**Project Entry Information**

**Basic Information:**

|  |  |
| --- | --- |
| Field Name | Input |
| Project Title(Name of a Project) |  |
| Budget status(put a tick mark top of appropriate one) | ADP/Non-ADP/ Off Budget |
| Project Objective | (Maximum 4/5 bullet points) |
| Main Activities | (Maximum 4/5 bullet points) |
| Ministry/Division |  |
| Lead Agency (if Applicable) |  |
| Company (if Applicable) |  |
| Sector |  |
| Sub-Sector (if any) |  |
| Funding-Category | (e. g. Loan, Grant, Loan+Grant) |
| Project Status(put a tick mark top of appropriate one) | Approved/unapproved |
| Project Type | Investment / Technical Assistance |
| Implementation Start Date(dd/mm/yyyy) | According to DPP/TPP |
| Implementation End Date(dd/mm/yyyy) | According to DPP/TPP |
| Actual Implementation Start Date(dd/mm/yyyy) | Actual Start date |
| Revision Status:(number of a revision. e. g. 1st revision, 2nd revision, etc) |  |
| Revised Completion Date (dd/mm/yyyy) |  |
| Total Project Cost(in BDT) |  |
| GoB (in BDT) |  |
| Project Aid(in BDT) |  |
| Self-Finance(in BDT) |  |
| Remarks (if any) |  |

**Agreement Information**

This form is used for project and Agreement tie up. When a project is tied up with single/multiple project, it will be added in this form.

|  |  |
| --- | --- |
| Field Name | Input |
| Nameof the Agreement |  |
| Development Partner |  |
| Agreement Currency  |  |
| Agreement Amount (Project Aid) |  |
| Equivalent USD |  |
| Equivalent BDT |  |
| Agreement No | Signed Agreement between DP and Government of Bangladesh(ERD) |
| Signing Date |  |
| Loan Effective Date |  |
| Closing Date |  |

**Sector Contribution**

This form is used when the project has some sector(more than one sector)wise allocation.

|  |  |
| --- | --- |
| Field Name | Input |
| Sector Name |  |
| Sub Sector Name |  |
| Percentage of Allocation (%) | If more than one sector/sub-sector |

**Location of the project**

If the project is implemented throughout country we will select countrywide "yes". Otherwise it will mention specific area for the project.

|  |  |
| --- | --- |
| Field Name | Input |
| (put a tick mark top of appropriate one) | Yes/No |
| Division Name (if the project is not a country wide project) |  |
| District Name(if the project is not a country wide project) |  |
| Upazila Name (if the project is not a country wide project) |  |
| Percentage of Allocation(%)(if the project is not a country wide project) | Division/District/Upazilla wise (if any) |

**Implementing Agency**

If the project has lead/implementing agency, we will be adding this information in this section.

|  |  |
| --- | --- |
| Field Name | Input |
| Ministry/ Division Name  |  |
| Agency Name |  |
| Total Project Aid for a particular Agency(in BDT)  | If more than one Implementing Agency |

**PD's Personal Information**

|  |  |
| --- | --- |
| Field Name | Input |
| Name |  |
| Designation |  |
| Contact Address |  |
| Telephone/Mobile No | Telephone Mobile |
| E-mail |  |
| Date of Joining as PD |  |

**Project Utilization Information**

During the implementation period of the project, expenses by the PD for the projects are recorded for reconciliation.

|  |  |
| --- | --- |
| Field Name | Input |
| Implementing Agency(If there is any more than one agency then agencywise utilization mentions. Otherwise skip this part). |   |
| Utilization Type | DPA/RPA/Advance |
| Utilization Date |  |
| Amount(in BDT) |  |
| Remarks  |  |

**Disbursement Request**

PD will submit a withdrawal application to the DP for disbursing the amount against an agreement. There might be some cases where a single withdrawal application will have multiple disbursement since the DP might decide to disburse the amount in multiple transaction.

|  |  |
| --- | --- |
| Field Name | Input |
| Project Code | MoF Code |
| Development Partner |  |
| Withdrawal Application No |  Each Application |
| Withdrawal Type | RPA/DPA/Advance |
| DP Transaction Reference Number | Each Transaction |
| Transaction Value Date(dd/mm/yyyy)(date of a particular disbursement) | Each Transaction |
| Transaction Amount | Each Transaction |
| Transaction Currency(Transaction currency may be agreement currency or different currency) |  |
| Agreement Currency |  |
| Amount in Agreement Currency |  |
| Exchange Rate In BDT(1 Transaction Currency=?? BDT) |  |
| Equivalent BDT |  |

* Please add additional sheet if necessary