- Assure achievement of expected results and objectives;
- Conflict resolution; and
- Ensure project activities meet environmental and social compliance;

5. Role of Deputy Director (DD) at Division level

- DD will supervise the program activities of the project for smooth running and effective implementation;
- Guide project activities to meet environmental and social compliance;


Muhammad Fazio Elahi
 Program Officer (Add Charge)
 COVID-19 School Sector Response (CSSR) Project
 Directorate of Primary Education
 Mirpur-2, Dhaka-1216


Dr. Md. Nurul Amin Chowdhury
 Deputy Director (Plan & Dev)
 Directorate of Primary Education
 Mirpur-2, Dhaka-1216


Dilip Kumar Barak
 Project Director
 COVID-19 School Sector Response (CSSR) Project
 Directorate of Primary Education
 Mirpur -2, Dhaka-1216

6. Role of the District Primary Education Officer, DPEO at District Level.

- DPEO will supervise the program activities of the project for smooth running and implementation effectively;
- DPEO will forward the reports to PD with comments within 7 (Seven) days of getting the report from UEO/TEO; and
- Ensure project activities are implemented to meet environmental and social compliance;

7. Role of Upazila/Thana Education Officer (UEO/ TEO)

7.1 The Upazila Education Officer is responsible for the operational aspects of the sub-grant scheme, including: -

- Opening an operating account at Upazila/Thana in the name of the project;
- Operational coordination with grant-supported schools;
- Ensuring understanding of the School Sub-Grant Implementation Manual;
- Preparation of work plan agreements with grant-supported schools;
- Transfer fund to the school authority through banks within (seven) working days of getting from PIU;
- Implementation of the monitoring plan, which includes monitoring missions and mission's reports;
- Collect the expenditure reports from the schools along with evidences in support of expenditure;
- Consolidate the expenditure report and submit it to PD for necessary actions;
- Quality check for sub-grantees' spending;
- UEO/TEO will provide a consolidated fund utilization report within 15 days of getting the report from SMC to PD through DPEO;
- Vouchers will be preserved at upazila level with a copy in the concerned school for audit purpose; and
- Ensure that activities are carried out to meet environmental and social compliance.

8. Role of Assistant Upazila/Thana Education Officer (AUEO/ATEO)

- The AUEO/ATEO will monitor and ensure proper implementation of the Program;
- Act as a support focal for grant-recipient schools on any queries related to the understanding of the Sub-Grant Implementation Manual; and
- Ensure that activities are carried out to meet environmental and social compliance.


Muhammad Fazole Elahi
Program Officer (Add. Charge)
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dr. Md. Nurul Amin Chowdhury
Deputy Director (Plan & Dev.)
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dilip Kumar Banik
Project Director
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216

9. Role of School Management Committee

9.1 Each school will maintain one set of accounting records for the sub-grant and shall separately identify the receipts and disbursements for each sub-grant from the school bank account. The school bank account(s) will be operated by designated school personnel, who notify the UEO. Joint signatories should operate the Bank account. One is the Chairman of the School Management Committee (SMC) other one is the Headteacher of the school. The school management shall isolate and trace every sub-grant amount from receipt to expenditure and have appropriate supporting documentation for each transaction on file. The School Management Committee is responsible for the overall supervision of the financial aspects of the sub-grant scheme, including:


- Purchase of materials.(Any payment against a purchase shall be made only after duly approved by the School Management Committee);
- Supervise the implementation and management of the project activities
- Checks on sub-grantees financial documentation (Examples of documentation includes but is not limited to the following: Vendor Invoices, Bills, Purchase Orders, Payment Vouchers, Bank Statements, and Reconciliations) Documentation to be verified to ensure that only eligible expenditures were done, and Cash receipt logs are verified to ensure all funds received and the actual date of receipt.
- Fund utilization report will be send to UEO/TEO within one month through AUEO/ATEO.
- Vouchers will be prepared for Audit purposes and office Records.
- A set of vouchers will be sent to UEO/TEO office.
- Carryout project work to meet and report on the environment and social (ES) compliance.

10. Role of Environmental and Social (ES) Safeguard

10.1 A number of environmental and social (ES) documents have been prepared for the project to assess and manage ES-related risks and impacts.

10.2 Environmental and Social (ES) Safeguard Documents: The Environmental and Social Management Framework (ESMF) describes the policy and guidance for preparing various sub project-specific ES impact assessment and management plans. The Stakeholder Engagement Plan (SEP) illustrates how to consult with stakeholders at all stages of the project cycle, including a grievance redress mechanism. The Labor-Management Procedure (LMP) describes labor-related issues, including labor grievances. The Small Ethnic Community Development Framework (SECDF) directs how to consult with ethnic communities to ensure their participation in the project and safeguard their interest.


Muhammad Faez Elahi
Program Officer (Add. Charge)
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dr. Md. Nurul Amin Chowdhury
Deputy Director (Plan & Dev.)
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dilip Kumar Banik
Project Director
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216

10.3 ES risk Management and Environmental and Social Code of Practice (ESCoPs): Environmental and social impacts are not expected to be significant for the proposed activities.

- a. A set of ESCoPs will be prepared by the PIU considering the ES risks and provisions of SEP, LMP, and SECDF and sent to the schools.
- b. Orientation training would be provided on ES risks management and use of ESCoPs by the PIU to the DPEO/UEOs covering Upazila/Thana that receive the grant.
- c. The planned activities would be carried out following the ESCoPs.
- d. PIUES specialist or assigned third party monitoring firm will monitor the compliance on a sample basis and provide a monitoring report to be shared with the WB during implementation.

Orientation: An orientation on the ES-related activities will be provided to selected representatives of the DPEO/UPEOs and the SMCs jointly by the CSSR PIU and WB ES team by April 23, 2022.

11. Selection of 20,000 GPSs schools for Sub-Grants under GPE

The 20,000 GPSs have been selected for the following schools:

- I. 13,296 government primary schools from 118 upazila of remote areas have been selected. All schools in these remote Upazilas have been included.
- II. 6,704 schools from 221 Upazila/Thana of comparatively disadvantaged areas of the country. Around 20% of the total number of schools of this Upazila/Thana has been included.

12. Timeline for implementation

12.1 Sub-grant Implementation Period means the period during which the sub-grant is to be carried out, beginning on the date of entry into force of the Agreement and ending on the Project Completion Date. Sub-grant will be disbursed in two Installments. 1st Installment will be disbursed from January to June 2022, and the 2nd Installment will be disbursed from July to December 2022. The project's revised completion date is Dec 31st, 2022.

13. Eligible expenditures

13.1 The Financing under sub-grant shall be used exclusively to finance expenditures meeting each of the following eligibility requirements:

- a. The expenditure shall meet the reasonable cost of goods required for the Project and be covered by the relevant approved list as per the work plan under sub-grant and procured in conformity with the Fund's Procurement Guidelines.
- b. The expenditure shall be incurred during the Project Implementation Period.


Muhammad Fazole Elahi
Program Officer (Add. Charge)
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dr. Md. Nurul Amin Chowdhury
Deputy Director (Plan & Dev.)
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dilip Kumar Banik⁸
Project Director
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216

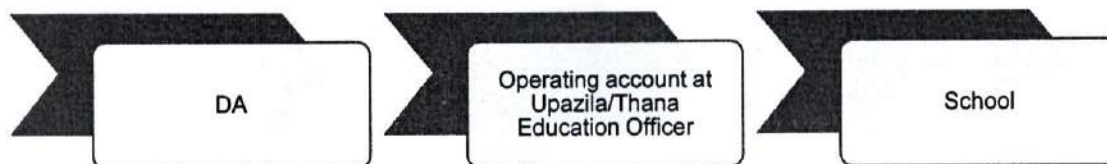
- c. A government primary school shall incur the expenditure under DPE.

14. Ineligible expenditure

14.1 Ineligible expenditure is a cost that is:

- Not allocable or beneficial to the Sub-grant, either directly or indirectly
- Lacking the necessary documentation required by statute or regulation.
- Not authorized under the grant agreement: or not allowable under the specific statute, regulation, or policy

15. Fund disbursement procedure





15.1 From CSSR to Upazila/ Thana operational Account: Under the cash advance method, the PIU will transfer the funds to the UEO/TEO. Each Upazila/Thana Education office will have a separate operational bank account for sub-grant, UEO/TEO will be the signatories. After opening the operating account, the CSSR PIU will determine the sub-grant allocation amount and will disburse the fund to the Upazila offices.

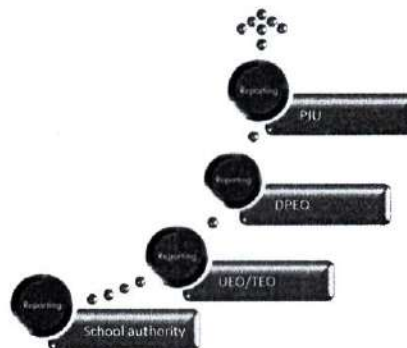
15.2 From operational Account to school management: The fund will be disbursed to the selected school in advance to their active bank account. The active account should be maintained so that each fund transfer and disbursement will be separately identified. They can use the existing bank account for receiving funds under the sub-grant. The bank account(s) will be operated by designated persons (HT & SMC Chairman) of the grant-recipient school, who will duly notify the UEO/TEO and the PIU of CSSR.

16. Reporting Procedure


Muhammad Fazel Elahi
Program Officer (Add'l Charge)
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Nurul Amin Chowdhury
Deputy Director (Plan & Dev.)
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dilip Kumar Banik
Project Director
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216



16.1 From School to UEO/TEO: Under the cash advance method, the school authority must report its sub-grant utilization report (Expenditure report; SoE) with supporting documentation. The Reporting Worksheet shall be filed once each calendar month and submitted to UEO.(please refer to Annex 1 Template b).

16.2 From Upazila/Thana Education Officer/ Thana Education Officer to District Primary Education Officer (DPEO): After receiving the report from the school authority, the Assistant Upazila/Thana Education Officer (AUEO/ATEO) should review all the supporting documents. After UEO approves the consolidated fund receipt, expenditure report, budget variance report must be arranged. The consolidated report should be submitted to the PIU through DPEO (please refer to Annex 1 Template c). At the end of the Sub-grant period, unused funds should be returned to PIU.

16.3 From DPEO to PIU: DPEO will be responsible for reporting to PIU by coordinating with the UEO/TEO's.

16.4 From PIU to World Bank: Accounting and financial reporting of the project will be prepared using the BACS. It would be maintained in iBAS++, it will be technically ready with users' access for this project for accounting and financial reporting. The DPE will prepare an interim unaudited financial report (IUFR) from iBAS++, in the format agreed with the World Bank, every quarter and submit it to the World Bank for its review and clearance within 45 days from the end of each quarter.

17. Approval Process of Sub-Grant Utilization Report

17.1 The concerned Upazila/Thana Education Officer will submit all relevant documents to PIU for advance adjustment. To ensure timely adjustment and settlement, project FMS will analyze and monitor the UEO/TEO on a monthly basis and notify the respective UEO for adjustment and settlement after exceeding three months. PIU or any officers on behalf of PIU will monitor the

Muhammad Fazle Elahi
Program Officer (Add'l Charge)
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216

Dr. Md. Nurul Amin Chowdhury
Deputy Director (Plan & Dev.)
Directorate of Primary Education
Mirpur-2, Dhaka-1216

Dilip Kumar Banik
Project Director
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216

compliance of advance payment against this policy and procedure and related adjustment/settlement on a monthly basis. After receiving the report, the project FMS will review the utilization report and submit it for approval of the PD.

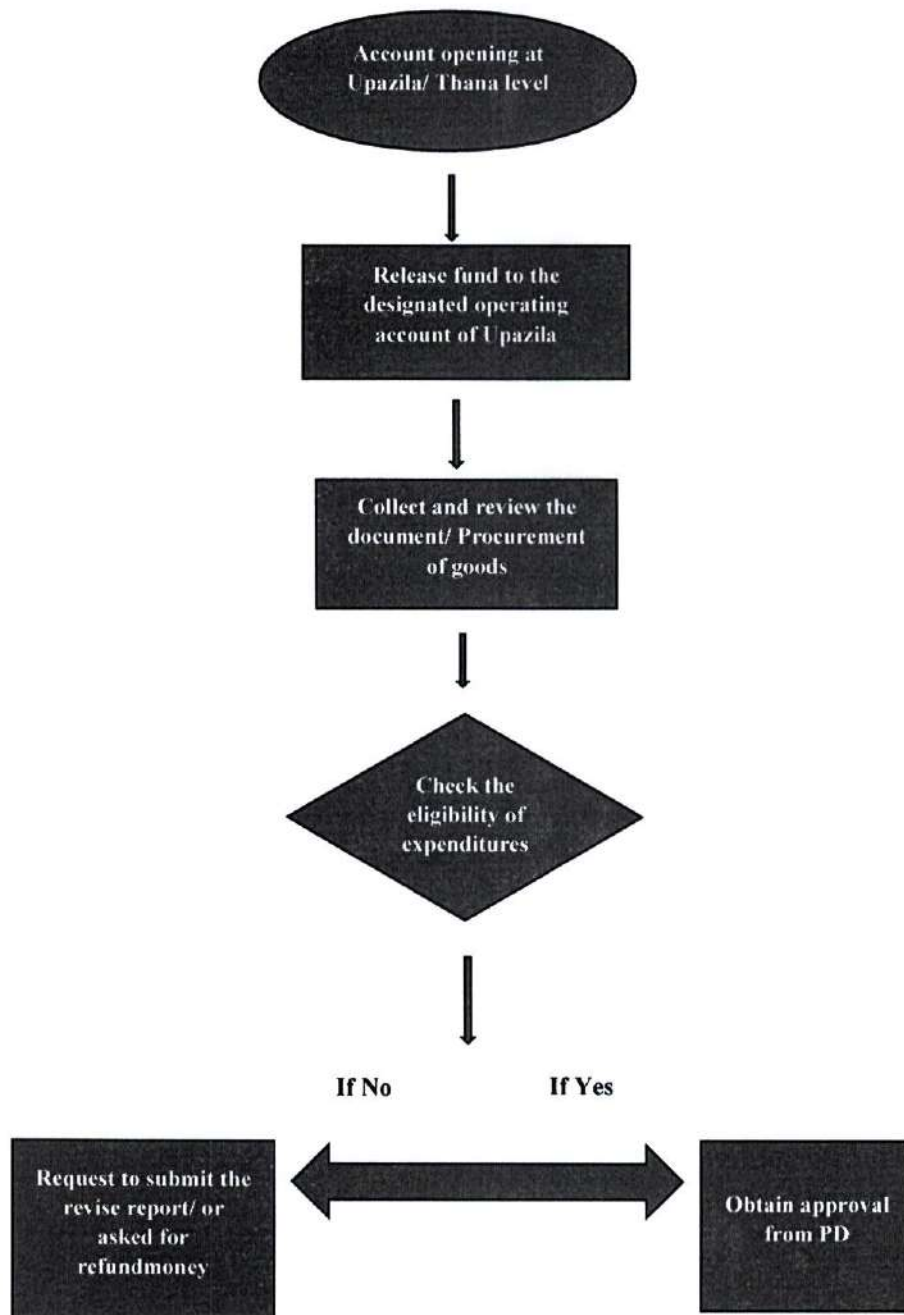



Figure: Sub-Grant Fund Flow, Monitoring and Reporting Arrangements


Muhammad Faez Elahi
Program Officer (Addl. Charge)
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dr. Md. Nurul Amin Chowdhury
Deputy Director (Plan & Dev.)
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dilip Kumar Banik 11
Project Director
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur -2, Dhaka-1216

18. Refund Procedure for unspent / undistributed fund / ineligible expenditure

18.1 Upazila/ ThanaOperational Account to Designated Account of PIU.

- If the PIU determines that any amount withdrawn from the Sub-grant Accounts was used to finance an expenditure other than an Eligible Expenditure, then the PIU office shall promptly ask for a refund of such amount from UEO.
- At the end of the sub grant period, unused funds shall be returned to PIU.

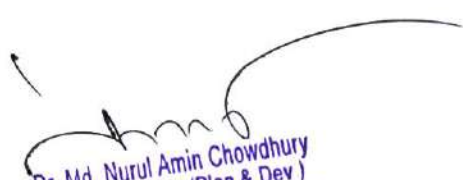
18.2 School Bank Account to Upazila/ ThanaOperational Account


- At the end of the sub grant period, unused funds shall be returned to UEO.
- If the UEO determines that any amount is withdrawn from the sub-Grant Accounts was used to finance expenditure other than an Eligible Expenditure or will not be needed after that to finance Eligible Expenditures, the Upazila education office shall promptly refund such amount to the Fund upon instruction by the UEO.

19. Audit procedure

20.1 The PMU or PIU FM staff, M& E officer, and the Internal Audit Unit (IAU) will conduct periodic visits to the UEOs to perform spot verifications to the SoE's submitted by UEO to confirm with Books of Accounts, compliance, and cost-efficiency and guarantee the quality of the financial reporting, verify the eligibility of expenditure incurred by each SMC. UEO shall enable and extend cooperation to representatives of PIU and designated officials.


Muhammad Fazio Elahi
Program Officer (Adult Change)
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dr. Md. Nurul Amin Chowdhury
Deputy Director (Plan & Dev)
Directorate of Primary Education
Mirpur-2, Dhaka-1216


Dilip Kumar Banik
Project Director
COVID-19 School Sector Response (CSSR) Project
Directorate of Primary Education
Mirpur -2, Dhaka-1216

a. Template for Fund requisitions and Sub-Grant distribution plan

Fund Requisition/ Distribution format

Name of Upazila/Thana

Grant Amount: BDT

APPLICANT INFORMATION

Address:

Postal Code:

Primary Contact Person:

Email

Bank Account Name:

Bank Account Number

BUDGET INFORMATION

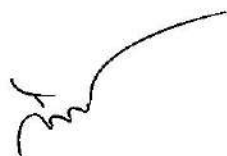
Provide all estimated expenses for project

Name of school	Description	Budget	Amount
X school		XXX	
Y school		XXX	
Total		XXXX	

Initiated by

Reviewed By

Approved BY


b. Simplified Template for Budget and expenditure report for School


Name of School:	Name of Upazila
Name of project: Bangladesh COVID-19 School Sector Response (CSSR) Project	Approved
Budget:	
Available budget:	

Particulars	Actual			Planned			Variance		
	Rate	QTY	Total cost	Rate	QTY/unit	Total cost	Rate	QTY	Total cost
Cleaner			-	1000	6	6,000	-	-	-
Floor Cleaning Solution / Chemical				250	24	6,000			
Long Handled Broom / Mop for Floor Cleaning				200	2	400			
Broom (Coconut Leaf Spine / Wild Grass Bloom) [Sholar Jharu / Phuler Jharu]				75	2	150			
Soap (bar / cake / ball) for Washing Hand				50	20	1,000			
Liquid Hand wash				100	30	3000			
Hand sanitizer				100	16	1600			
Face Mask (Made of cloth)				20	360	7,200			
Bucket and Mug				240	1	240			
First Aid box with health kits				1600	1	1600			
Bleaching Powder				400	1	400			
Hand Towel				100	4	400			
Floor MAT				150	2	300			
Extra one-time mask				3	100	300			
Miscellaneous					150	150			

Note: Items in this table constitute the 'eligible expenditure' list under the sub-grant


Muhammad Fazio Elahi
 Program Officer (Add. Charge)
 COVID-19 School Sector Response (CSSR) Project
 Directorate of Primary Education
 Mirpur-2, Dhaka-1216


Dr. Md. Nurul Amin Chowdhury
 Deputy Director (Plan & Dev)
 Directorate of Primary Education
 Mirpur-2, Dhaka-1216


Dilip Kumar Banik
 Project Director
 COVID-19 School Sector Response (CSSR) Project
 Directorate of Primary Education
 Mirpur -2, Dhaka-1216

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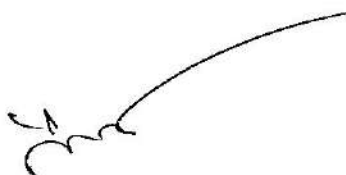
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Note:

1. Schools must purchase from within the items that appear in the list, which are considered as the eligible expenditure item list
2. Schools must remain within the "Total Indicative Cost / Budget per School."
3. Schools may decide not to purchase one or more items on the list.
4. Schools may purchase items at quantities and rates that are different from those indicated, provided they satisfy the above conditions
5. Vat & Tax, if applicable, would be deducted and deposited to the government treasury through chalan as per government rules.

	Code No.	Rate
VAT	1-1133-0035-0311	7.50%
Income Tax (IT)	1-1141-0005-0111	3.00%



c. Template for UEO to submit consolidated report to CSSR

A. Consolidated Project Sources and Uses of Funds Bangladesh COVID-19 School Sector Response (CSSR) project

Particulars	Current quarter	Year Date	to	Cumulative to Date
Opening Cash Balance: (Designated Account)				
Funds Received from CSSR :				
Designated Account				
Total Receipt				
Less Fund disbursed to School authority				
X school				
Y school				
Z school				
Total disbursement				
Closing Balance:				
IDA Designated Account				
Other operational Bank Account				

Submitted by

Reviewed By

Approved By

d. Designated Account (DA) Reconciliation Statement

Bangladesh COVID-19 School Sector Response (GPE) Project

For the quarter ended2022

In Local Currency Unit (BDT)

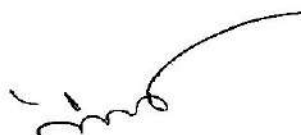
	Particulars	Amount	
	Closing DA Balance as at the end of the Reporting Period	XXXXXX	
Less:	Cheque issued but not presented	***	
	Closing Cash Book Balance as at the end of the Reporting Period	*****	

Submitted by

Reviewed By

Approved By

- Note: Bank statement should be attached in support of this.



e. Monthly Report of Direct Cash Purchase in Upazila

Name of upazila/Thana:

Number of schools:

Report for the month ended:

(Must be forwarded to the Project Office within the third week of the the month following the reporting month)

SL No.	Description of Item	Units	Purchased during the month		Cumulative to month-end	
			Quantity	Cost (BDT)	Quantity	Cost (BDT)
1	Cleaning Personnel	MM				
2	Floor Cleaning Solution / Chemical	Pcs				
3	Long Handled Broom / Mop for Floor Cleaning	Pcs				
4	Broom (Coconut Leaf Spine / Wild Grass Bloom) [SholarJharu / PhulerJharu]	Pcs				
5	Soap (bar / cake / ball) for Washing Hand	Pcs				
6	Soap (liquid) for Washing Hand	Pcs				
7	Hand Sanitizer	Pcs				
8	Face Mask (2 masks per student)	Pcs				
9	Bucket and Mug (PVC / Plastic)	Pcs				
10	Air Pressure Bottle for Spraying Disinfectant (upto 5 liters)	Pcs				
11	First Aid Box with Health Kit	Pcs				
12	Bleaching Powder	Pcs				
13	Hand Towel	Pcs				
14	Floor Mat (Paposh); plain without bristles	Pcs				
15	Extra One-time Mask	Pcs				
16	Miscellaneous	LS				
	Total Indicative Cost / Budget per School:		Total		Total	0.00

- 1) The Upazila/Thana Education Office certifies that cumulative purchases by each school remain within the indicative budget envelop.
Prescribed in the Sub-Grant Implementation Guidelines / Manual.

- 2) The Upazila/Thana Education Office certifies that the schools used Sub-grant funds to purchase only those items that appear in this list.
- 3) The Upazila/Thana Education Office certifies that it has verified, on a sample basis, that goods and services were purchased as reported by the school

Date

Authorized Officer
(signature and seal)



f. Template for zero balance/ Balance certificate from school

Date:

Upazila/Thana Education officer

XXXX

XXX

Sub: Balance Confirmation.

Dear Sir/Madam

This is to certify that the present balance of A/C No..... stands as zero as on

Yours Faithfully,

Mr.X

Head teacher of X school



g. Template for zero balance certificate from a Upazila/Thana operational bank account

<p>Date:</p> <p>The Project Director CSSR project XXX</p> <p>Sub: Balance Confirmation.</p> <p>Dear Sir/Madam</p> <p>This is to certify that the present balance of A/C No..... stands as zero as on</p> <p>Yours Faithfully,</p> <p>Mr.X Upazila Education Officer XXX Upazila</p>



Upazila or Thana:

District:

Project Name: Bangladesh COVID-19 School Sector Response Project

SL.No	Name of School	Brief Description of the Nature of Grant	Total Amount of Grant	Amount Transferred from Upazila Education Office (UEO) to School	Date of Transferred from UEO to School	Amount of Expenses incurred and paid by the school	Amount of unspent Grant & amount on hand with school	Remarks
Total								

Note: Please attach the Bank Statement of all Schools and the Bank Statement of UEO sub-grant.

Name and Signature:
Designation:
(Seal)