



National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor
Junction of Haile Selassie Avenue & Uhuru Highway
P.O Box 46682-00100
Nairobi, Kenya
Tel: 020-2230019, 2230027, 2230032 | Cell: 0709894000
Email: info@cdf.go.ke | Website: www.ngcdf.go.ke

OUR REF: NG-CDF/BOARD CIRCULARS VOL II. (025)

13th August, 2020

All Fund Account Managers

RE: DOCUMENTATION OF CONSTITUENCY PROPERTIES

The National Government Constituencies Development Fund (NG-CDF) is established under the NG-CDF Act 2015 as amended in 2016, with an objective of addressing poverty and regional development imbalances by dedicating a minimum of 2.5% of the National Government share of annual revenue towards community driven development projects in every constituency. The Fund is managed by the NG-CDF Board which is headquartered at Nairobi.

The operations of the Fund at constituency level are coordinated by NG-CDF Committees which are in place in all the 290 constituencies. The NG-CDF Act 2015 (amended 2016), Section 34(1) provides for equal sharing of the Fund to constituencies to implement identified projects. The amount can be used for acquisition or rent of property under the administration vote or as a project subject to provision of Sections 25 (1) & (5) of the Act.

Section 36 (3) of the Act dictates that all fixed and movable assets, including equipment bought under the Act for use by the Constituency Committee shall be the property of the Board and shall be insured in the name of the Board.

Towards this the Board has embarked on an exercise to develop a detailed inventory of the properties held at constituencies starting with the offices, motor vehicles and motor bikes. You are therefore required to provide details as per the attached template. The submissions should be dully signed and submitted through cps@ngcdf.go.ke so as to reach the Board not later than **23rd October, 2020.**

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Regional coordinators are supposed to follow-up and ensure response and adherence to the set timelines.

Yours Faithfully,



YUSUF MBUNO
CHIEF EXECUTIVE OFFICER

Copy to:

Regional Coordinators
NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND

Encl.

PROPERTY DOCUMENTATION

Name of constituency

A. OFFICE

Indicate if NG-CDF office is rented, allocated space in a Government building, constructed on government land or constructed on land purchased by NG-CDFC and fill further details as appropriate

i. Rented Office

S.NO	Office location	Name of Landlord/lady	Rent (Annually in Kshs.)	Size (square feet)

ii. Office space allocated in a government building

S.N O	Office location	Name of government agency allocating the office	Rent/utility cost (Annually in Kshs.)	Indicate if there is a written agreement	Period of the allocation	Size (square feet)

iii. Offices constructed on government land

S.NO	Office location	Name of government land/area constructed	Indicate if there is a written agreement	Approximate area occupied by the office and compound in Ha.	Indicate if any encroachment or transfer

iv. Offices constructed on NG-CDF land

S.N O	Office location	Approximate Acreage of the land in Ha.	Title deed registered name	Title deed registration No.	Year of land acquisition	Indicate previous owner	Indicate if any encroachment or transfers

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B. MOTOR VEHICLES/BIKES

S. No	Type (Bus, pickup, Van, motor bike, grader, etc)	registration No.	Make e.g. Toyota, Yamaha	Year of manufacturing	Year of purchase	Capacity CC	Engine No.	Chassis No.	Mechanical Condition (working; Grounded; serviceable, unserviceable, Scrap, etc)	Insurance company	Insurance policy No.	Insurance expiry date	Name of car tracking company
1.													

Signed by

Name:

Designation:

Date:



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