



If correspondence should be addressed to the PLGO

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In Reply please quote:

.....

REPUBLIC OF ZAMBIA  
**MINISTRY OF LOCAL GOVERNMENT AND  
RURAL DEVELOPMENT**

**OFFICE OF THE PROVINCIAL LOCAL GOVERNMENT OFFICER  
WESTERN PROVINCE  
P. O. BOX 910105  
MONGU**

15<sup>th</sup> May, 2025

The Council Secretary  
Nalolo Town Council  
P.O Box 920098  
**NALOLO**

**CONVEYANCE OF NOTIFICATION OF APPROVAL FOR SECONDARY BOARDING  
AND SKILLS DEVELOPMENT BURSARIES UNDER NALOLO CONSTITUENCY IN  
NALOLO LOCAL AUTHORITY**

Reference is made to your letter dated **7<sup>th</sup> May, 2025** in which you submitted a request for **Secondary Boarding and Skills Development Bursaries** under **Nalolo Constituency** for Approval in accordance with **Section 25 (1)** of the **Constituency Development Funds Act No. 1 of 2024**.

Be informed that your request has been approved in conformity with **Section 12 (a)** as read with **Section 25 (2)** of the **Constituency Development Fund Act No. 1 of 2024** as per attached Notification of Approval.

You are, therefore, advised to notify the **Constituency Development Fund Committee (CDFC)** on the approval.

Be guided accordingly.

Nixon Nkwapu  
**Provincial Local Government Officer  
WESTERN PROVINCE**



- Cc: The Hon. Minister of Local Government and Rural Development - **LUSAKA**  
Cc: The Hon. Provincial Minister – Western Province - **MONGU**  
Cc: Hon. Member of Parliament, Nalolo Constituency, National Assembly Office - **NALOLO**  
Cc: The Permanent Secretary (A), Ministry of Local Government and Rural Development- **LUSAKA**  
Cc: The Permanent Secretary (TS), Ministry of Local Government and Rural Development- **LUSAKA**  
Cc: The Permanent Secretary, Provincial Administration, Western Province - **MONGU**

MLGRD/WP/4/7/275

THE CONSTITUENCY DEVELOPMENT FUND ACT NO.1 of 2024

NOTIFICATION OF APPROVAL/REFUSAL OF CONSTITUENCY DEVELOPMENT FUND

To: The Council Secretary
.....
Nalolo Town Council
.....
P.O. BOX 920098
.....
NALOLO
.....

Your submission seeking approval of Secondary Boarding and Skills Development Bursaries under Nalolo Constituency in Nalolo District dated 7th May, 2025 and received on 14th May, 2025, herein, containing the following: -

Table with 3 columns: Item, No., Amount. (i) Secondary Boarding Bursary (2025) 107 K449,100.00 (ii) Skills Development Bursary (2025) 234 K5,698,682.00

has been Approved pursuant to Section 12 (a) and 25 (2) of the Constituency Development Fund Act No. 1 of 2024, subject to the following conditions:

- (i) All payments to recipients should be made only through the Banking System to the beneficiary accounts.
(ii) Ensure a monitoring and evaluation program is formulated for follow up to ensure timely decisions are made.
(iii) Submit quarterly projects implementation reports to the Ministry and share these with the Hon. Member of Parliament, Provincial Local Government Officer, beneficiaries and other stakeholders.
(iv) Expedite and increase sensitization on CDF to ensure increased up take of the fund

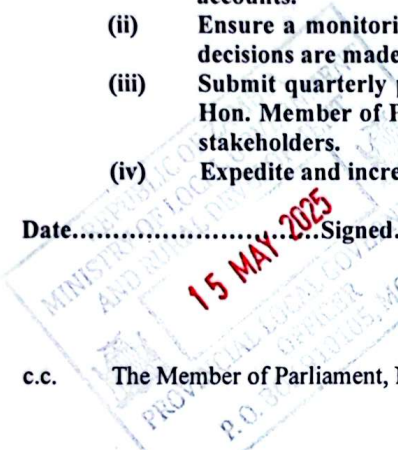
Date..... Signed.....

NIXON NKWAPU
PROVINCIAL LOCAL GOVERNMENT OFFICER
WESTERN PROVINCE

c.c. The Member of Parliament, Nalolo Constituency, National Assembly Office – Nalolo

KEY REFERENCE

- 1. In the case of variations to the projects, Authority must be sought from the Ministry in line with section 22 of the Constituency Development Fund Act No. 1 of 2024.
2. The local authority shall only disburse funds from the Constituency account based on projects approved by the Provincial Local Government Officer.
3. Collaborate with appropriate line Government departments and other stakeholders regarding the disbursement of the funds in line with section 24 (2) and 27 (1) of the CDF Act No. 1 of 2024.
4. All procurements shall be subject to the Public Procurement Act No. 8 of 2020.
5. Management and disbursement of funds shall be in subject to the Public Finance Management Act No. 1 of 2018



## CONSTITUENCY DEVELOPMENT FUND APPROVAL CHECKLIST

Date: 15<sup>th</sup> May, 2025

District: Nalolo

Constituency: Nalolo

Name of Officer: Namakando Silishebo

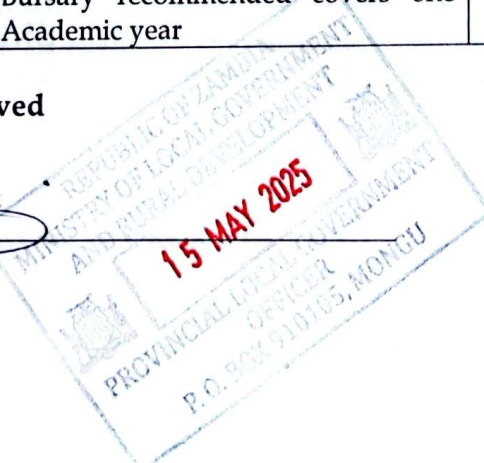
Checked by: NIXON NKWAPU

NO.	COMPONENT	CHECK LIST/ GUIDING PRINCIPLE	TICK	COMMENT
1.	<b>SECONDARY SCHOOL BURSARY (77 RETURNING PUPILS, 30 New Entrants)</b>	Conveyance letter signed by responsible officer	✓	Yes
2.		Minutes of the CDFC signed by chairperson and secretary and attached schedules or lists of learners signed on each page	✓	Yes
3.		Availability/ validity of quorum in attendance during the CDFC meeting	✓	Yes
4.		Do resolutions provide guidance to recommendation made?	✓	Yes
5.		Total of applicants or learners listed	✓	107
6.		Attached schedule should include:	✓	Indicated
		• Names of pupils	✓	Indicated
		• Grade	✓	Indicated
		• Date of birth or age	✓	Indicated
		• Ward of origin	✓	Indicated
	• Name of secondary school	✓	Indicated	
	• boarding attending (public or Grant Aided)	✓	Public	
	• Gender type,	✓	Indicated	
	• Guardians,	✓	Indicated	
	• Amount proposed for boarding fee	✓	K449,100.00	
7.		Number of applicants/learners recommended or proposed for bursary Established	✓	107
8.		No of applicant's rejected	✓	Nil
9.		Bursary recommended covers one Academic year	✓	Yes

**Recommendation: Approved**

Reason/s:

Signature: \_\_\_\_\_

## CONSTITUENCY DEVELOPMENT FUND APPROVAL CHECKLIST

Date: 15<sup>th</sup> May, 2025

District: Nalolo

Constituency: Nalolo

Name of Officer: Namakando Silishebo

Checked by: NIXON NKWAPU

NO.	COMPONENT	CHECK LIST/ GUIDING PRINCIPLE	TICK	COMMENT
1	SKILLS DEVELOPMENT BURSARY (6 RETURNING STUDENTS, 228 NEW ENTRANTS)	Conveyance letter signed by responsible officer	✓	Yes
2		Minutes of the CDFC signed by chairperson and secretary and attached schedules or lists of learners signed on each page	✓	Yes
3		Established quorum met by members during the CDFC meeting	✓	Yes
4		Resolutions provide guidance to recommendation made	✓	Yes
5		Total applicants	✓	234
6		Attached schedule should include:	✓	Indicated
		• Names of Student	✓	Indicated
		• Duration/ Year of study	✓	Indicated
		• Date of birth or age	✓	Indicated
		• Ward of origin	✓	Indicated
	• Name of Skills Training Institution attending (Public TEVETA Accredited)	✓	Indicated	
	• Gender type,	✓	Indicated	
	• Guardians,		Indicated	
	Amount proposed for skills development		K5,698,682.00	
7	Number of applicants/learners recommended or proposed for bursary listed	✓	234	
8	Number of rejected applications	✓	Nil	
9	Extent of sponsorship (tuition other expenses to be met by the learners)	✓	Yes	
10	Duration of training program	✓	Indicated	

**Recommendation: Approved**

Reason/s:

Signature: \_\_\_\_\_



15 MAY 2025

