

Standard Operating Manual for e-AWPB

An operating manual to guide planners in using the web-based Electronic Annual Work Plan and Budget Program



Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

The Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012 has been prepared by Ministry of Health and Population (MoHP), Government of Nepal. Financial assistance for the work was provided by NHSSP under the Technical Assistance to the MoHP.

Published by

Ministry of Health and Population

Ramshahpath, Kathmandu, Nepal

Tel +977-1-4262590

+977-1-4223580

+977-1-262862

Fax +977-1-4262896

www.moHP.gov.np

info@moHP.gov.np

Supported by

Nepal Health Sector Support Program

Ministry of Health and Population

Ramshahpath, Kathmandu, Nepal

Tel +977-1-4264250

+977-1-4262110

Fax: +977-1-4252562

www.nhssp.org.np

info@nhssp.org.np

Suggested Citation

Adhikari R, Adhikari P, Tiwari S, Thapa M, Paudel LR, Pandit S and Lievens T (2012). Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012. Ministry of Health and Population, Kathmandu

ACKNOWLEDGEMENT

The Ministry of Health and Population (MoHP) has taken several steps during the preparation and finalisation of this Electronic Work Plan and Budget (e-AWPB). We have realised the importance of reducing the work load and errors caused by paper work while preparing and finalising the annual work plan and budget (AWPB). MoHP used to invest huge time and effort while compiling the AWPB from all concerned authorities. With the introduction of this e-AWPB, MoHP can now compile its AWPB in a short time and with less effort. More importantly, we can now prepare and revise the AWPB more efficiently and with no errors. Over time, we have upgraded the e-AWPB to its current web-based format and planning officers travelling to the districts can contribute from the field. This e-AWPB can also help us to analyse the budget by different priority programs, the NHSP-2 results framework, and millennium development goals and has a provision for creating an indicative procurement plan. An e-AWPB also contributes in preparing district-wise allocations. With this provision, concerned departments, centers and divisions can save a large amount of time. Overall, we are very happy with the progress that has been made in preparing and upgrading this e-AWPB. We believe that other countries in the region can also benefit from our experience and we are happy to share our expertise.

Finally, we would like to offer our special thanks to Health Sector Reform Support Program (HSRSP) for providing technical support for preparing the first edition of e-AWPB. We are also thankful to firms, consultants and the MoHP team for their untiring work while preparing and enhancing this important task. We are thankful to EDPs and NHSSP for their continued support.

Dr. Padam Bahadur Chand

Chief

Policy Planning and International Cooperation Division (PPICD)



Government of Nepal
Ministry of Health & Population

Phone: 4.

262987
262590
262802
262706
262935
262862

Ref:

Ramshahpath, Kathmandu
Nepal

Date:

PREFACE

It is a great pleasure for me to introduce the *User Manual of electronic Annual Work Plan and Budget (eAWPB) 2012*. I believe that the development and implementation of eAWPB demonstrates MoHP's capacity in the planning and budgeting process.

The eAWPB is a simple bilingual, interactive web based application which facilitates the MoHP's annual work planning and budgeting process. Using eAWPB the concerned policy makers, managers and officials can now analyse the budget by programme, level and the targets. This also helps generate the annual analytical tables and figures. MoHP can also present the trends in budget allocations and expenditures. More importantly, this system also contributes in preparing the district level budget and preparation of periodic progress report of programmes. MoHP is considering eAWPB as one of the innovative approaches in health planning which requires frequent updates and changes. In this context, we welcome the valued technical inputs from concerned experts and institutions.

The special thanks go to the hard work of planning and IT officers at MoHP and DoHS. Their inputs in data entry and findings the errors were instrumental in developing and finalising this ambitious task. I would like to offer the special thanks to individual consultants, Young Mind Creation Pvt. Ltd. and Saipal Technology Pvt. Ltd. for their inputs in developing and upgrading the software. I appreciate the technical support from Nepal Health Sector Programme (NHSSP) while finalising this user manual. Last but not least, I would like to thank all the external development partners (EDPs) for their inputs while developing the eAWPB.


Dr. Praveen Mishra
Secretary

September 2012
Kathmandu

Table of Contents

Acknowledgement..... 3

List of Figures..... 7

List of Tables..... 9

Acronyms 10

Chapter 1: Before You Begin 11

 What is e-AWPB^{pro}?..... 11

 What are the System Requirements? 11

 Who are the Users of e-AWPB^{pro} ?..... 11

 Which language is used to operate e-AWPB^{pro}? 12

 How does e-AWPB function? 12

 Input..... 12

 Output..... 12

 What are the limitations of e-AWPB^{pro}? 12

 Summary 13

Chapter 2: Administrator Use of e-AWPB^{pro} 14

 Administration Login 15

 Getting started..... 15

 Login to the system..... 16

 Selecting the language..... 17

 Welcome Screen 17

 Operating e-AWPB^{pro} 17

 A. Program Module..... 18

 B. Cluster Module 24

 C. Line Item Module..... 25

 D. Source Module 26

 E. Support Type Module 27

 F. Master Table Module..... 27

 G. Annual Entry Module 32

 H. District Level Entry Module 37

 I. Data Entry Module..... 40

 J. Report Module 43

 K. Settings Module..... 50

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

L. Result Framework Indicator	51
M. Logout Module	57
Chapter 3: Manager USE of e-AWPB ^{Pro}	58
Manager Login	58
Getting started.....	58
Login to the system.....	58
Selecting the language.....	58
Welcome Screen	58
Operating e-AWPB ^{Pro}	59
Logout Module.....	60
Chapter 4: Assigning Codes	60
Determining the Cluster and Sub-cluster.....	60
Determining the Cluster	61
Determining the Sub-cluster.....	64
Standardised Activity Codes.....	64
Line Item	65
Budget Type.....	70
Gender	70
Poverty.....	71
Millennium Development Goals (MDGs).....	71
Procurement Budget	72
Research/Study and Piloting Program.....	72
Free Health Care	73
Sub-activity Related Codes.....	73
Source	73
Type of Support	73
Summary	73
Common Terminologies	74

LIST OF FIGURES

Figure 1: Outline of e-AWPB^{pro} 12

Figure 2: phpMyAdmin Page - Enter *db_eawpb* as database name in *Create Database* section 15

Figure 3: SQL Page 15

Figure 4: Login Page..... 16

Figure 5: Welcome Page..... 16

Figure 6: Main Menu Tabs..... 18

Figure 7: Program Menu Display 18

Figure 8: Program Sub-Menu 19

Figure 9: Add New Program 19

Figure 10: Edit Program 20

Figure 11: Delete Program 21

Figure 12: Program Type 21

Figure 13: Allocated Level 22

Figure 14: Department 22

Figure 15: MoHP Organogram..... 23

Figure 16: MoF Type..... 23

Figure 17: MoF Level 24

Figure 18: Cluster..... 24

Figure 19: Sub Cluster..... 25

Figure 20: Line Item..... 25

Figure 21: Line Item Type 26

Figure 22: Source 26

Figure 23: Source Type 27

Figure 24: Support Type 27

Figure 25: Activity Information..... 28

Figure 26: Gender Code (GTCode)..... 28

Figure 27: Poverty Code (PTCode)..... 29

Figure 28: Unit of Activity..... 29

Figure 29: Millennium Development Goal (MDG) Code 30

Figure 30: Research/Study and Piloting (RSCode)..... 30

Figure 31: Budget Type (BTCODE) 31

Figure 32: Free Health Code (FHCode) 31

Figure 33: Procurement Code (PCCODE)..... 32

Figure 34: Sub-Activity..... 33

Figure 35: Add Sub-Activity (Procurement)..... 33

Figure 36: Program User..... 34

Figure 37: View User Details..... 34

Figure 38: Reset Password 35

Figure 39: Program Manager..... 35

Figure 40: Line Item..... 36

Figure 41: Quarterly Expenditure 36

Figure 42: Fiscal Year 37

Figure 43: Expected output Format	37
Figure 44: Cost Center	38
Figure 45: Transfer activities	38
Figure 46: Filtered Activities	39
Figure 47: Transfer Activities	39
Figure 48: One Time Entry	40
Figure 49: Annual Entry	40
Figure 50: Import Sub-Activity Data	41
Figure 51: Export Sub-Activity Data	41
Figure 52: Program Report	42
Figure 53: List of Activities	42
Figure 54: Report Module	43
Figure 55: Annual Program Reports	44
Figure 56: District Level Report	44
Figure 57: Balance Report	45
Figure 58: Progress Report	45
Figure 59: Budget Analysis Report	45
Figure 60: Annual Analysis Report, Budget and Expenditure by Program	47
Figure 61: Trend Analysis	47
Figure 62: Activity Information Report	49
Figure 63: Generated Report	49
Figure 64: Print Report	50
Figure 65: Permission	50
Figure 66: Change Password	51
Figure 67: Result Framework (RF) Indicator	51
Figure 68: Indicator Setup	52
Figure 69: Change Password	60

LIST OF TABLES

Table 1: Activity Cluster and Sub-Cluster	64
Table 2: Line Item; Recurrent Expenditure; Consumption Expenses	65
Table 3: Line Item; Recurrent Expenditure; Office Operation and Service Expenses	66
Table 4: Line Item; Recurrent Expenditure; Grants and Subsidies	67
Table 5: Line Item; Recurrent Expenditure; Service and Production Expense	68
Table 6: Line Item; Recurrent Expenditure; Contingency Expenses.....	68
Table 7: Line Item; Capital Expenditure; Capital Transfer	69
Table 8: Line Item; Capital Expenditure; Capital Formation	69
Table 9: Line Item; Capital Expenditure; Capital Grants.....	70
Table 10: Line Item; Capital Expenditure; Contingency Expenses	70
Table 11: Determine an activity’s gender contribution	71
Table 12: Procurement Budget Codes and Sub-Categories	72
Table 13: Research/Study & Piloting Program Codes	72
Table 14: Free Health Care Codes	73

ACRONYMS

AIDS	Acquired immunodeficiency syndrome
e-AWPB	Electronic annual work plan and budgeting
EDP	External development partner
EHCS	Essential health care services
FCHV	Female community health volunteer
FY	Fiscal year
GoN	Government of Nepal
HIV	Human immunodeficiency virus
HSRSP	Health Sector Reform Support Program
IIS	Internet Information Services
IMCI	Integrated management of childhood illnesses
INGO	International non-governmental organisation
MDG	Millennium Development Goal
MoF	Ministry of Finance
MoHP	Ministry of Health and Population
MySQL	My Structured Query Language (database management software)
NHSP	Nepal Health Sector Program
NHSSP	Nepal Health Sector Support Program
NPC	National Planning Commission
PHP	PHP: hypertext pre-processor (scripting language for creating dynamic web pages)
RF	Result Framework
STD	Sexually transmitted disease
TB	Tuberculosis
VIP	Very important person
WAMP	Windows Apache, MySQL, PHP (combination of packages for database management)

CHAPTER 1: BEFORE YOU BEGIN

This manual provides detailed information about the web-based e-AWPB system. It introduces the different modules used in the system and gives guidance in operating the system.

WHAT IS THE E-AWPB^{PRO}?

The Electronic Annual Work Planning and Budgeting program (e-AWPB^{PRO}) is a simple, bilingual, interactive, web-based application developed using PHP & MySQL for use by the Ministry of Health and Population (MoHP). It facilitates MoHP's annual work planning and budgeting process by generating an annual program and line item budget. It further helps in budget analysis by generating annual analytical tables and by showing trends in the MoHP budget and expenditure over two years or multiple years. This program also facilitates preparing the district level budget and producing a periodic progress report.

This manual is developed to guide users to effectively operate e-AWPB^{PRO}. It has been divided into four chapters:

1. Chapter one contains general information about e-AWPB^{PRO}.
2. Chapter two is about starting e-AWPB^{PRO} as an administrator.
3. Chapter three is about starting e-AWPB^{PRO} as a manager.
4. Chapter four, 'Assigning Codes', helps users assign the different types of code related to standard activities.

WHAT ARE THE SYSTEM REQUIREMENTS?

The system is web-based and has different requirements for server and for client. The system requirements are as follows:

Software Requirements for server

- ✓ Web Server: Apache 2.0+ or IIS 6.0+
- ✓ Database: MySQL 5.0+
- ✓ Language: PHP 5.0+

Software Requirement for Client (User) Computers

- ✓ Modern and up to date internet browser (IE 7+/Mozilla 4+/Google Chrome or other browsers)



- ✓ Unicode for Nepali Input.

WHO ARE THE USERS OF E-AWPB^{PRO} ?

e-AWPB^{PRO} is designed for use by MoHP and its allied institutions. The system will be available online and any user with login access can use it. It can be adapted and used by other Ministries/Departments with simple modifications.

WHICH LANGUAGE IS USED TO OPERATE E-AWPB^{PRO}?

e-AWPB^{PRO} has been designed to operate in both English and Nepali. For data entry in Nepali, the Unicode for Nepali language should be installed before operating the system. It is possible to switch between languages while using the system by pressing the 'Alt + Shift' buttons. Similarly, the language of the user interface can be changed by clicking the 'Language' link at the top of the web page.

HOW DOES E-AWPB FUNCTION?

e-AWPB is designed to process data related to planning and budgeting. It captures the data, stores it, makes the necessary computations and provides outputs in the form of a report to the user. Figure 1 below shows an overview of the system.

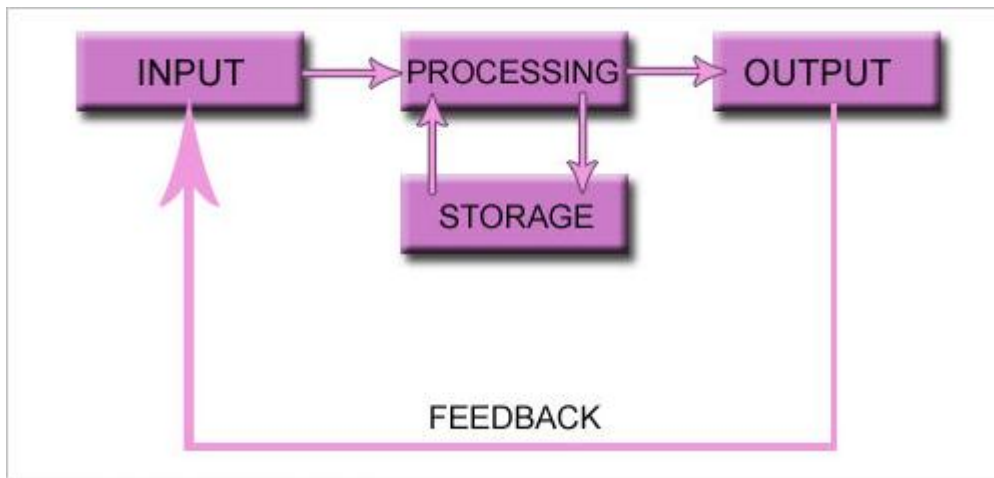


Figure 1: Outline of e-AWPB^{PRO}

Input

There are two types of input for e-AWPB^{PRO} for either one-time entries or for annual entries. Data is usually entered by the *administrator* and can be then used by other users with the *manager* privilege. *Managers* are allowed to enter data only to the program(s) that are assigned to them.

Output

Once all the information has been analysed, the program will produce three different reports (see *Report Module* for details):

1. Annual Program Report
2. Budget Analysis which contains the Annual Analysis and Trend Analysis. Trend Analysis contains the Two Year Analysis and Multiple Year Analysis reports.
3. Activity Information.

WHAT ARE THE LIMITATIONS OF E-AWPB^{PRO}?

In designing the e-AWPB^{PRO}, all the limitations in the existing software of MoHP were taken into account. e-AWPB^{PRO} is designed in PHP-MySQL with all the features of the advanced software requested by MoHP available. Information is organised in a MySQL database so it may be used by other, similar software as well. On the other hand, e-AWPB^{PRO} cannot meet all the requirements of sector management. Further

feedback and comments will be incorporated in the next version of e-AWPB. The main limitation of the software is that, being web-based, it cannot operate without an internet connection.

SUMMARY

e-AWPB^{pro} is a web-based application developed in PHP-MySQL to facilitate the planning and reporting process of the MoHP. This manual is developed to guide users in the proper and systematic use of e-AWPB^{pro}. Since the software has been developed in a high-level programming language and is a web-based application, the user's system requirements are very simple and cost effective. This removes many of the drawbacks that were present in the existing software. The primary users of e-AWPB^{pro} are program managers, directors, health planners, finance managers and other health staff. There are two new user levels with their own user access and authentication. The software can be adapted and used by other Ministries/Departments with simple modifications.

CHAPTER 2: ADMINISTRATOR USE OF E-AWPB^{PRO}

Installing e-AWPB pro is very simple. To do so, you will need to go through the following steps:

1. Install Web Server (Either Apache 2.0+ or IIS 6.0+).
MoHP will also provide the WAMP Server software on a disc. Double click on it and install it to your C: drive. Select all options as **Yes** and proceed until the installation completes.
2. Install e-AWPB (Based on WAMP Server):
 - a. Install Application: Once your web server has installed, it will create a folder *C:/wamp/www/* in your C drive. Copy all the project files from *eAWPB/Website/* in the disc and paste it to a new folder called eAWPB in *C:/wamp/www/eAWPB/*.
 - b. Configure Application: Once copy-pasted, open file inside *C:/wamp/www/eAWPB/application/config/config.php* in notepad to customise a few settings based on your computer. See below.
Change your config. base URL as per your installation software path
`$config['base_url'] = 'http://localhost/eAWPB/';`
 - c. Setup Database: Similarly open *C:/wamp/www/eAWPB/application/config/database.php* in notepad to customize few settings based on your computer. See below.
`$db['default']['username'] = 'root';`
The `$db['default']['username']` has to be your database user. By default, it is root in WAMP.
`$db['default']['password'] = '';`
The `$db['default']['password']` has to be your database user's password. By default, it is blank in WAMP.
`$db['default']['database'] = 'db_eawpb';`
The `$db['default']['database']` has to be your database name. Here, we are naming it as `db_eawpb`
3. Dump data and structure: Now open a web browser and direct it to:
http://localhost/phpmyadmin/. This will open our *PHPMYAdmin* database interface.
4. Click **CREATE** to make a new database (see Figure 2 below). Enter *db_eawpb* as the name of the new database.

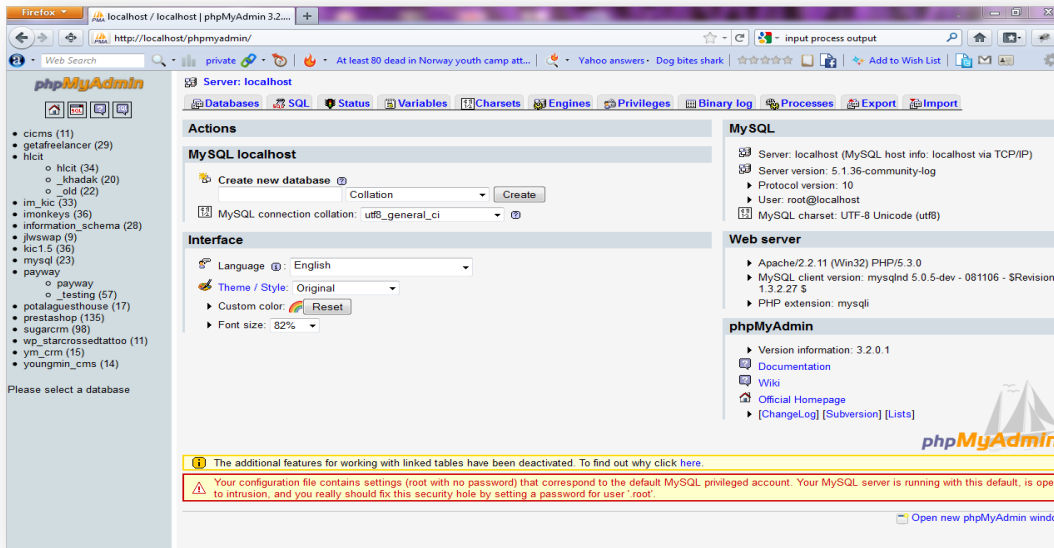


Figure 2: phpMyAdmin Page - Enter *db_eawpb* as database name in *Create Database* section

Now click on the **SQL** tab at the top which will show a text box stating *Run SQL query/queries on database db_eawpb*. Now go back to the CD provided by *Young Minds*. Open *database.sql* in a notepad, copy all the text and paste it into the text box in SQL tab. Click **GO**. This will setup the database table, structures and data for your newly created database.

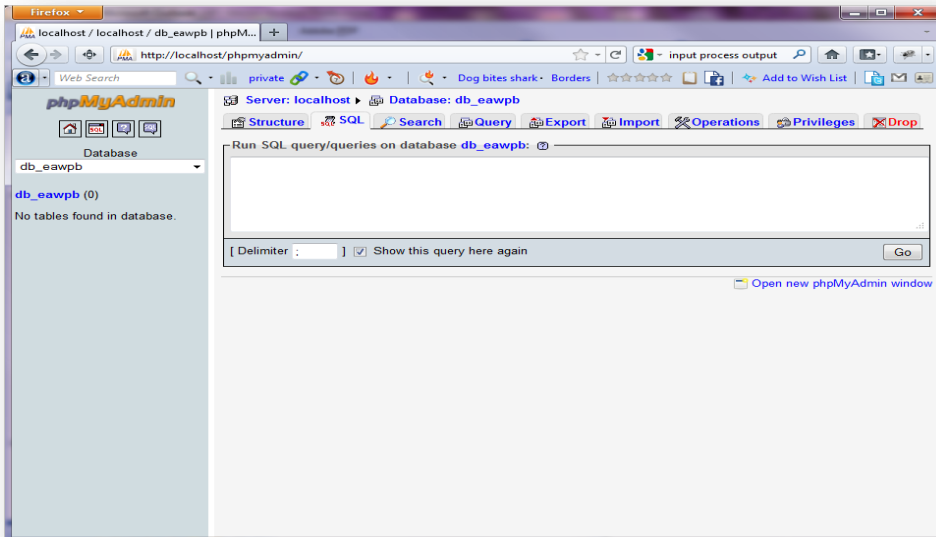


Figure 3: SQL Page

ADMINISTRATION LOGIN

Getting started

1. Open an internet browser. We recommend Mozilla Firefox, but other browsers such as Google Chrome, Opera or Internet Explorer can also be used.

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

2. Type the URL of e-AWPB, provided by the MoHP in the address bar <http://www.eawpbmohp.gov.np>.
3. You will now see the Login Screen (Figure 4).

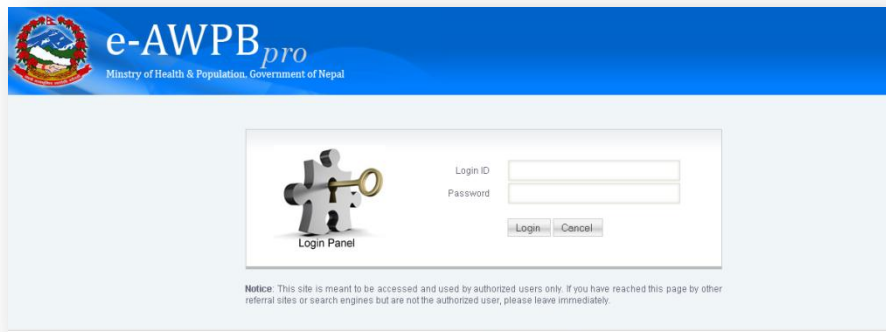


Figure 4: Login Page

Login to the system

1. Enter the administrator login id and password. Here login id is the e-mail address you provided while creating admin user.

Example:

Login ID: training@mohp.gov.np

Password: [training123@](#)

2. Click **LOGIN** to enter into the system.
3. You will now see the Welcome screen with menu as in Figure 5.

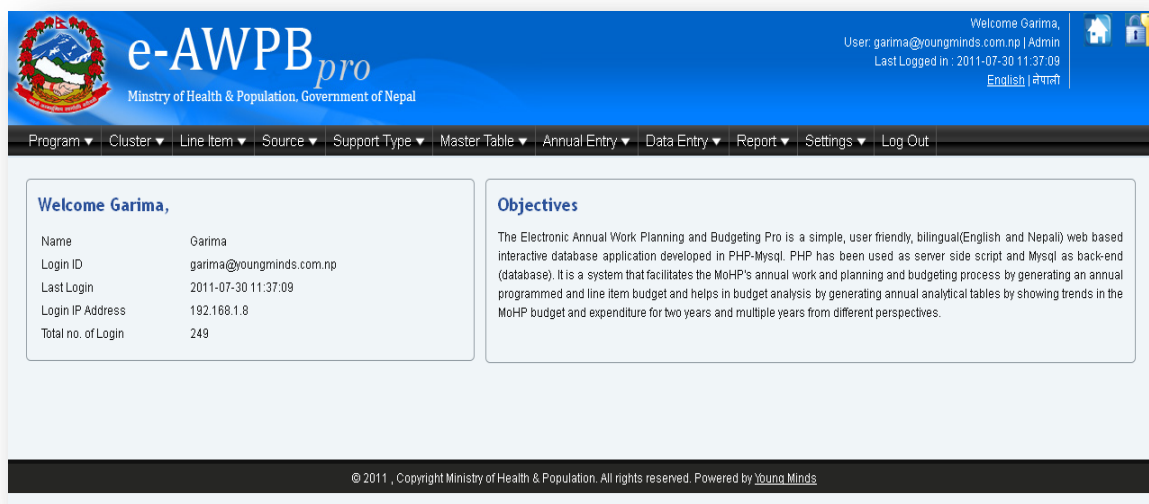


Figure 5: Welcome Page

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

Selecting the language

On every page at the right side of the top banner you will see two links for selecting the language in which the user wants to operate e-AWPB^{PRO}.

- ✓ Click in the English link to operate in English language.
- ✓ Click in the Nepali link to operate in Nepali Language.

Welcome Screen

Welcome Rajan Adhikari (Computer Officer),

Name	Rajan Adhikari
Login ID	rajan@eawpbmohp.gov.np
Last Login	2012-09-07 04:31:10
Login IP Address	202.166.199.126
Total no. of Login	915

Objectives

The Electronic Annual Work Planning and Budgeting Pro is a simple, user friendly, bilingual(English and Nepali) web based interactive database application developed in PHP-Mysql. PHP has been used as server side script and Mysql as back-end (database). It is a system that facilitates the MoHP's annual work and planning and budgeting process by generating an annual programmed and line item budget and helps in budget analysis by generating annual analytical tables by showing trends in the MoHP budget and expenditure for two years and multiple years from different perspectives.

1. At the top right hand side you will see your name, user privilege (Admin), last login date and time, and the link to select the language of your choice.
2. Beside this, there are two icons, one to return to the home page (house) and the other to logout from the system (key and padlock).
3. Moving the mouse over the tabs on the main menu (Figure 6) will show the different menu items.
4. Click on the respective menu item to perform the desired task.
5. Four functions can be performed in each menu as follows:
 - a. Add New Record
 - b. View All Records
 - c. Edit the Existing Record
 - d. Delete Record.
6. Now you can operate the system as per this manual.

OPERATING E-AWPB^{PRO}

The welcome page contains 12 modules/tabs with menus under each module as shown in Figure 6. These are:

- | | | |
|--------------|-----------------|-----------------|
| A. Program | E. Support Type | I. Report |
| B. Cluster | F. Master Table | J. Settings |
| C. Line Item | G. Annual Entry | K. RF Indicator |
| D. Source | H. Data Entry | L. Log Out |

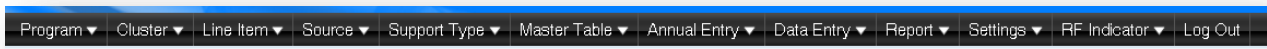


Figure 6: Main Menu Tabs

The modules for A through F follow the same procedure for creating, editing and deleting entries. We will use *Module A: Program* as a general illustration, and highlight any additional details required under the relevant section. Modules G to L are slightly different and we will deal with them individually.

A. Program Module

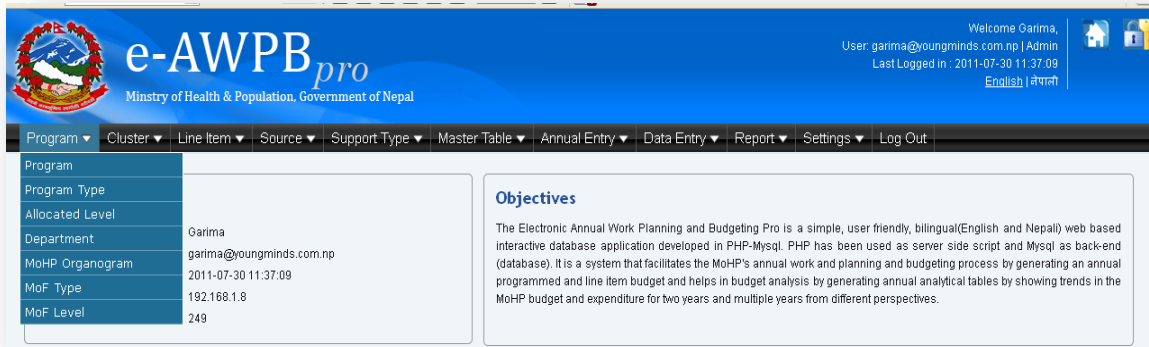


Figure 7: Program Menu Display

This is the first module which contains seven items:

1. Program
2. Program Type
3. Allocated Level
4. Department
5. MoHP Organogram
6. MoF Type
7. MoF Level

As mentioned above, the procedure for adding, editing and deleting entries from each item is identical, so we will use the first item, *Program*, as an illustration.

A1: Program

This link is used to record information about the individual program. This is one time entry menu which will be used every year. It will appear as shown in Figure 8.

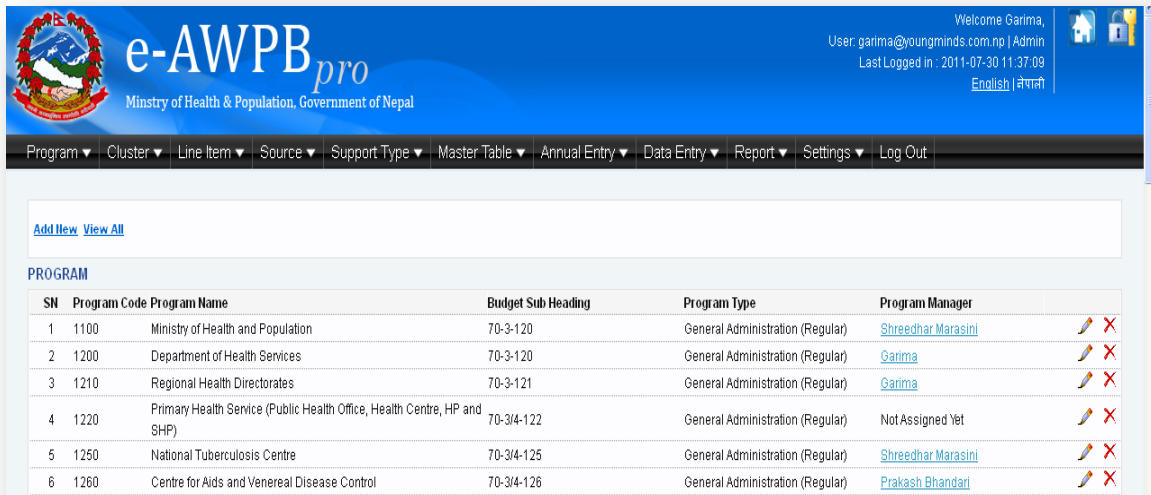


Figure 8: Program Sub-Menu

Add New Records

- a. To insert new program click the **'ADD NEW'** link on the left hand side below the menu bar. Then you will see the screen as shown in Figure 9:

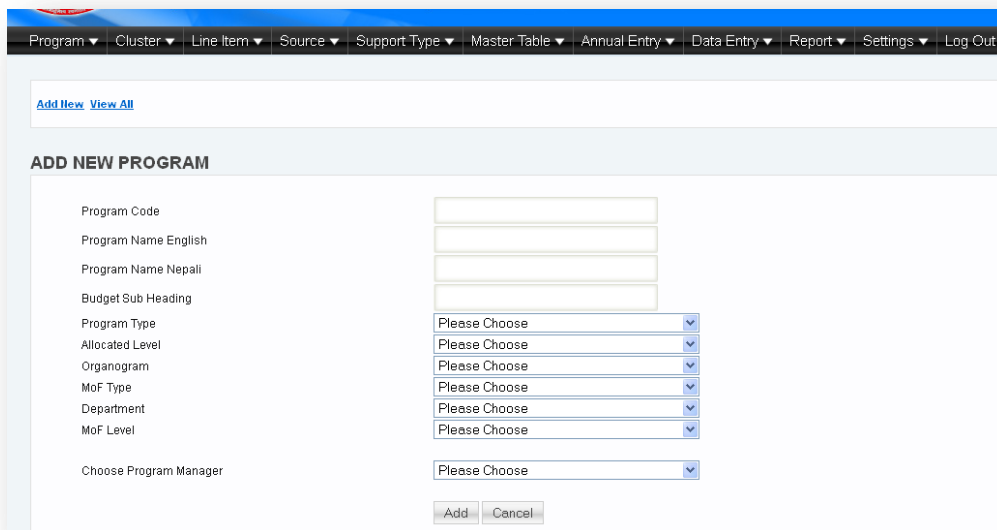


Figure 9: Add New Program

- b. Now type or select all the values in the required fields.
 - i. Enter the unique program code. If it exists, e-AWPB^{pro} will not allow the addition of another program with the same code.
 - ii. Enter the program name in English and Nepali.
 - iii. Enter the budget sub heading e.g. 370118.
 - iv. Choose the program type, allocated level, organogram, MoF type, department and MoF level.

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

- v. Choosing the program manager is not compulsory.
- c. When you are finished click **ADD**. The data will be saved and you will get a *Record added successfully* confirmation message.

Edit Records

- a. To edit a program, click on the **EDIT** graphic (✎) on the right side. You will see the edit page, as shown in Figure 10.

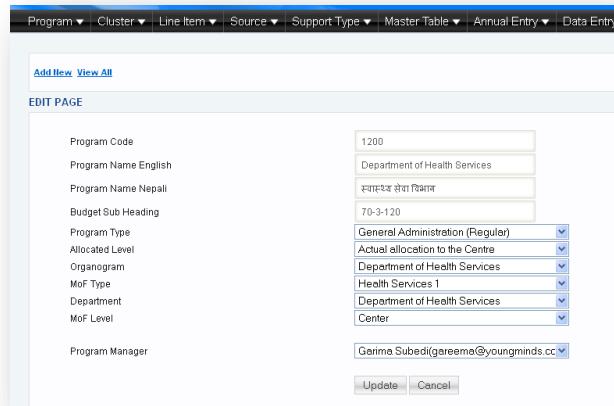


Figure 10: Edit Program

- b. Now edit the page and make changes as required.
- c. If you don't want to change the contents, click **CANCEL**.
- d. Click **UPDATE** when you are satisfied with the changes. You will receive a *Record updated successfully* confirmation message.

Access Setting tools

This is used to give add/edit/delete capabilities to managers.

- a. Click on the **TOOL** (🔧) for the related fiscal year on the right side.

You will get fiscal year and line item expenses and sub-activities. Click ✓ to access the job

Delete Records

- a. Click the **DELETE** graphic (✖) for the related program on the right side.
- b. You will get an alert message confirming this action (Figure 11).

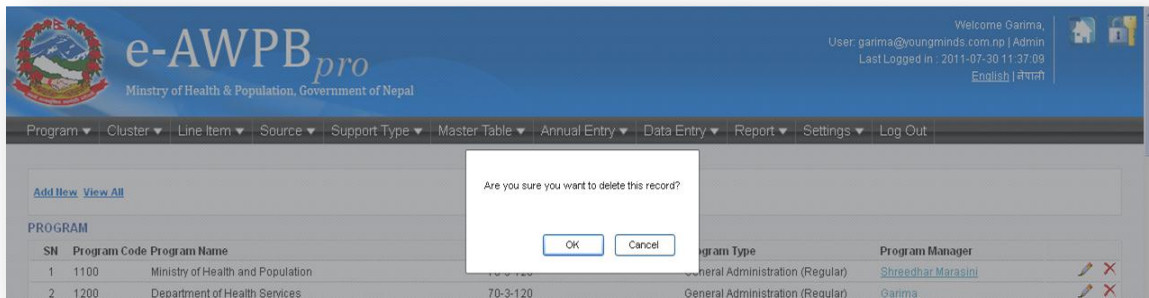


Figure 11: Delete Program

- c. Click **OK** to delete the record.
- d. Click **CANCEL** to return to the previous screen.

A2: Program Type

This form is used to record the program type available for each program. It shows the information about the existing program type e.g. *Administrative program, Development Program*. You can add, edit and delete program types from this page. This is a one-time entry menu which will be used every year.

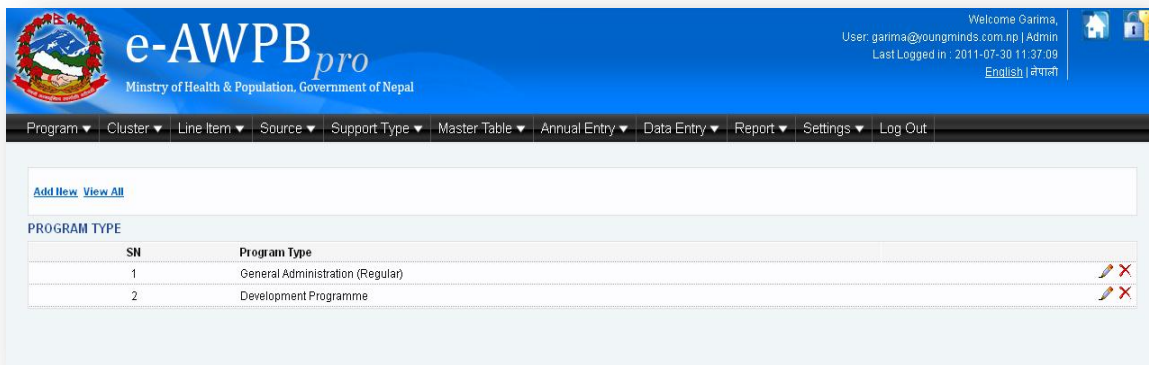


Figure 12: Program Type

A3: Allocated Level

This form is used to record the allocated level for each program. It shows the information about the existing allocated level type. You can add, edit and delete allocated levels from this page. This is a one-time entry menu which will be used every year.

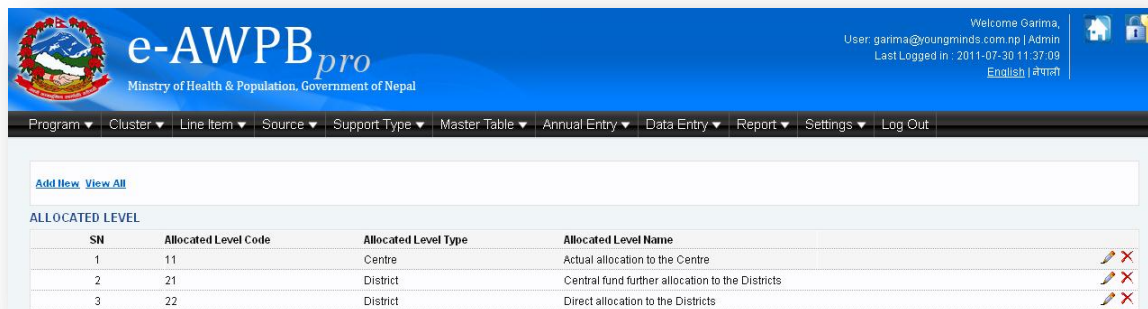


Figure 13: Allocated Level

A4: Department

This form is used to record the department name for each program. It shows the information about the existing department. You can add, edit and delete departments from this page. This is a one-time entry menu which will be used every year.

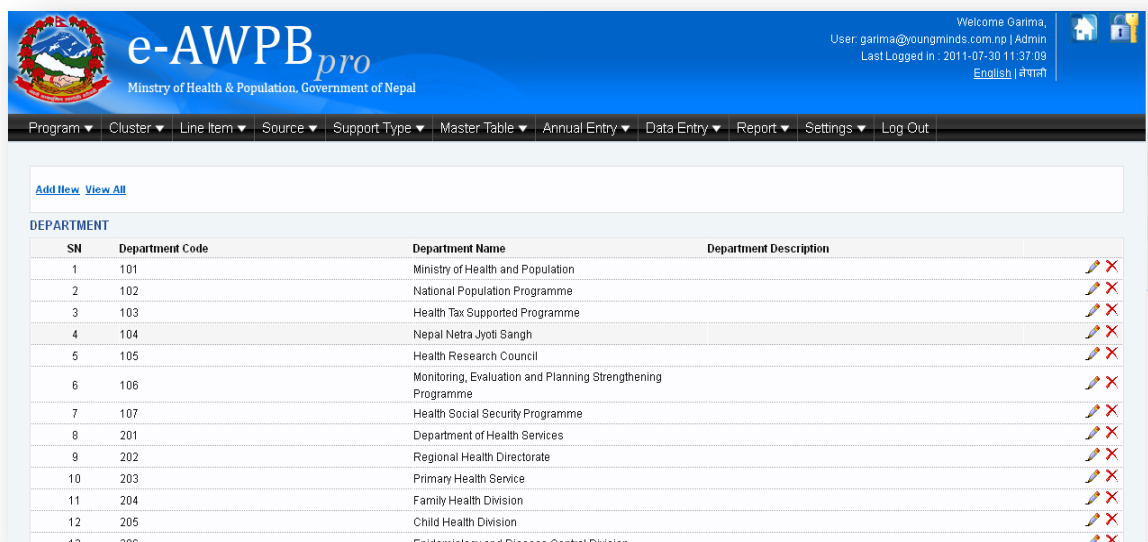


Figure 14: Department

A5: MoHP Organogram

This form is used to record the organogram name for each program. It shows the information about the existing MoHP Organogram. You can add, edit and delete organograms from this page. This is one time entry menu which will be used later in every year. The view page will be as:

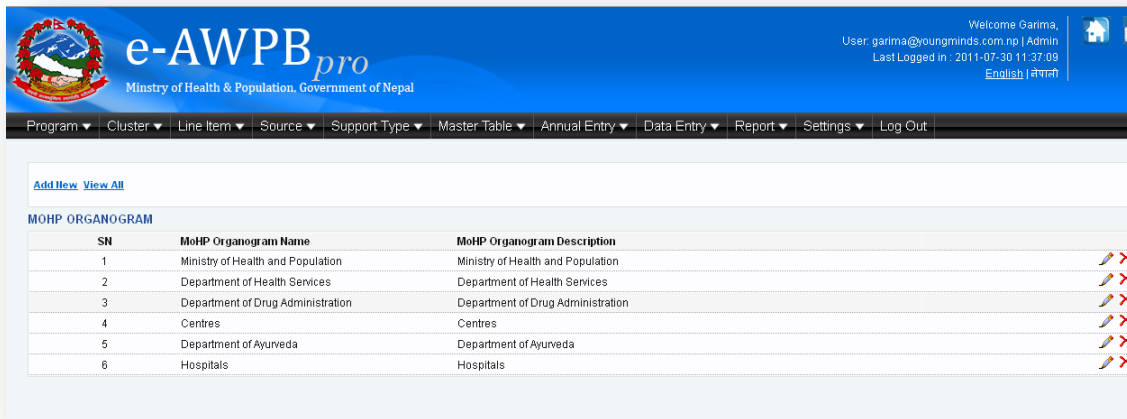


Figure 15: MoHP Organogram

A6: MoF Type

This form is used to record the name of the MoF Type. It shows the information about existing MoF Type. You can add, edit and delete MoF types from this page. This is a one-time entry menu which will be used every year.

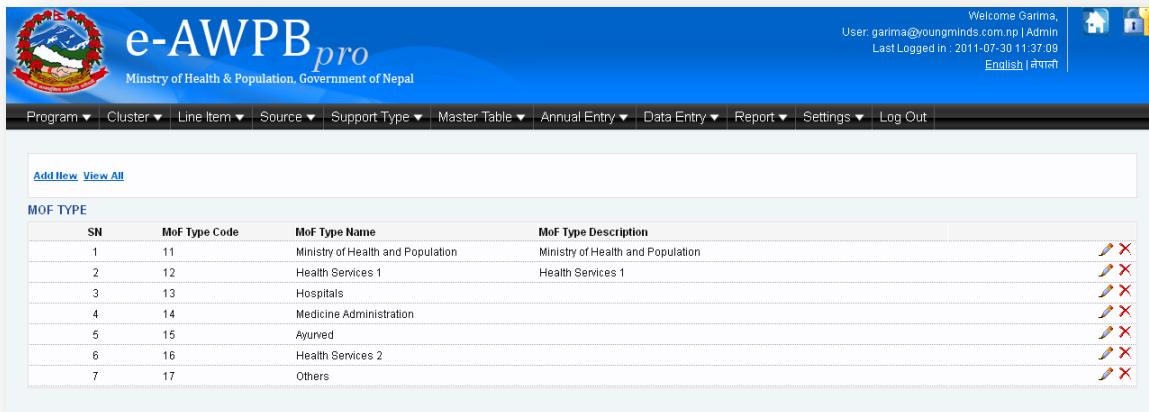


Figure 16: MoF Type

A7: Ministry of Finance (MoF) Level

This form is used to record the name of the MoF Level according to center and district. It shows the information about the existing MoF Level. You can add, edit and delete MoF levels from this page. This is a one-time entry menu which will be used every year.

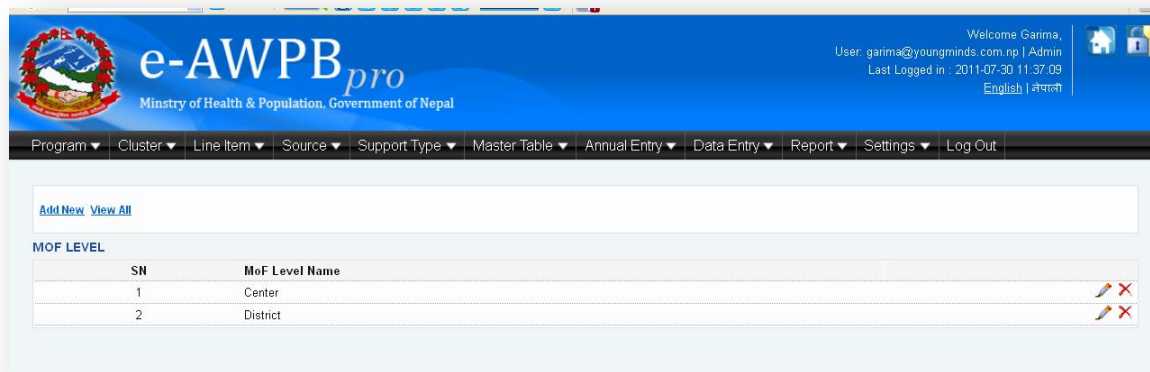


Figure 17: MoF Level

B. Cluster Module

This is the second module containing two items: *Cluster* and *Sub-Cluster*.

B1: Cluster

This shows the information about the existing clusters. You can add, edit and delete clusters from this page. This is a one-time entry menu which will be used every year.

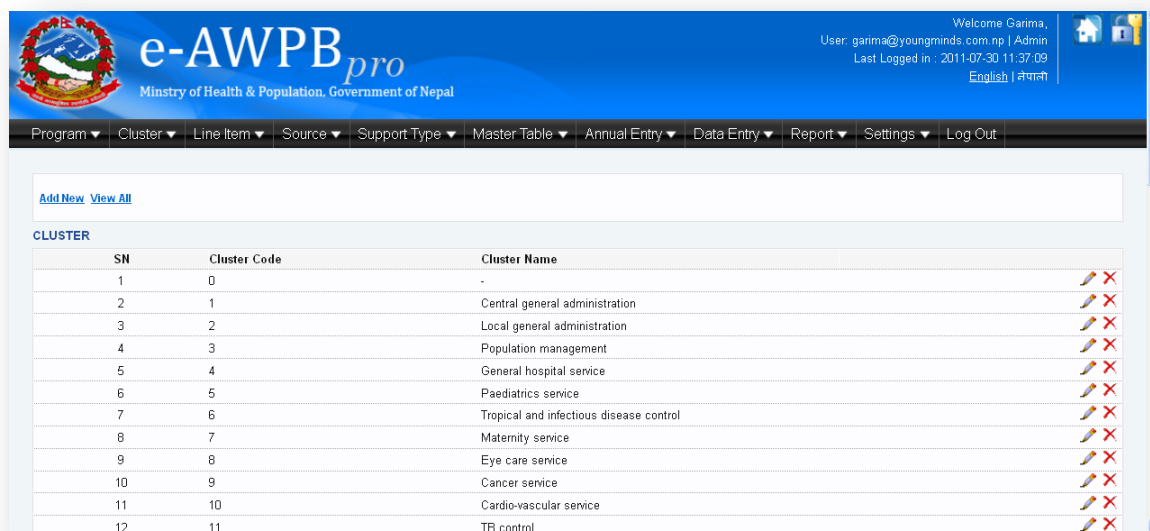


Figure 18: Cluster

B2: Sub-Cluster

This shows the information about the existing sub-clusters. You can add, edit and delete sub-clusters from this page. This is a one-time entry menu which will be used every year.

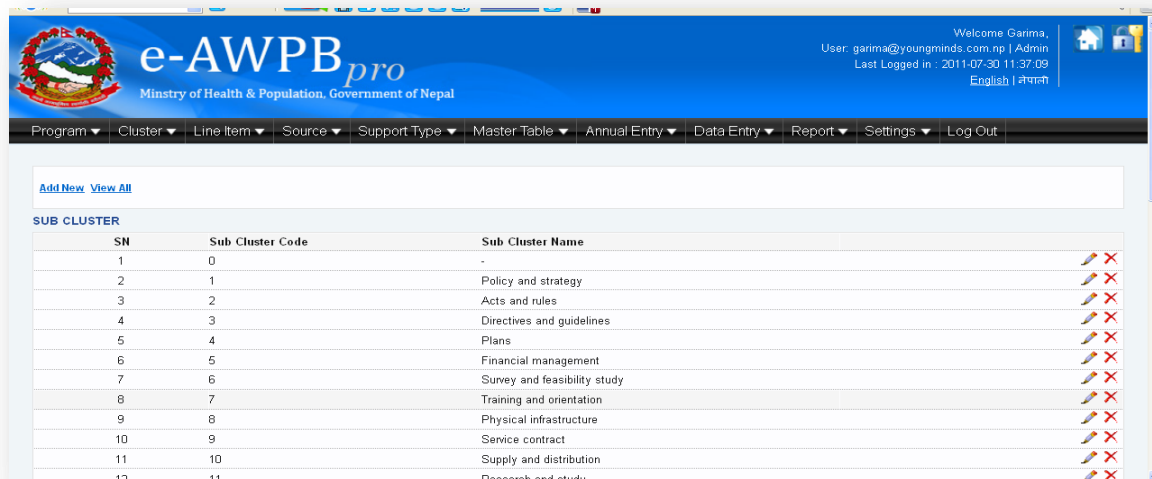


Figure 19: Sub Cluster

C. Line Item Module

This is the third module which contains two items: *Line Item* and *Line Item Type*.

C1: Line Item

This shows the information about the existing line items. You can add, edit and delete line items from this page. This is a one-time entry menu which will be used every year.

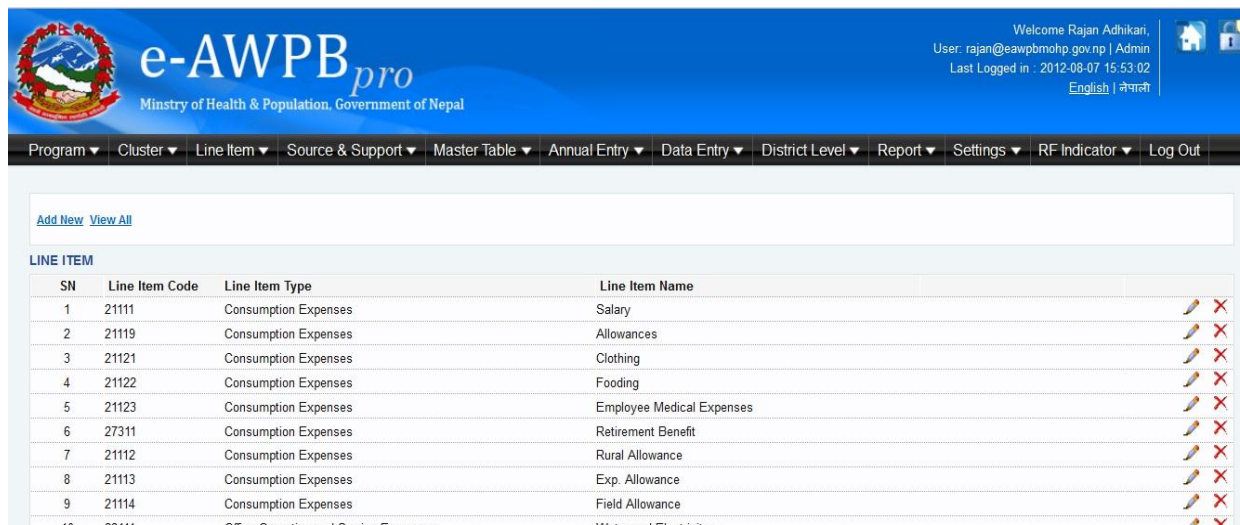


Figure 20: Line Item

C2: Line Item Type

This shows the information about existing line item types. You can add, edit and delete line item types from this page. This is a one-time entry menu which will be used every year.

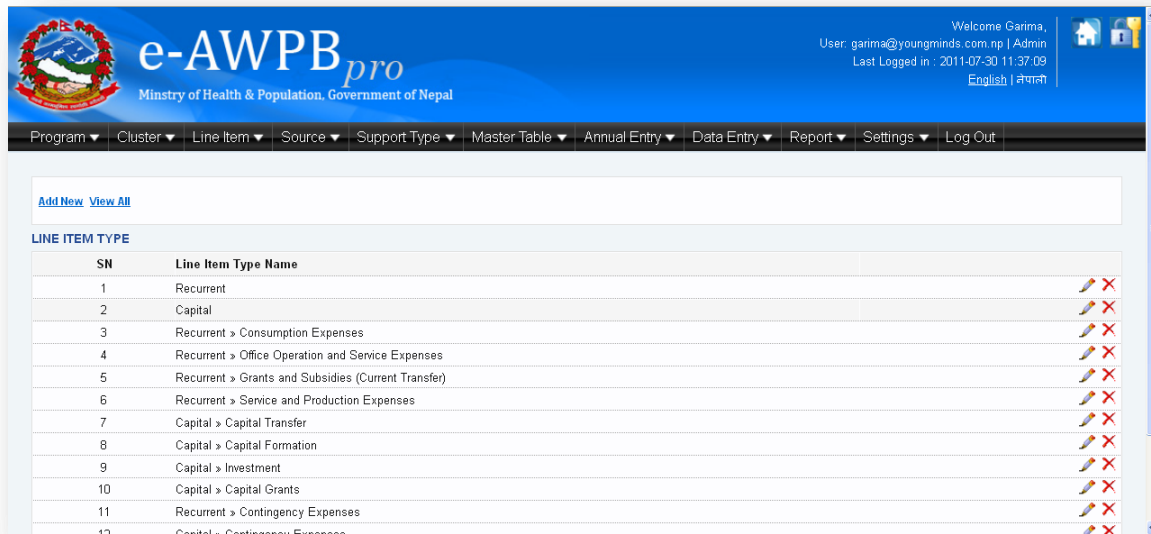


Figure 21: Line Item Type

D. Source Module

This is the fourth module which contains two items: *Source* and *Source Type*.

D1: Source

This shows the information about the existing sources. You can add, edit and delete sources from this page. This is one-time entry menu which will be used every year.

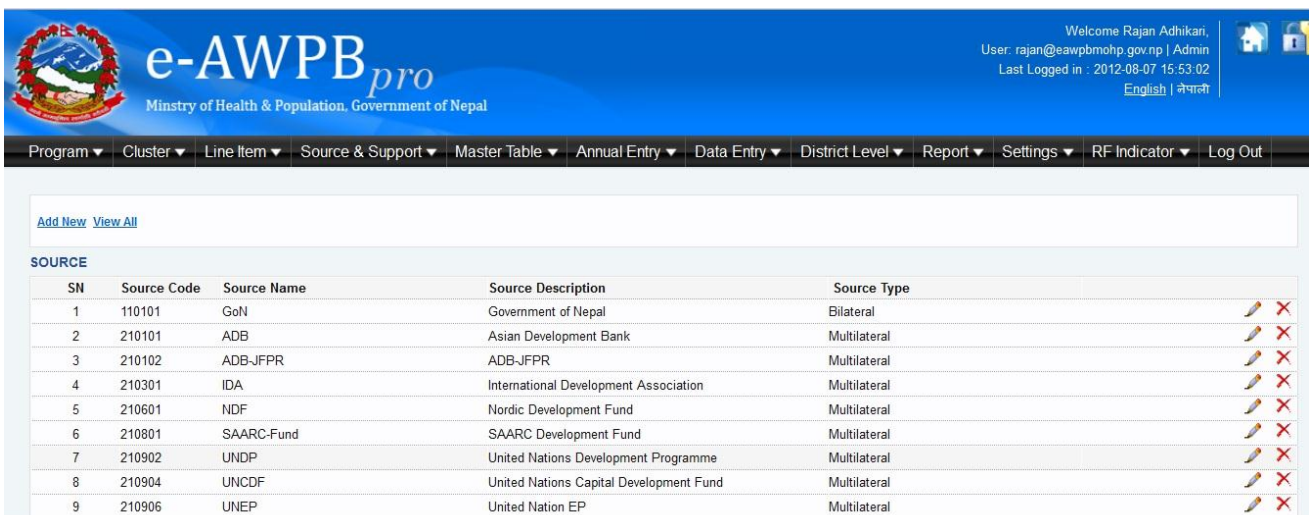


Figure 22: Source

D2: Source Type

This shows the information about the existing source types. You can add, edit and delete source types from this page. This is one-time entry menu which will be used every year.



Figure 23: Source Type

E. Support Type Module

This is the fifth module and contains one item: *Support Type*.

E1: Support Type

This shows the information about existing support types. You can add, edit and delete support types from this page. This is one-time entry menu which will be used every year.

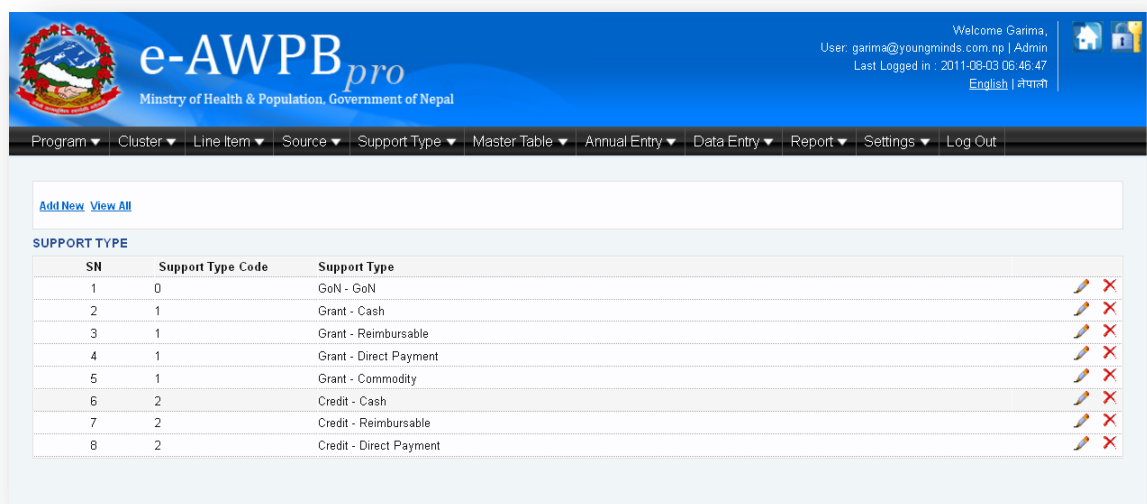


Figure 24: Support Type

F. Master Table Module

This is the sixth module and contains nine items:

- | | | |
|-------------------------|---|------------------------------|
| 1. Activity Information | 4. Unit of Activity | 7. Budget Type (BTCode) |
| 2. Gender Code (GTCode) | 5. Millennium Development Goal Code (MDGCode) | 8. Free Health Code (FHCode) |

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

- 3. Poverty Code (PTCode)
- 6. Research/Study and Piloting Code (RSCode)
- 9. Procurement Code (PCCode)

F1: Activity Information

This shows the information about existing activity information. You can add, edit and delete activity information from this page. This is one-time entry menu which will be used every year. There is flexibility to view the activity by sorting with program name.

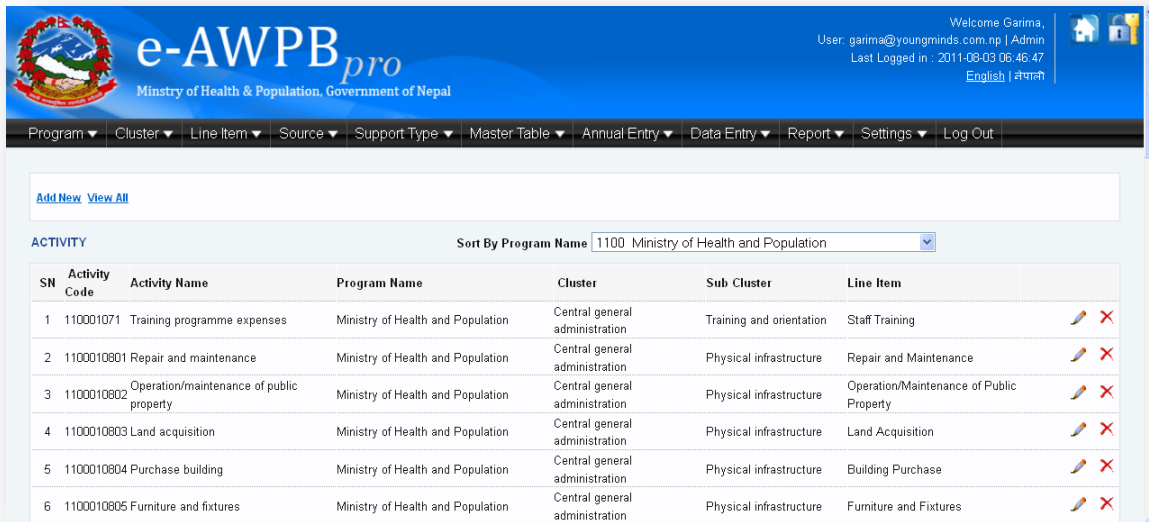


Figure 25: Activity Information

F2: Gender Code (GTCode)

This shows the information about existing GTCodes. You can add, edit and delete gender codes from this page. This is one-time entry menu which will be used every year.

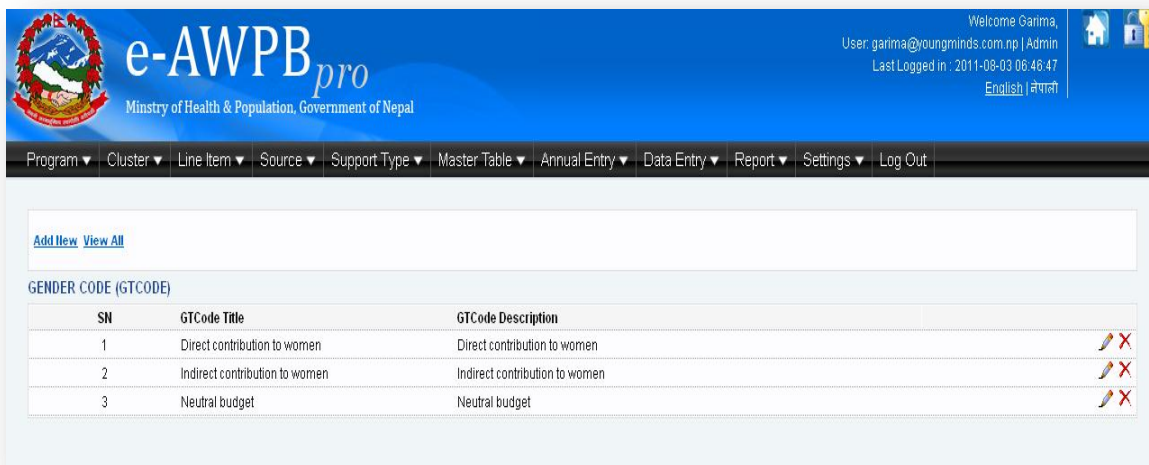


Figure 26: Gender Code (GTCode)

F3: Poverty Code (PTCode)

This shows the information about existing PTCodes. You can add, edit and delete poverty codes from this page. This is a one-time entry menu which will be used every year.

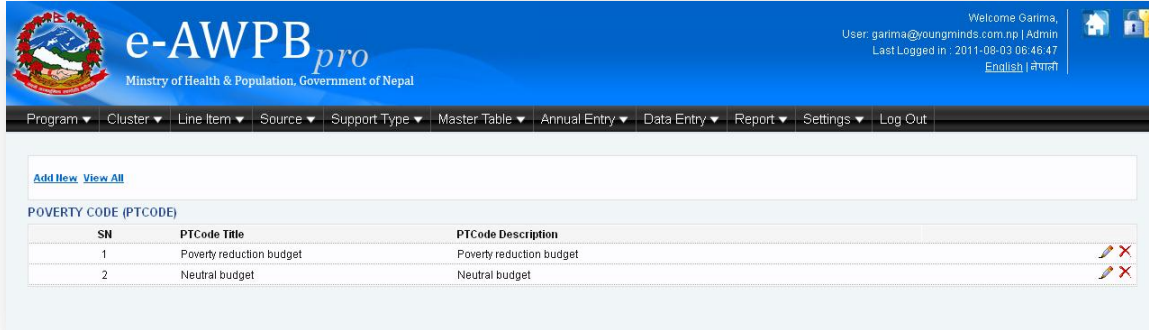


Figure 27: Poverty Code (PTCode)

F4: Unit of Activity

This shows the information about existing Units of Activity. You can add, edit and delete units from this page. This is a one-time entry menu which will be used every year.

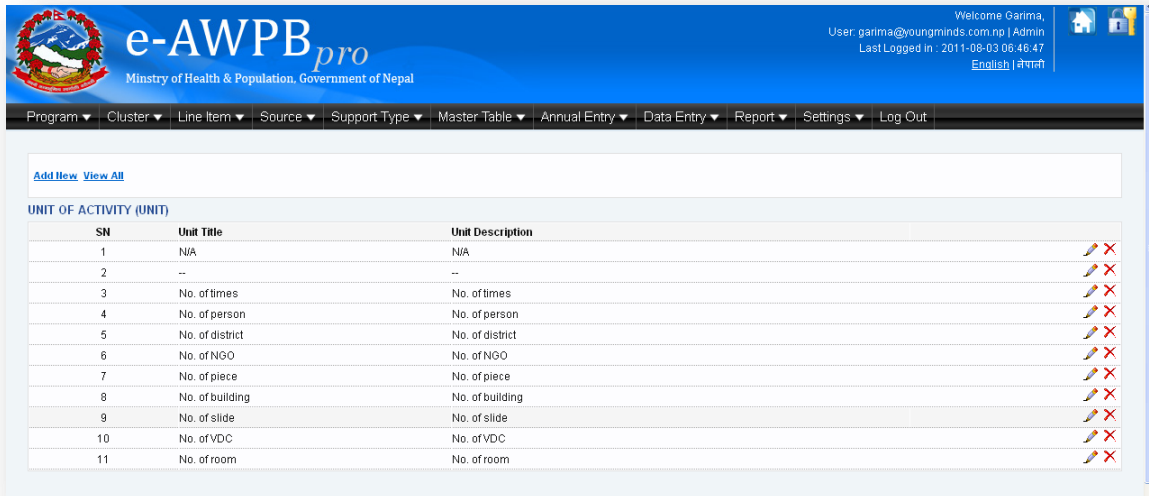


Figure 28: Unit of Activity

F5: Millennium Development Goal (MDG) Code

This shows the information about existing millennium development goals (MDG Code). You can add, edit and delete MDGCodes from this page. This is a one-time entry menu which will be used every year.

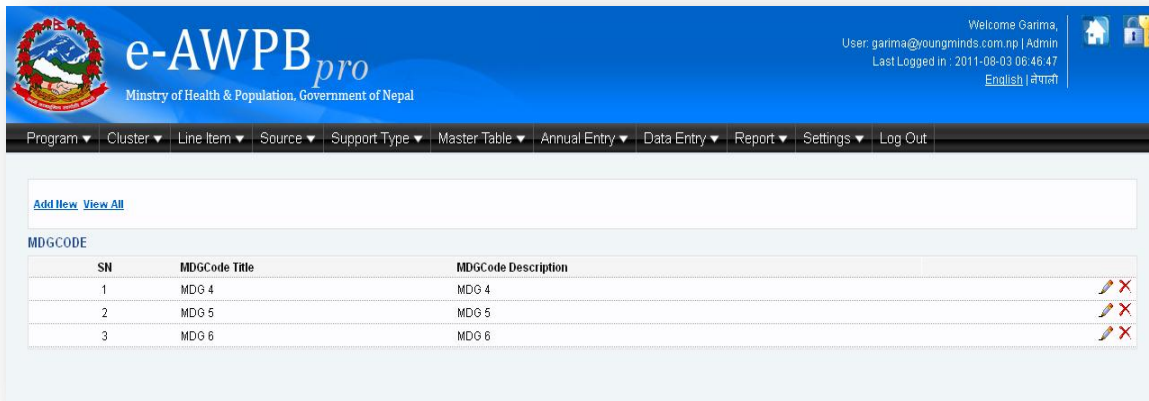


Figure 29: Millennium Development Goal (MDG) Code

F6: Research/Study and Piloting (RSCode)

This shows the information about existing RSCodes. You can add, edit and delete research/study and piloting codes from this page. This is a one-time entry menu which will be used every year.

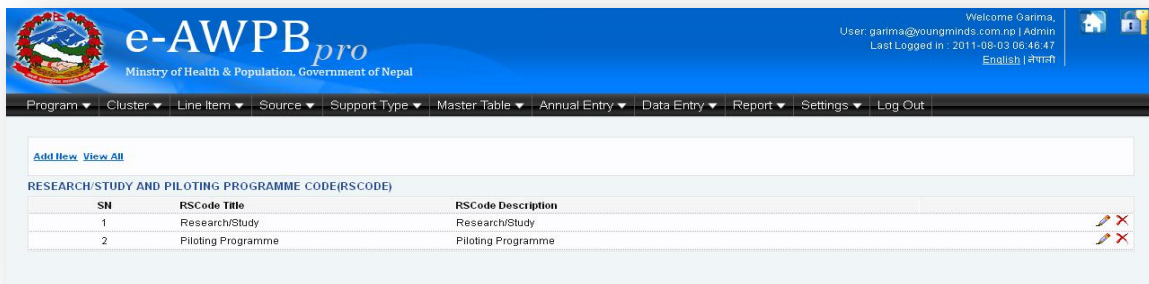


Figure 30: Research/Study and Piloting (RSCode)

F7: Budget Type (BTCCode)

This shows the information about existing BTCodes. You can add, edit and delete budget types from this page. This is a one-time entry menu which will be used every year.

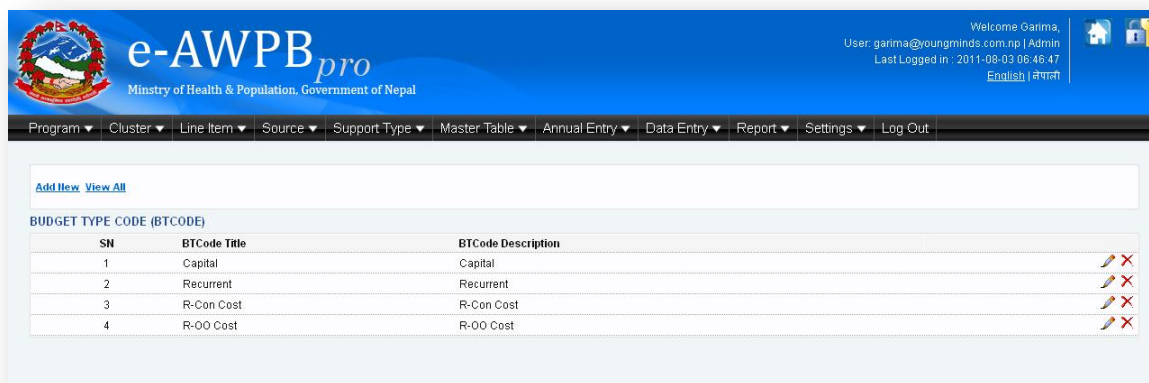


Figure 31: Budget Type (BTCode)

F8: Free Health Code (FHCode)

This shows the information about existing FHCodes. You can add, edit and delete free health codes from this page. This is a one-time entry menu which will be used every year.



Figure 32: Free Health Code (FHCode)

F9: Procurement Code (PCCode)

This shows the information about existing PCCodes. You can add, edit and delete procurement codes from this page. This is a one-time entry menu which will be used every year.

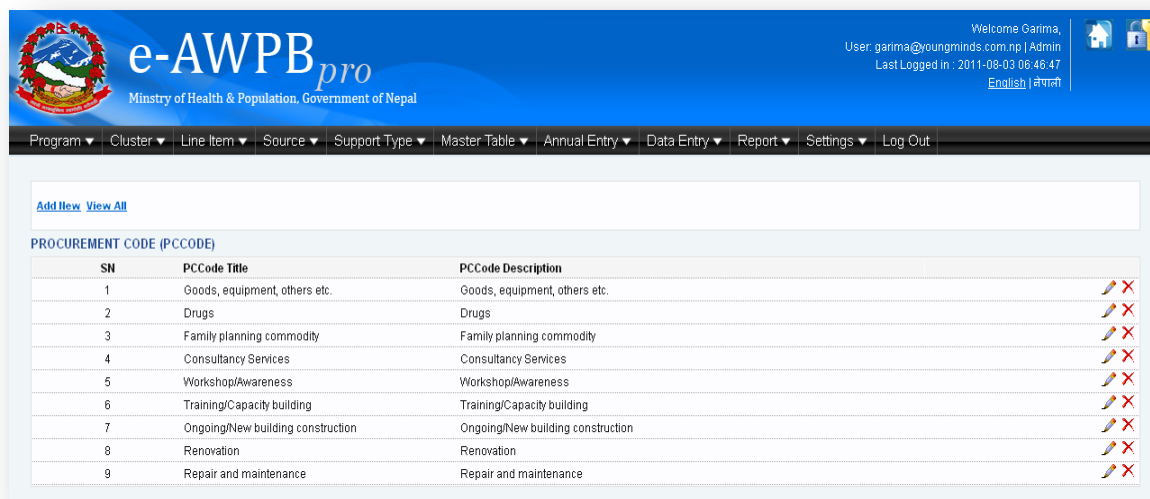


Figure 33: Procurement Code (PCCode)

G. Annual Entry Module

This is the seventh module and contains seven 7 items.

- | | |
|--------------------|----------------------------------|
| 1. Sub-Activity | 5. Quarterly Expenditure |
| 2. Program User | 6. Fiscal Year |
| 3. Program Manager | 7. Expected Output Format (NPC2) |
| 4. Line Expenses | |

All the information in this menu is entered annually.

G1: Sub-Activity

This shows the information about existing sub activity. You can add, edit and delete sub-activities from this page. There is flexibility to view the sub-activity by sorting with fiscal year and program name.

SN	Activity Name	Sub Activity	Program Name	Fiscal Year	Annual Target	Annual Budget
1	Consultancy and other services fee	Contract Services	Ministry of Health and Population	2011-12	0	1170.00
2	Programme travelling expenses	Ta/DA for Programme	Ministry of Health and Population	2011-12	0	500.00
3	Salary	Salary	Ministry of Health and Population	2011-12	0	27456.00
4	Allowances	Allowance	Ministry of Health and Population	2011-12	0	2450.00
5	Transfer travelling allowances	Ta/DA for Transfer	Ministry of Health and Population	2011-12	0	300.00
6	Clothing	Dress Allowance	Ministry of Health and Population	2011-12	0	938.00
7	Water and electricity	Water and electricity	Ministry of Health and Population	2011-12	0	1400.00

Figure 34: Sub-Activity

When adding new records, you will have the option to select *Procurement*. If you choose ‘Yes’, you will see the screen as shown in Figure 35.

Procurement Form

Plan Date(C3) Donor Agreement Received(C9)

Predicted Expenditure Acceptance Date(C4) Procurement Acceptance Date(C10)

Purchase Method(C6) Time Duration Agreement Date(C11)

Package Number(C7) Program Start Date(C12)

Agreement Type(C8) Program End Date(C13)

Expenditure Related Papers:

Papers Completed Date(C14) Papers Acceptance Date(C15)

Agreement Date for Donation Received(C16)

Proposal:

Proposal Published Date(C17) Proposal Opening Date(C18)

Evaluating Date(C19)

Name(C20) Agreement No(C21)

Agreement Amount(C22)

Figure 35: Add Sub-Activity (Procurement)

- Enter the value for the field as required. Enter the proper date format and numbers.
- When you are finished, click **ADD**. The sub-activity data along with the procurement data will be saved and you will get a confirmation message.

When editing records and *Procurement* had been selected, you will again be shown the *Procurement* form, similar to Figure 35. Click **UPDATE** when you are satisfied with your changes, or **CANCEL** to return without saving.

G2: Program User

This shows the information about program users. You can add, edit and delete program users from this page.



Figure 36: Program User

Clicking on the *user Name* entry will display detailed information on that user (position, name, email, phone, address, status and assigned programs), as shown in Figure 37.

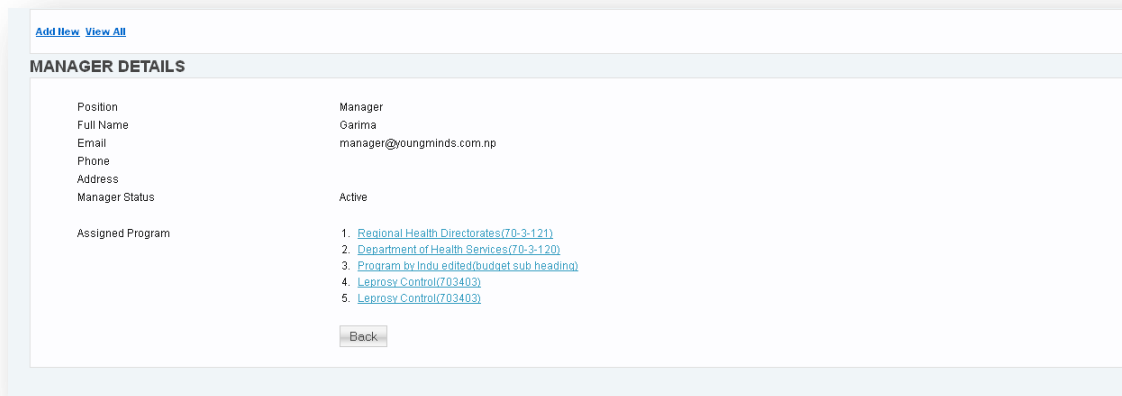


Figure 37: View User Details

- Click on the program name link to view or make changes to program assigned.
- Click **BACK** to return to the view page (Figure 36).

Sending mails to program user

- Click on the user’s email address in the email field. *MS Office Outlook* will open and you can send a mail to the program user.

Reset Password

- Click **RESET PASSWORD** on the right side. You will see the screen as shown in Figure 38.

Figure 38: Reset Password

- b. Enter the new password. If you want to create a password automatically click **GENERATE PASSWORD**.
- c. New password will appear in the field. Remember that password before resetting.
- d. When you are finished, click **RESET**.

G3: Program Manager

This page shows information about existing programs with their manager for a particular fiscal year. You can add, edit and delete program managers from this page. There is flexibility to view the record sorting by fiscal year.

SN	Fiscal Year	Program Code	Program	Budget Sub Heading	Priority	Manager Name
1	2008-09	1100	Ministry of Health and Population	370011	P1	-----
2	2008-09	1200	Department of Health Services	370012	P1	-----
3	2008-09	1210	Regional Health Directorates	370013	P2	-----
4	2008-09	1220	Primary Health Service (Public Health Office, Health Centre, HP and SHP)	370014	P1	-----
5	2008-09	1280	Health Training Centre - including Regional and Sub-regional	370021	P1	-----
6	2008-09	1340	Regional and Zonal Hospital	370022	P1	-----
7	2008-09	1500	Hospitals	370023	P1	-----
8	2008-09	1600	Department of Drug Administration	370024	P1	Radha Raman Prasad
9	2008-09	1650	Department of Ayurveda	370025	P2	-----
10	2008-09	1660	Department of Health and Family Welfare	370026	P2	-----

Figure 39: Program Manager

G4: Line Expenses

This shows the information about the existing program name with its line expenses for a particular fiscal year. You can add, edit and delete line expenses from this page. There is flexibility to view the record sorting by fiscal year.

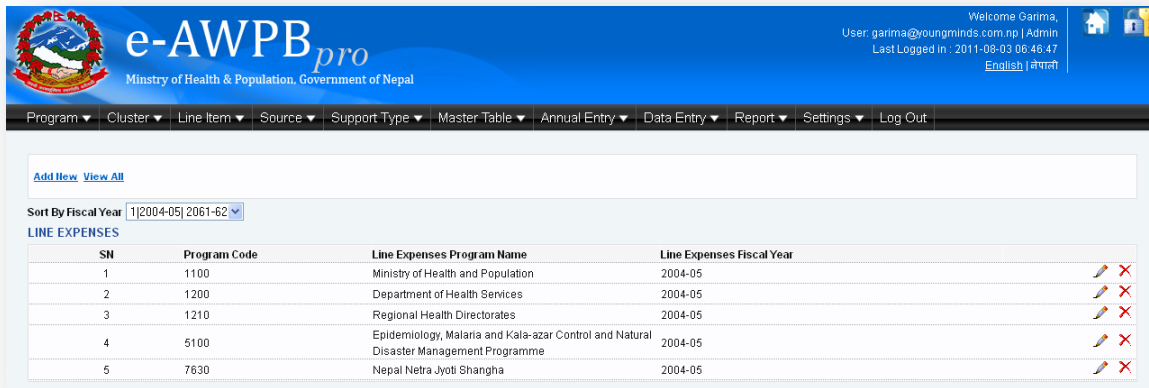


Figure 40: Line Item

G5: Quarterly Expenditure

This shows information on existing program name with its quarterly expenditure for a particular fiscal year. You can add, edit and delete expenditure from this page. There is flexibility to view the record sorting by fiscal year.

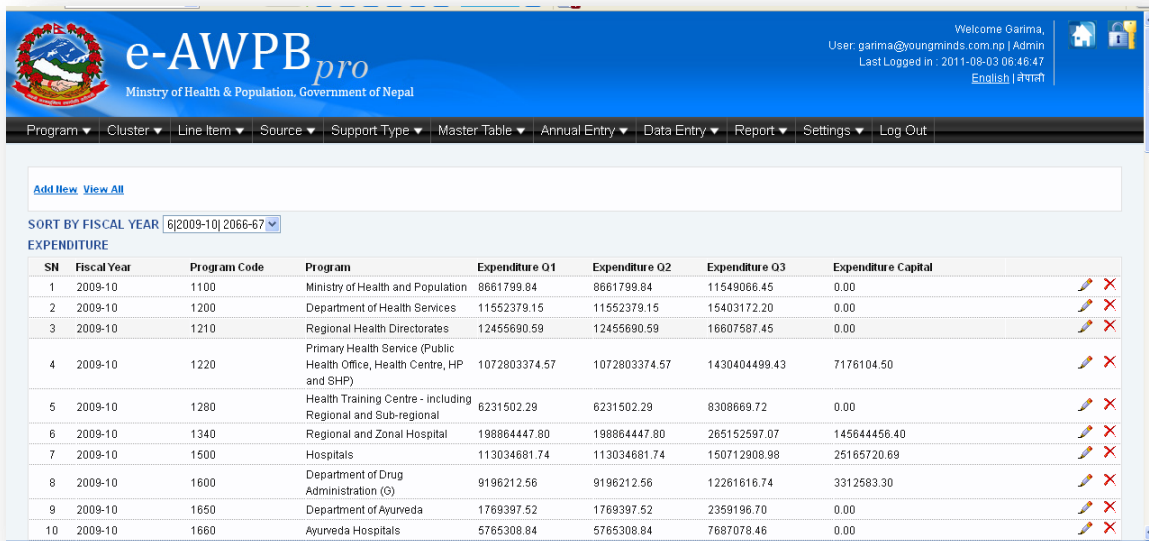


Figure 41: Quarterly Expenditure

G6: Fiscal Year

This shows the information about the existing fiscal year with its national budget and exchange rate. You can add, edit and delete fiscal years from this page.

SN	Fiscal Year	National Budget	Exchange Rate	Current Fiscal Year	
1	2004-05	111889900	74.75		✎ ✕
2	2005-06	126885100	70.94		✎ ✕
3	2006-07	143812300	74.69		✎ ✕
4	2007-08	168995600	65.44		✎ ✕
5	2008-09	236015897	69.50		✎ ✕
6	2009-10	285930000	78.21		✎ ✕
7	2010-11	335000000	73.37	★	✎ ✕
8	2011-12	0	72.75		✎ ✕

Figure 42: Fiscal Year

G7: Expected Output Format (NPC2)

This shows information about the existing expected output. You can add, edit and delete output formats from this page.

SN	Program Name	Fiscal Year	
1	Ayurveda Clinics	2010-11	✎ ✕
2	Primary Health Service (Public Health Office, Health Centre, HP and SHP)	2011-12	✎ ✕
3	Family Planning, MCH and Female Health Volunteer Programme	2010-11	✎ ✕
4	Ministry of Health and Population	2011-12	✎ ✕
5	Department of Drug Administration (G)	2004-05	✎ ✕

Figure 43: Expected output Format

H. District Level Entry Module

This is the eighth module and contains three items: *Cost Center*, *Transfer Sub-Activities* and *Cost Center Sub-Activities*. It is for entering the data at the cost center and is applicable at both center and district levels. This contains the programs implemented by each cost center (DHO, PHO, district, regional, zonal, Ayurveda hospitals, and other center level offices). All the information in this menu is entered annually.

H1: Cost Center

This shows the information about existing cost center sub-activity. You can add, edit and delete cost centers from this page. There is flexibility to view the cost center sorting by district/district code.

[Add New](#) [View All](#)

COST CENTER (OFFICES)

SN	Code	District	Name(English)	Name(Nepali)	
1	01-370-01	Taplejung	District Health Office	जिल्ला स्वास्थ्य कार्यालय, ताप्लेजुङ	
2	01-370-02	Taplejung	Ayurvedic Dispensary	आयुर्वेदिक औषधालय, ताप्लेजुङ	
3	02-370-01	Panchthar	District Health Office	जिल्ला स्वास्थ्य कार्यालय, पाँचथर	
4	02-370-02	Panchthar	District Ayurved Health Center	आयुर्वेदिक औषधालय, लुङरूपा, पाँचथर	
5	03-365-01	Ilaam	District Development Committee	जिल्ला विकास समिति, इलाम	

Figure 44: Cost Center

H2: Transfer the Sub-Activities

This shows information about transferring data per fiscal year, program name and cost center.

Transfer Activity [Cost Center](#) [Sub Activity](#)

From Fiscal Year: 9|2012-13| 2069-70

To Cost Center (offices): 01-370-01 | Taplejung | District Health Office

Program: 1100 Ministry of Health and Population

Please choose below activity to transfer

<input type="checkbox"/>	SN	Sub Activity	Annual Target	Target Q1
<input type="button" value="Transfer"/>				

- 1100 Ministry of Health and Population
- 1200 Department of Health Services
- 1210 Regional Health Directorates
- 1220 Primary Health Service (Public Health Office, Health Centre, HP and SH)
- 1250 National Tuberculosis Centre
- 1260 Centre for Aids and Venereal Disease Control
- 1270 National Health Information Centre
- 1280 Health Training Centre - including Regional and Sub-regional
- 1290 National Public Health Laboratories
- 1320 Patan Hospital
- 1340 Regional and Zonal Hospital
- 1500 Hospitals
- 1600 Department of Drug Administration

Figure 45: Transfer activities

How to transfer activities

- a. Select the fiscal year
- b. Select the program name
- c. Select the cost center to which you wish to transfer activities
- d. Click **FILTER**. You will see the screen as show in Figure 46.

Transfer Activity [Cost Center](#) [Sub Activity](#)

From Fiscal Year: 9|2012-13| 2069-70 Program: 1500 Hospitals

To Cost Center (offices): 03-370-12 | Ilaam | District Hospital Ilaam

Filter

Please choose below activity to transfer

<input type="checkbox"/>	SN	Sub Activity	Annual Target	Target Q1	Target Q2	Annual Budget	Budget Q1	Budget Q2
<input type="checkbox"/>	1	Mechinary Equipment Procurement	1	0.00	1.00	2100.00	0.00	6700.00
		<i>already used budget</i>	0	0	0	0	0	0
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2	Furniture for District Hospital	1	0.00	1.00	1000.00	0.00	1675.00
		<i>already used budget</i>	0	0	0	0	0	0
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3	Missellenous	1	0.00	0.00	700.00	1000.00	1200.00
		<i>already used budget</i>	0	0	0	0	0	0
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	4	Travel Cost	1	0.00	0.00	700.00	1500.00	1800.00
		<i>already used budget</i>	0	0	0	0	0	0
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	5	Monitoring and evaluation Cost	1	0.00	0.00	700.00	300.00	350.00

Figure 46: Filtered Activities

- e. Click the tick-box on the left side to select the sub activities
- f. Enter the annual target, target Q1, target Q2, annual budget, budget Q1 budget Q2
- g. Likewise you can select and enter the target and budget which you want to transfer to this cost center
- h. Click **TRANSFER** when ready

H3: Cost Center Sub-Activities

This shows the information about fiscal year, program name and cost center. You can edit and delete cost center sub-activities from this page.

Transfer Activity [Cost Center](#) [Sub Activity](#)

From Fiscal Year: 9|2012-13| 2069-70 Program: 1320 Patan Hospital

To Cost Center (offices): 08-370-01 | Dhankuta | District Health Office

Filter

Please choose below activity to transfer

<input type="checkbox"/>	SN	Sub Activity	Annual Target	Target Q1	Target Q2	Annual Budget	Budget Q1	Budget Q2
<input type="checkbox"/>								

Transfer

Figure 47: Transfer Activities

Select the fiscal year, program and cost center. (You will see the list of activities on selected cost center). When deleting a record, it will delete the activities of the selected cost center, not from the total program.

I. Data Entry Module

This is the ninth module and contains five items:

- 1. One Time Entry
- 2. Annual Entry
- 3. Import Data
- 4. Export Data
- 5. Bi-Monthly/Quarterly Progress Report

I1: One Time Entry

This shows the information about menus that have data that is only required to be entered once. There are different links for each entry through which the user can navigate to any menu.

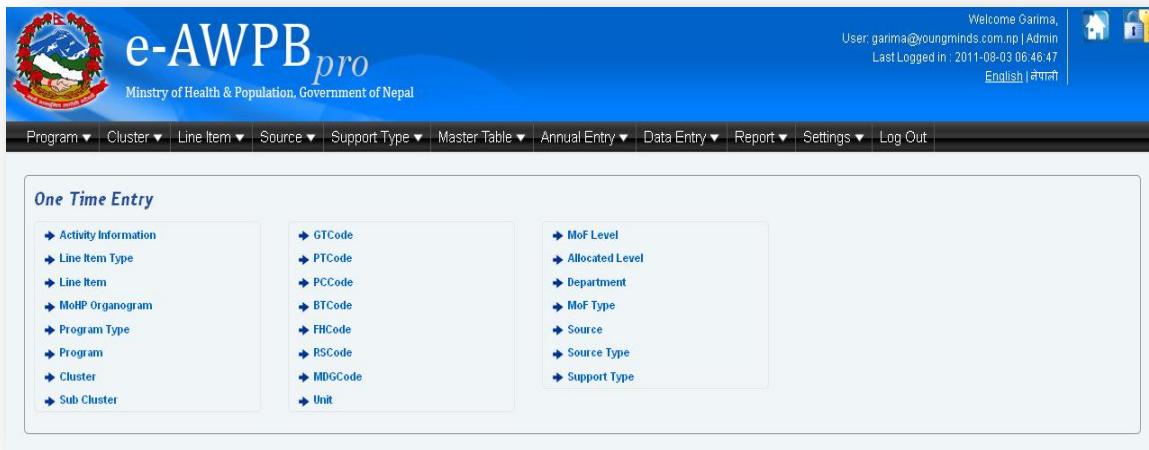


Figure 48: One Time Entry

I2: Annual Entry

This shows the information about menus that have data that is required to be entered annually. There are different links for each entry through which the user can navigate to any menu.

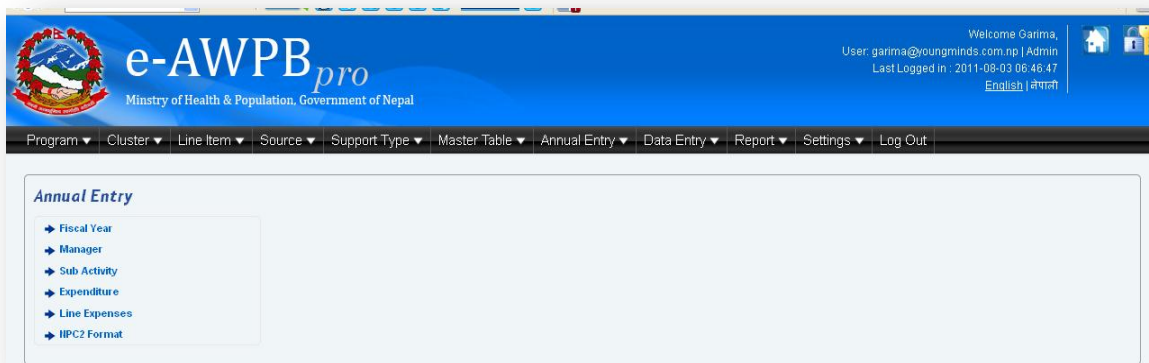


Figure 49: Annual Entry

13: Import Data

This shows the form to import data from an existing .csv file. By selecting the appropriate links at the top of the screen you can *Import Sub Activity* files or *Import Procurement* files. See Figure 50.

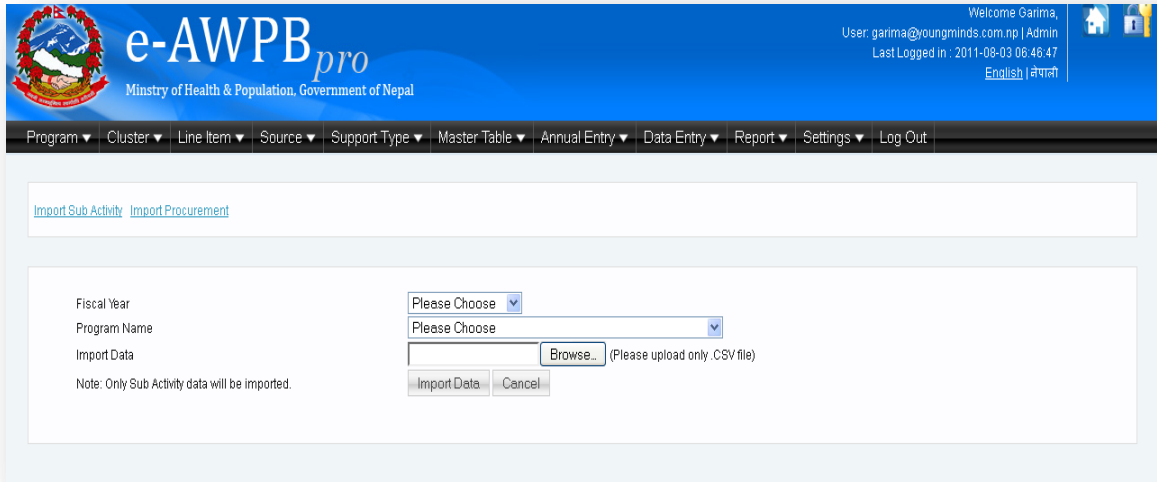


Figure 50: Import Sub-Activity Data

How to Import a file?

The procedure to import a sub-activity and a procurement file is identical, so we will use the sub-activity as an illustration here:

- a. Click **IMPORT SUB ACTIVITY** at the top.
- b. Select the fiscal year and program name of the sub activity whose data you want to import.
- c. Browse to the file you wish to import.
- d. When you are done click **IMPORT DATA**.

14: Export Data

This shows the form to export data. Data will be exported to a .csv file. By selecting the appropriate links at the top of the screen you can *Export Sub Activity* files or *Export Procurement* files. See Figure 51.

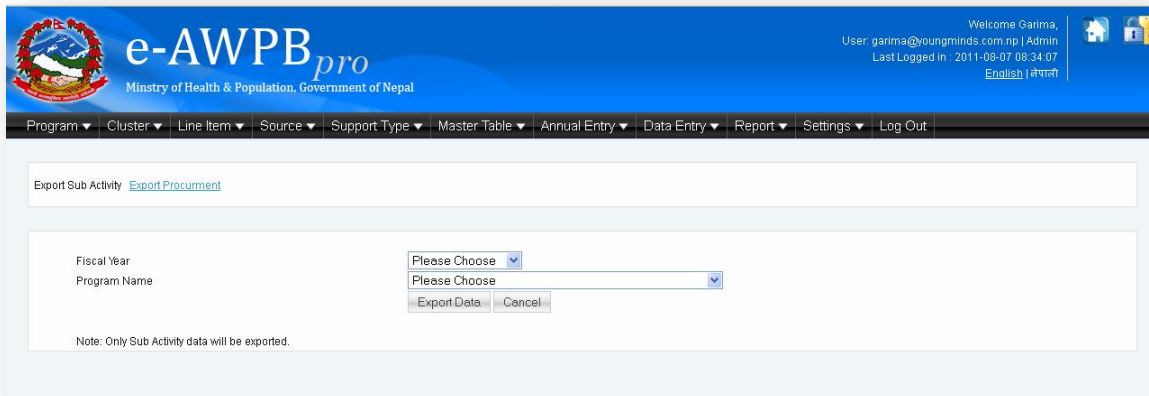


Figure 51: Export Sub-Activity Data

How to Export a file?

The procedure to export a sub-activity and a procurement file is identical, so we will use the sub-activity as an illustration:

- a. Click **EXPORT SUB ACTIVITY** at the top.
- b. Select the fiscal year and program name of the sub activity whose data you want to export.
- c. When you are done click **EXPORT DATA**.

15: Bi-Monthly/Quarterly Progress Report

This shows the form to prepare bi-monthly/quarterly progress reports.



Figure 52: Program Report

- a. Select the *Fiscal Year, Program and Reporting Period*
- b. Search the data

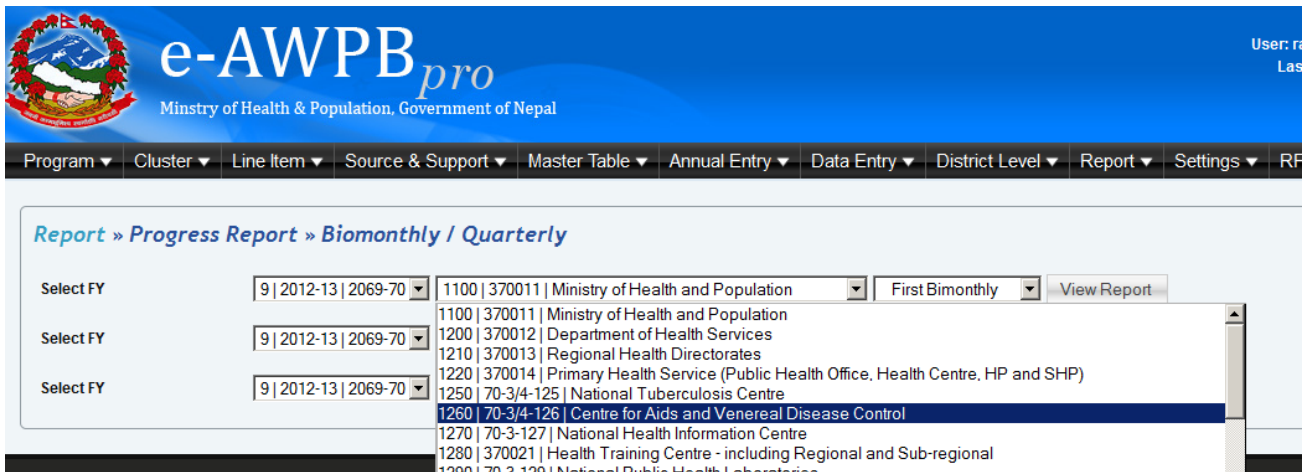


Figure 53: List of Activities

- c. Click on edit bottom on left end, you will see the entry box for achievement and expenditure

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

- d. Enter your achievement and save the data
- e. To print the progress reports, go to the *Progress Report* link under the Report Module

J. Report Module

This is the tenth module and contains three items: *Annual Program*, *Budget Analysis* and *Activity Information*.

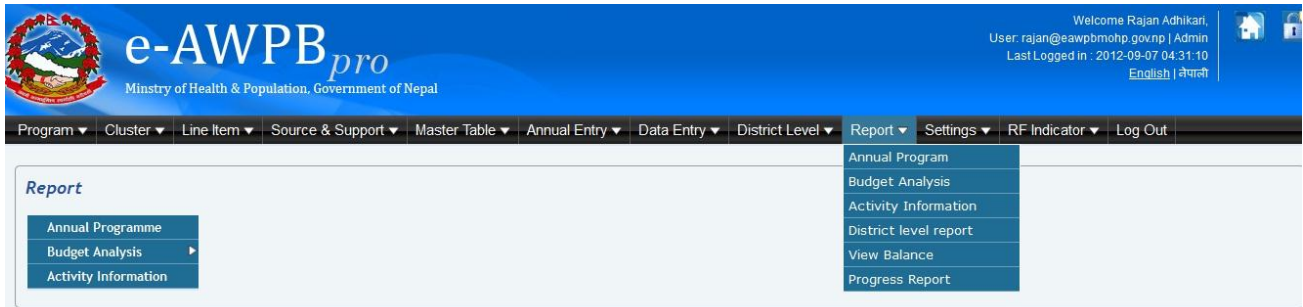


Figure 54: Report Module

J1: Annual Program

This shows the different annual report types. There are six different types of reports. They can be viewed by selecting the fiscal year and program name. The report will appear in a new tab. The six reports to choose from are:

- i. Line Item/PP (and Line Item/PP 2)
- ii. NPC Format
- iii. Simplified NPC Format (F1)
- iv. Expected Output Format (F2) (including Procurement Plan, Redbook Formats and Budget Authorization Form)
- v. Budget of Program and line item
- vi. Budget Projection

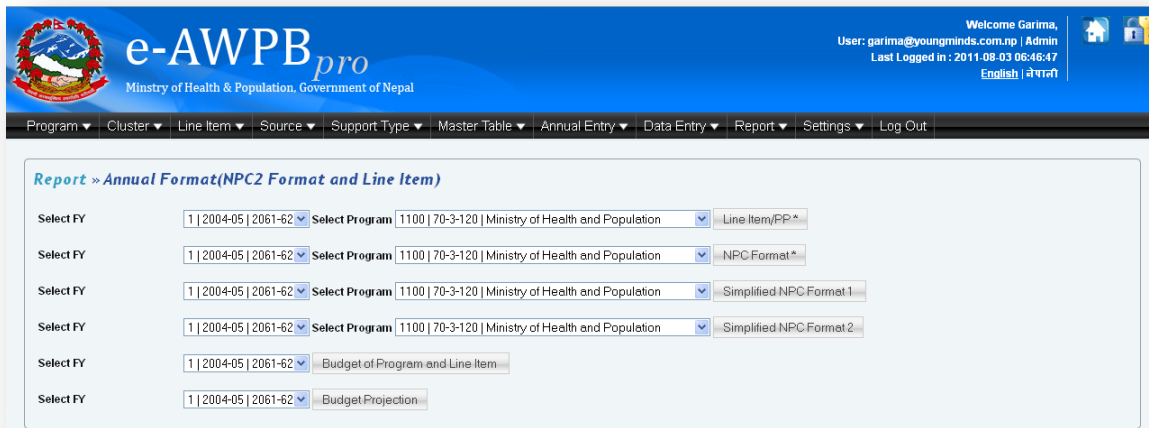


Figure 55: Annual Program Reports

J1.1: District Level Report

This shows the different district level annual report types. There are six different types of report. These reports can be viewed by selecting the fiscal year program name and cost center. The report will appear in a new tab. The six reports to choose from are:

- i. Simplified NPC Format (F1)
- ii. Expected Output Format (F2)
- iii. Cost center-wise authorisation
- iv. Redbook formats
- v. District ceiling and summary
- vi. District ceiling and summary

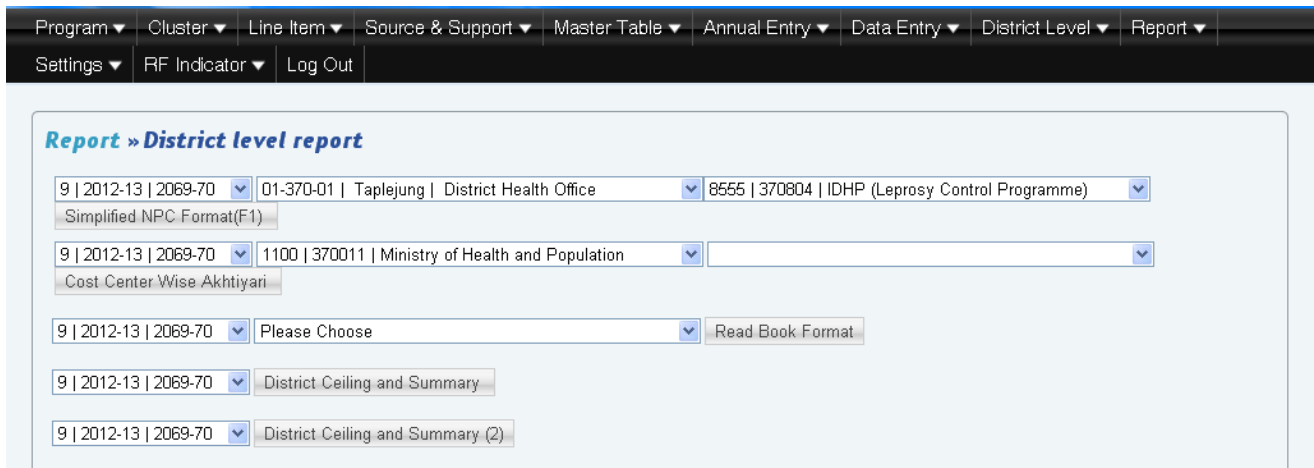


Figure 56: District Level Report

J1.2: View Balance Report

This shows the two types of balance report. These reports can be viewed by selecting the fiscal year and program name. The report will appear in a new tab. The two report options to choose from are:

- i. Line item wise balance
- ii. Balance in NPC Format (Activity wise)

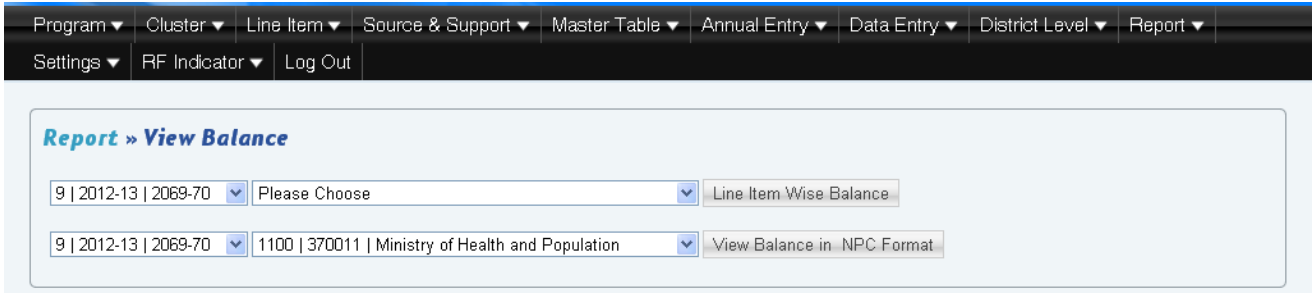


Figure 57: Balance Report

J1.3: Progress Report

This shows the three types of progress report. These reports can be viewed by selecting the fiscal year, program name and reporting period. The report will appear in a new tab. The three report types to choose from are:

- i. Periodic Report on Annex 2 of Financial Act
- ii. Periodic Report on NPC Format # 2
- iii. Summary report of all programs



Figure 58: Progress Report

J2: Budget Analysis

This shows the two sub menus, *Annual Analysis* and *Trend Analysis*, as shown in Figure 59.

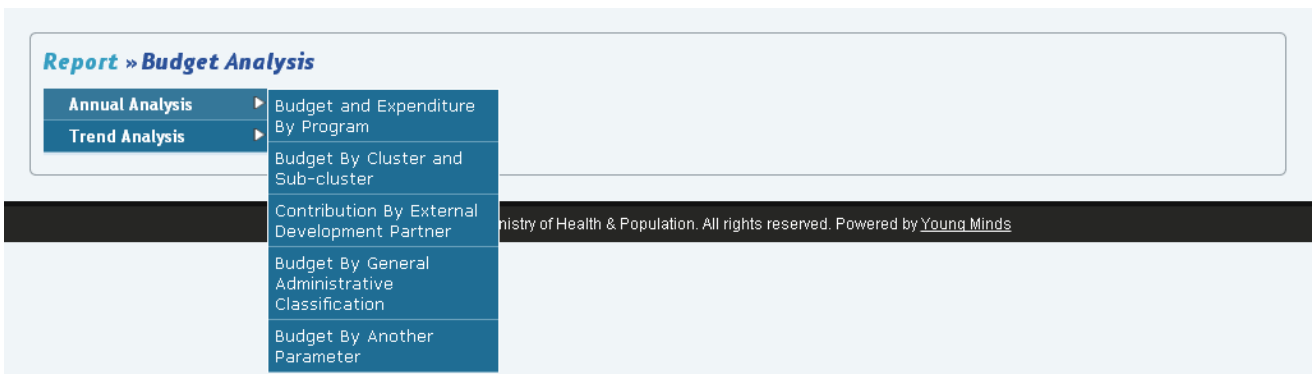


Figure 59: Budget Analysis Report

Annual Analysis

Under this there are five report titles which contain different report types. Select the report title you require, then the fiscal year for which you want the report, and click the corresponding button for the report type. The report titles and their report types are listed as follows:

1. Budget and expenditure by program
 - a. Budget by program
 - b. Budget by MoHP organogram and program
 - c. Budget by line item and program
 - d. Budget by program (MoF classification)
 - e. Expenditure by trimester and program
 - f. Budget by expenditure and program
2. Budget by cluster and sub cluster
 - a. Cluster Information:
 - i. Budget by cluster
 - ii. Budget by cluster and program
 - iii. Report by fiscal year and cluster name.
 - b. Sub cluster Information:
 - i. Budget by sub cluster
 - ii. Budget by sub cluster and program
 - iii. Report by fiscal year and sub cluster name
3. Contribution by external development partner
 - a. Contribution by Bilateral/Multilateral and INGO
 - b. Contribution by Bilateral/Multilateral, INGO and EDP
 - c. Contribution by Grant and Credit
 - d. Contribution by Types of Grant and Credit
 - e. Contribution to Program
 - f. Contribution by Capital and Recurrent Cost
 - g. Program and Activity by EDP
4. Budget by general administration classification
 - a. Budget by Capital and Recurrent Cost
 - b. Budget by Line Item
 - c. Budget by General Administration (Regular) and Development Program
 - d. Budget by Types of Goods, Services and Construction
 - e. Budget by National Priority
 - f. Budget by Center and District
 - g. Budget Allocation to the Center and District
 - h. Budget by Program and/or Line Item
5. Budget by another parameter
 - a. Budget by MoHP Organogram
 - b. Budget by MoHP Division/Department
 - c. Budget by MoF Classification
 - d. Budget by GoN and EDP
 - e. Budget by MDG
 - f. Budget by Contribution to Women
 - g. Poverty Reduction Budget
 - h. Budget by Research/Study and Piloting Program
 - i. Free Health Care Budget



Figure 60: Annual Analysis Report, Budget and Expenditure by Program

Trend Analysis

Trend analysis is sub divided into two groups, *Two Year Analysis* and *Multiple Year Analysis*, as shown in Figure 61. For both time ranges, select the report title you wish to see, select the required fiscal year range and then select the report type. The report titles and types are listed as follows:



Figure 61: Trend Analysis

1. Two Year Analysis
 - a. Budget and Expenditure by Program
 - i. Budget by Program
 - ii. Expenditure by Program
 - b. Contribution by External Development Partner
 - i. Contribution to Program
 - ii. Contribution by Grant and Credit
 - iii. Contribution by Types of Grant and Credit
 - iv. Contribution by Capital and Recurrent Cost
 - v. Contribution by Bilateral/Multilateral and INGO
 - vi. Contribution by Bilateral/Multilateral, INGO and EDP
 - c. Budget by General Administration Classification
 - i. Budget by Capital and Recurrent Cost
 - ii. Budget by Center and District
 - iii. Budget by Actual Allocation to the Center and District
 - iv. Budget by General Administration (Regular) and Development Program
 - v. Budget by Line Item (Summary)

- vi. Budget by Line Item and program (Details with activities)
 - vii. Budget by Types of Goods, Services and Construction
 - viii. Budget by National Priority
 - d. Budget by Another Parameter
 - i. Budget by MoHP Organogram
 - ii. Budget by MoHP Division/Department
 - iii. Budget by MoF Classification
 - iv. Budget by GoN and EDP
 - v. Budget by MDG
 - vi. Budget by Contribution to Women
 - vii. Poverty Reduction Budget
 - viii. Budget by Research/Study and Piloting Program
 - ix. Free Health Care Budget
2. Multiple Year Analysis
- a. Budget and Expenditure by Program
 - i. Budget by Program
 - ii. Expenditure by Program
 - iii. Budget by MoHP Organogram and Program
 - iv. Budget by Division/Department and Program
 - b. Contribution by External Development Partner
 - i. Contribution by EDP
 - ii. Contribution to Program
 - iii. Budget by Individual EDP
 - iv. Budget by Individual Program
 - v. Contribution by Bilateral/Multilateral and INGO
 - vi. Contribution by Grant and Credit
 - vii. Contribution by Types of Grant and Credit
 - viii. Contribution by Capital and Recurrent Cost
 - c. Budget by General Administration Classification
 - i. Budget by Capital and Recurrent Cost
 - ii. Budget by Center and District
 - iii. Budget by Actual Allocation to the Center and District
 - iv. Budget by General Administration (Regular) and Development Program
 - v. Budget by Line Item (Summary)
 - vi. Budget by Line Item (Details)
 - vii. Budget by Types of Goods, Services and Construction
 - viii. Budget by National Priority
 - d. Budget by Another Parameter
 - i. Budget by MoHP Organogram
 - ii. Budget by MoHP Organogram
 - iii. Budget by MoHP Division/Department
 - iv. Budget by MoF Classification
 - v. Budget by Research/Study and Piloting Program
 - vi. Budget by GoN and EDP
-

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

- vii. Budget by MDG
- viii. Budget by Contribution to Women
- ix. Poverty Reduction Budget
- x. Free Health Care Budget

J3: Activity Information

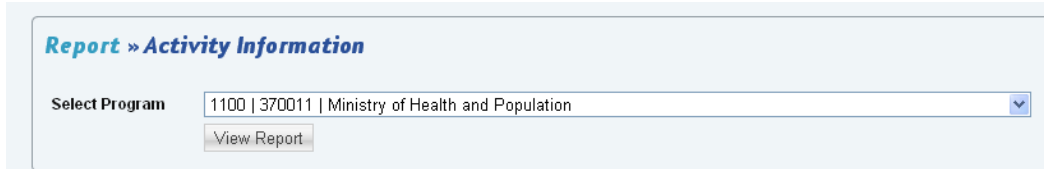


Figure 62: Activity Information Report

How to generate a report?

Select the program name and click View Report, the report will be generated in a new tab. See Figure 63.

Contribution By Bilateral/Multilateral/INGO and EDP, FY 2010-11 (2067-68)														
(1.00 US\$ = NRs. 73.37) NRs. '000														
MoF Code	EDP	Capital	Recurrent	Total				Grant				Credit		
				NRs. USD	Cash	Reimbursable	Direct Payment	Commodity	Total NRs. USD.	Cash	Reimbursable	Direct Payment	Total NRs. USD.	
Bilateral														
19	GTZ	0.00	8,245.00	8,245.00 112.38	2,425.00	0.00	5,820.00	0.00	8,245.00 112.38	0.00	0.00	0.00	0 0	
20	KfW	0.00	122,200.00	122,200.00 1,665.53	0.00	100,000.00	22,200.00	0.00	122,200.00 1,665.53	0.00	0.00	0.00	0 0	
39	JICA	0.00	19,435.00	19,435.00 264.89	0.00	0.00	19,435.00	0.00	19,435.00 264.89	0.00	0.00	0.00	0 0	
47	Norway	1,890.00	29,458.00	31,348.00 427.26	2,324.00	0.00	29,024.00	0.00	31,348.00 427.26	0.00	0.00	0.00	0 0	
53	DfID	4,500.00	11,872.00	16,372.00 223.14	0.00	0.00	16,372.00	0.00	16,372.00 223.14	0.00	0.00	0.00	0 0	
55	USAID	3,200.00	675,288.00	678,488.00 9,247.49	950.00	60,808.00	63,530.00	553,200.00	678,488.00 9,247.49	0.00	0.00	0.00	0 0	
59	SDC	0.00	66,670.00	66,670.00 908.68	0.00	0.00	66,670.00	0.00	66,670.00 908.68	0.00	0.00	0.00	0 0	
Bilateral Total		9,590.00	933,168.00	942,758.00 12,849.37	5,699.00	160,808.00	223,051.00	553,200.00	942,758.00 12,849.37	0.00	0.00	0.00	0.00 0.00	
Multilateral														
2	ADB	0.00	69,000.00	69,000.00 940.44	0.00	0.00	69,000.00	0.00	69,000.00 940.44	0.00	0.00	0.00	0 0	
20	UNDP	0.00	41,981.00	41,981.00 573.16	0.00	0.00	41,981.00	0.00	41,981.00 573.16	0.00	0.00	0.00	0 0	

Figure 63: Generated Report

How to print a report?

- a. Go to the **FILE** menu and click **PRINT**, or press **CTRL+P**, as shown in Figure 64:

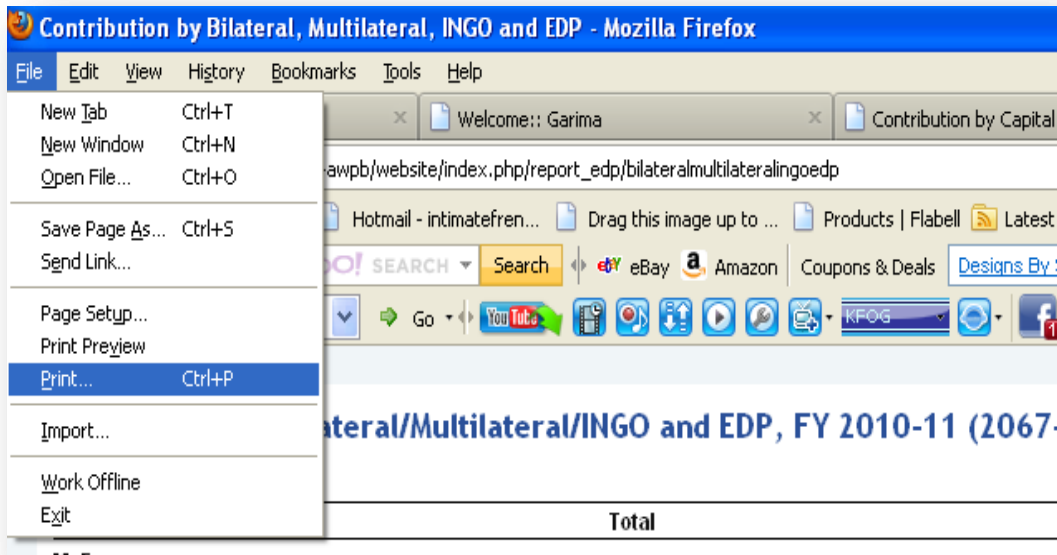


Figure 64: Print Report

- b. The *Print* window will appear; make changes to the print format as required.
- c. Click **PROPERTIES** to edit the print layout, paper, graphics and other settings.
- d. When changes are made click **OK**.

K. Settings Module

This is the eleventh module and contains two menus: *Permission* and *Change Password*.

K1: Permission

This menu gives the ability to grant permission to managers to operate sub-activities and line items. Only the administrator has the privilege to assign authority to a manager.

SN	Fiscal Year	Labels	Permission [Edit]
1	2004-05	Sub Activity	<input type="checkbox"/>
2	2004-05	Line Item Expenses	<input type="checkbox"/>
3	2005-06	Line Item Expenses	<input checked="" type="checkbox"/>
4	2005-06	Sub Activity	<input checked="" type="checkbox"/>
5	2006-07	Line Item Expenses	<input checked="" type="checkbox"/>
6	2006-07	Sub Activity	<input checked="" type="checkbox"/>
7	2007-08	Line Item Expenses	<input checked="" type="checkbox"/>
8	2007-08	Sub Activity	<input checked="" type="checkbox"/>
9	2008-09	Sub Activity	<input checked="" type="checkbox"/>
10	2008-09	Line Item Expenses	<input checked="" type="checkbox"/>
11	2009-10	Sub Activity	<input checked="" type="checkbox"/>
12	2009-10	Line Item Expenses	<input checked="" type="checkbox"/>
13	2010-11	Line Item Expenses	<input checked="" type="checkbox"/>
14	2010-11	Sub Activity	<input checked="" type="checkbox"/>
15	2011-12	Sub Activity	<input type="checkbox"/>
16	2011-12	Line Item Expenses	<input type="checkbox"/>

Update

Figure 65: Permission

- a. To grant permission for a specific entry, check the box for that fiscal year.
- b. When you are finished, click **UPDATE**.

K2: Change Password

This menu allows you to change the password of the user.

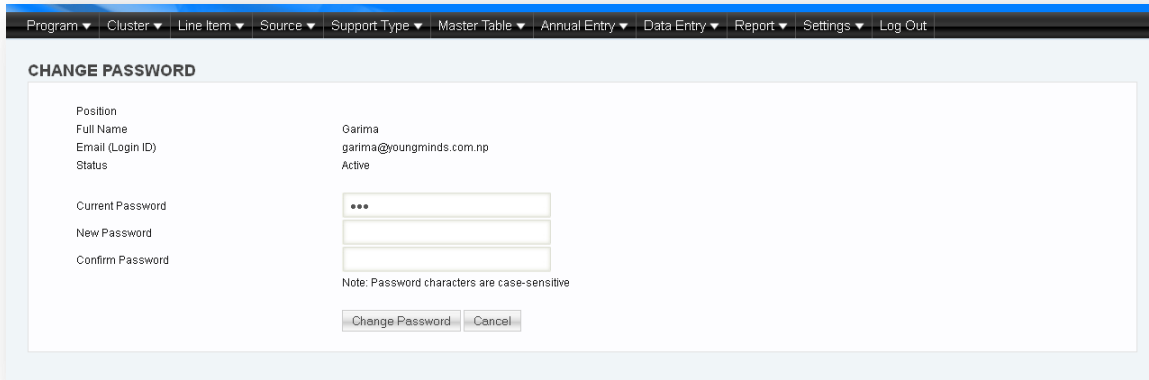


Figure 66: Change Password

- a. First, enter your current password.
- b. Now enter your new password. Enter it again to confirm it.
- c. When you are finished, click **CHANGE PASSWORD**.
- d. If you don't want to change the password, click **CANCEL**.

L. Result Framework Indicator

This is the twelfth module and contains eight items, four of these are for entry form and four for report.

- | | |
|--------------------------|--|
| 1. Indicator Setup | 5. RF to Indicator |
| 2. Indicator List | 6. Detail Report |
| 3. NHSSP-2 RF Setup | 7. Summary Report (NHSSP-2 RF) |
| 4. Indicator to Activity | 8. Budget Allocation to NHSSP-2 Output Indicator |

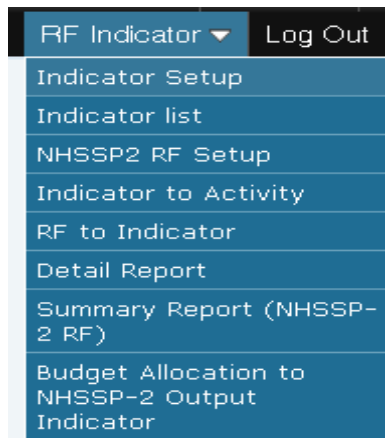
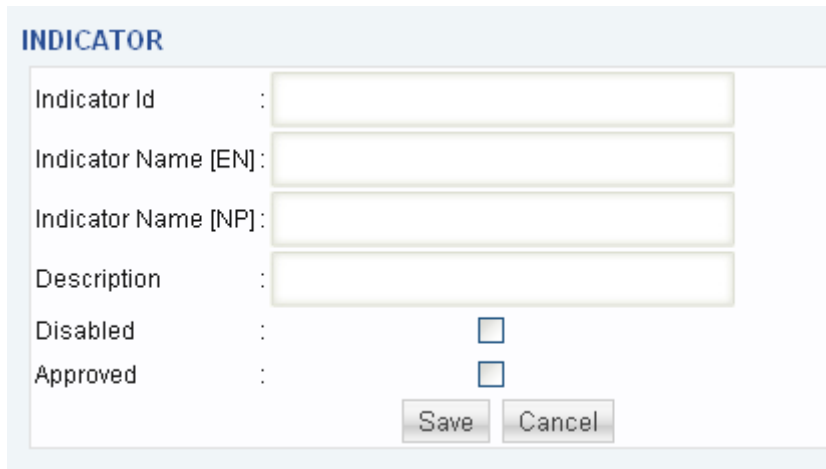


Figure 67: Result Framework (RF) Indicator

From these links we can setup different types of RF indicator and assign a weight to each indicator in each activity. Based on the assigned weight, we can view a report of the required fiscal year.

L1: Indicator Setup



The screenshot shows a web form titled "INDICATOR" with the following fields and controls:

- Indicator Id : [Text Input Field]
- Indicator Name [EN] : [Text Input Field]
- Indicator Name [NP] : [Text Input Field]
- Description : [Text Input Field]
- Disabled :
- Approved :
- Buttons: Save, Cancel

Figure 68: Indicator Setup

This shows an entry form for setting up a new indicator, as shown in Figure 68. There are six fields to be completed which are as follows:

- a. Indicator ID: In this field we input the unique ID for the indicator e.g. for the *Contraceptive Prevalence Rate* indicator we enter '102'. The ID number for each indicator will be defined by MoHP.
- b. Indicator Name [EN]: In this field we enter the indicator name in English.
- c. Indicator Name [NP]: In this field we enter the indicator name in Nepali. For Nepali language we will use Unicode strictly.
- d. Description: In this field we enter a brief description about the indicator, if required.
- e. Disabled: If the current indicator is not required for some period or we will not include it in the report then we check this field.
- f. Approved: To approve the indicator we have to check this field. Leaving it unchecked indicates that the indicator is not approved yet.
- g. When you are satisfied with the information click **SAVE**.
- h. To return without saving, click **CANCEL**.

L2: Indicator List

This shows all the available indicators and allows you to edit them. The indicators can be filtered by *Indicator ID* or by *Indicator Name*. Data can be edited by clicking the relevant field.

Sno	Indicator Id	Name En	Name NP	Approved	Disabled	Actions
1	101	% of 1yrs old children immunized against measles	बोप पाएका १ वर्षका बालबालीको प्रतिशत (दादुरा)	Yes	No	
2	102	Contraceptive prevalence rate (modern methods)	परिवार नियोजन प्रयोग दर	Yes	No	
3	103	% of deliveries by a Skilled Birth Attendant	प्रसूतिकर्मी द्वारा प्रसूति गराएको प्रतिशत	Yes	No	
4	104	% of pregnant women receiving IFA or syrup during their last pregnancy	गर्भवति समयमा आइरन चक्की लिएका महिलाको प्रतिशत	Yes	No	
5	105	% of institutional deliveries	स्वास्थ्य संस्थामा प्रसूति गराएको प्रतिशत	Yes	No	
6	106	% of Met need for emergency Obstetrec care	इमोजि मेट प्रतिशत	Yes	No	
7	107	% of deliveries by Caesarean Section	अपरेशनबाट प्रसूति गराएको प्रतिशत	Yes	No	
8	108	% of Obstetric case fatality rate	अपरेशन केस फ्याटलिटी दर	Yes	Yes	
9	109	% women of reproductive age aware of safe abortion sites	सुरक्षित गर्भपतन भएको स्वास्थ्य संस्थाको जनाकारी प्रतिशत	Yes	No	
10	110	% knowledge of safe abortion legalisation	सुरक्षित गर्भपतन कानुन मान्यता भएको जनाकारी प्रतिशत	Yes	Yes	

L3: NHSP-2 RF Setup

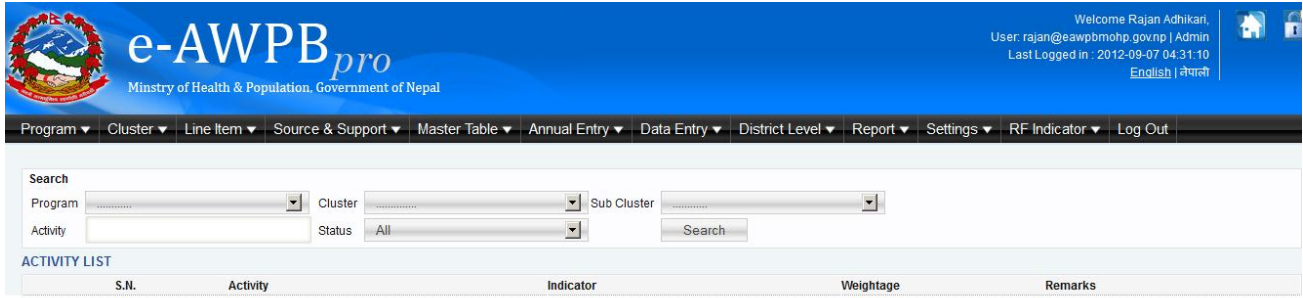
This shows the *Data Entry* form and the *Result Framework* list.

S.N.	ID	Result Framework
1	1	Maternal Mortality
2	2	Total Fertility
3	3	Adolescent Fertility
4	4	Under-five Mortality
5	5	Infant Mortality
6	6	Neonatal Mortality
7	7	% of underweight children

- a. Data Entry form:
 - i. Enter a value into each field of the form.
 - ii. When you are satisfied, click **SAVE**.
 - iii. To return without saving, click **CANCEL**.
- b. Result Framework List:
 - i. To edit the RF, click on a row of the table. The data will displayed on the form and available to edit.

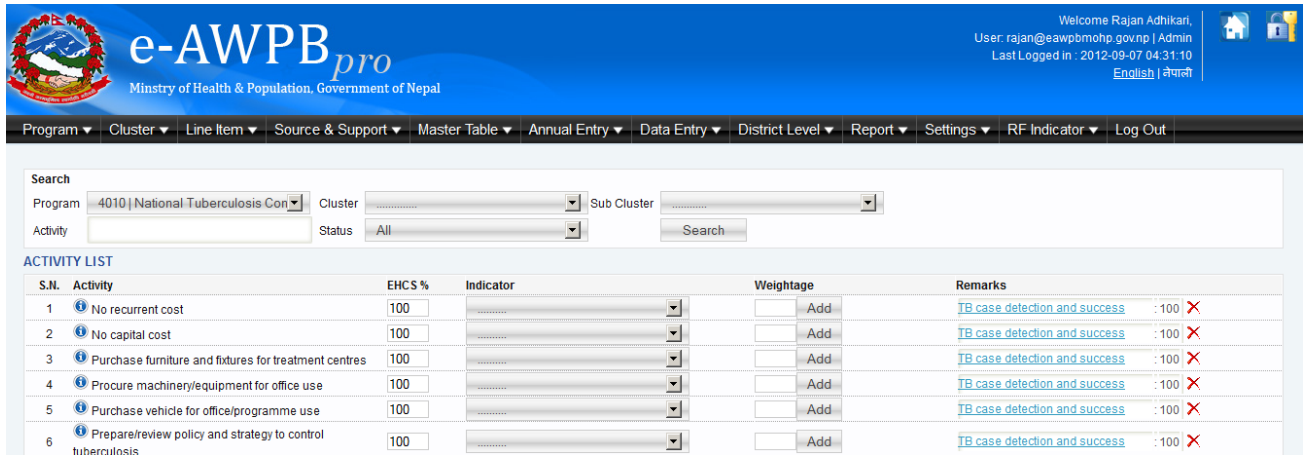
L4: Indicator to Activity

This shows a form with five fields:



- a. Program
- b. Cluster
- c. Sub Cluster
- d. Activity
- e. Status

Having selected the element from the required field, click **SEARCH** to show the following form:



- a) Select the *EHCS percentage* and the indicator for the required activity using the corresponding drop down list.
- b) Click **ADD** to add *weightage* to the activity. Information about the provided weightage will appear under *Remarks*.
- c) Change the indicator for the activity by selecting the hyperlinked remarks.
- d) Delete remarks by clicking the delete graphic.

L5: RF to Indicator

This shows the related form:

S.N.	ID	Indicator	Result Framework	Remarks
1	101	% of 1yrs old children immunized against measles Add	Infant Mortality :10 ✖ Under-five Mortality :90 ✖
2	102	Contraceptive prevalence rate (modern methods) Add	Total Fertility :75 ✖ Maternal Mortality :25 ✖
3	103	% of deliveries by a Skilled Birth Attendant Add	Maternal Mortality :80 ✖ Adolescent Fertility :10 ✖ Total Fertility :10 ✖

- Select the required framework from the corresponding drop down list.
- Click **ADD** to add *weightage* to the activity. Information about the provided weightage will appear under *Remarks*.
- Change the indicator for the activity by selecting the hyperlinked remarks.
- Delete remarks by clicking the delete graphic.

L6: Detail Report

This shows the following form containing six fields:

Criteria

Fiscal year: 2069-70 | Program: In | Cluster: In | Indicator: In | Activity: In | Report type: Program wise

Show in report: Program Cluster Activity Indicator

Show Cancel

- Fiscal year
- Program
- Cluster
- Indicator
- Activity
- Report type

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

- a. To fill multiple records to the fields, enable the adjacent icon that allows multiple selection.
- b. Check or uncheck the fields required for the report. Click Show to display the report.
- c. To change records or not display the report, click Cancel.
- d. Print or download the report by clicking the corresponding button.

L7: Summary Report (NHSSP-2 RF):

This shows the budget allocation by NHSP-2 Results Framework and EHCS of the fiscal year.



Select the required fiscal year and click **SHOW**.

Print or download the form by clicking the corresponding button.

L8: Budget allocation to NHSSP-2 output indicator

This shows the budget allocation of the required fiscal year by NHSP-2 specific objectives along with Result Framework and EHCS.



Select the required fiscal year and click the **SHOW** button. This will display the following form:

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

Criteria
Fiscal year: 2069-70

BUDGET ALLOCATION BY NHSSP-2 OUTPUT INDICATOR

MINISTRY OF HEALTH AND POPULATION
BUDGET ALLOCATION BY NHSSP-2 OUTPUT INDICATOR
FY 2012-13

S.N.	Code	Outcome Indicator	Budget	Percentage
Result Framework				
1	101	% of 1yrs old children immunized against measles	390493	4.05
2	102	Contraceptive prevalence rate (modern methods)	45634	0.47
3	103	% of deliveries by a Skilled Birth Attendant	244161.25	2.53
4	105	% of institutional deliveries	336132.25	3.49
5	106	% of Met need for emergency Obstetrec care	6000	0.06
6	107	% of deliveries by Caesarean Section	5336.5	0.06
7	111	% of women of reproductive age experiencing abortion complications	6732	0.07
8	112	% of women 15-49 with comprehensive knowledge about AIDS	5868	0.06

M. Logout Module

This is the thirteenth module in the administration login.

- a. To logout from e-AWPB as an administrator, click **LOGOUT**. The login page will appear.

CHAPTER 3: MANAGER USE OF E-AWPB^{PRO}

MANAGER LOGIN

Getting started

1. Open an internet browser. We recommend Mozilla Firefox, however other browsers such as Google Chrome, Opera or Internet Explorer can also be used.
2. Type the URL of e-AWPB, i.e. <http://www.eawpbmohp.gov.np>, in the address bar.
3. You will now see the Login Screen.

Login to the system

1. The administrator will provide the login ID and password to each user. Login to the system using that ID and password.

Example:

Login ID: training@mohp.gov.np

Password: training123@

2. Click **LOGIN** to enter into the system.
3. You will now see the Welcome screen with menu.

Selecting the language

On every page at the right side of the top banner you will see two links for selecting the language in which the user wants to operate the e-AWPB^{pro}.

- ✓ Click in the English link to operate in English language.
- ✓ Click in the Nepali link to operate in Nepali Language.

Welcome Screen

1. At the top right hand side you will see your name, user privilege (Manager), last login date and time, and the link to select the language of your choice.
2. Beside this, there are two icons, one to return to the home page (house) and the other one to logout from the system (key and padlock).

Welcome Rajan Adhikari (Computer Officer),	
Name	Rajan Adhikari
Login ID	rajan@eawpbmohp.gov.np
Last Login	2012-09-10 11:29:21
Login IP Address	202.166.199.126
Total no. of Login	917

Objectives

The Electronic Annual Work Planning and Budgeting Pro is a simple, user friendly, bilingual(English and Nepali) web based interactive database application developed in PHP-Mysql. PHP has been used as server side script and Mysql as back-end (database). It is a system that facilitates the MoHP's annual work and planning and budgeting process by generating an annual programmed and line item budget and helps in budget analysis by generating annual analytical tables by showing trends in the MoHP budget and expenditure for two years and multiple years from different perspectives.

3. Moving the mouse over the tabs on the main menu will show the different menu items.
4. Click on the respective menu item to perform the desired task.

5. If the administrator has granted permission you may be able to perform the following four functions under the menu items:
 - a. Add New Record
 - b. View All Records
 - c. Edit the Existing Record
 - d. Delete Record.
6. Now you can operate the system as per this manual.

Operating the e-AWPB^{pro}

The welcome page contains 7 modules/tabs with menus in every module. These are:

- | | |
|----------------------|--------------------|
| A. Program | E. Report Module |
| B. Programme Manager | F. Change Password |
| C. Sub Activity | G. Logout |
| D. Line Expenses | |

A: Program

This is the first module which shows information about existing programs that are assigned to you by the administrator. It will appear similar to Figure 8 but without the options to *Add*, *Edit* or *Delete*. These actions are performed by the administrator.

View program details

- a. View the details of the program assigned by clicking **VIEW DETAILS** on the right.
- b. To return one screen, click **BACK**.

B: Program Manager

This is the second menu. It shows the information about the existing program with your annual manager for a particular fiscal year. There is flexibility to view the records sorting by fiscal year. If you have been granted permission to *add*, *edit* or *delete* records, the procedure is the same as described in Chapter 2-A1: Program.

C: Sub Activity

This is the third menu which shows the information about your existing sub activity. There is flexibility to view the sub activity sorting by fiscal year. If you have been granted permission to *add*, *edit* or *delete* records, the procedure is the same as described in Chapter 2-A1: Program.

D: Line Expenses

This is the fourth menu which shows the information about your existing program name with its line expenses for a particular fiscal year. There is flexibility to view the record sorting by fiscal year. If you have been granted permission to *add*, *edit* or *delete* records, the procedure is the same as described in Chapter 2-A1: Program.

E: Report Module

This is the fifth module and contains six report types:

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

1. Line Item/PP
2. NPC Format
3. Simplified NPC Format (F1)
4. Expected Output Format (F2)
5. Budget of Program and Line Item
6. Budget Projection

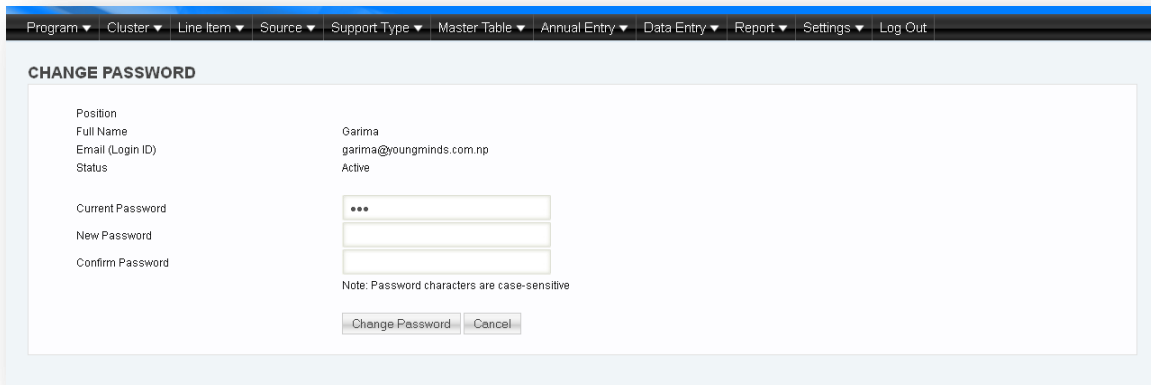
To view a report, select the fiscal year and program name. The report will appear in new tab.

How to print a report?

- a. Go to the **FILE** menu and click **PRINT**, or press **CTRL+P**:
- b. The *Print* window will appear; make changes to the print format as required.
- c. Click **PROPERTIES** to edit the print layout, paper, graphics and other settings.
- d. When changes are made, click **OK**.

Change Password

This is the sixth menu and allows you to change the password of the user.



The screenshot shows a web application interface with a menu bar at the top containing: Program, Cluster, Line Item, Source, Support Type, Master Table, Annual Entry, Data Entry, Report, Settings, and Log Out. Below the menu bar is a dialog box titled "CHANGE PASSWORD". Inside the dialog, the following information is displayed:

Position	
Full Name	Garima
Email (Login ID)	garima@youngminds.com.np
Status	Active

Below the user details are three password input fields:

- Current Password: [Masked with dots]
- New Password: [Empty]
- Confirm Password: [Empty]

A note below the fields reads: "Note: Password characters are case-sensitive". At the bottom of the dialog are two buttons: "Change Password" and "Cancel".

Figure 69: Change Password

- a. First, enter your current password.
- b. Now enter your new password. Enter it again to confirm it.
- c. When you are finished, click **CHANGE PASSWORD**.
- d. If you don't want to change the password, click **CANCEL**.

Logout Module

This is the seventh module in the manager login.

- a. To logout from e-AWPB^{pro}, click **LOGOUT**. The login page will appear.

CHAPTER 4: ASSIGNING CODES

e-AWPB^{pro} contains more than four thousand standard activities with unique codes and descriptive information, and nine types of codes. All of these activities are grouped under 47 clusters and 42 sub-clusters. These activities have been standardised, following a review of the approved activities and sub-activities of the MoHP program for FY 2004-05 through FY 2010-11.

All MoHP program managers need to input the source and type of support for each sub-activity while preparing the AWPB every year. The following will demonstrate how to determine the cluster and sub-cluster of a standard activity and how to input the relevant codes. Detailed instructions on source and support type codes are also given.

DETERMINING THE CLUSTER AND SUB-CLUSTERDetermining the Cluster

Cluster covers all the programs designed as per national and sectoral plans, and are related to regular functions which are:

1. General administration (Central and Local)
2. Mentioned in the budget subheading
3. Universally prioritised program
4. Recognized as special diseases

Cluster No.	Cluster Name	Budget Sub-Heading	Regular Function
01		370011 370012 370013 370021 37024 370025 370030	Central General Administration
02		370014 370022 370023 370026	Local General Administration
03	Population Management	370101	Program mentioned in budget sub-heading
04	General Hospital Service	370102 370110	Programs mentioned in Budget Sub-Heading
05	Paediatrics Service	370103	Programs mentioned in Budget Sub-Heading
06	Tropical and Infectious Disease Control	370103	Programs mentioned in Budget Sub-Heading

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

Cluster No.	Cluster Name	Budget Sub-Heading	Regular Function
07	Maternity service	370105 370111	Programs mentioned in Budget Sub-Heading
08	Eye care service	370106 370131 370132	Programs mentioned in Budget Sub-Heading
09	Cancer service	370107 370127	Programs mentioned in Budget Sub-Heading
10	Cardio vascular service	370108 370109	Programs mentioned in Budget Sub-Heading
11	TB control	370113 370806	Programs mentioned in Budget Sub-Heading
12	STD/HIV AIDS	370114	Programs mentioned in Budget Sub-Heading
13	Family health	370115 370804(1)	Programs mentioned in Budget Sub-Heading
14	Child health	370116 370804(2)	Programs mentioned in Budget Sub-Heading
15	IMCI		Universally Prioritized Programs
16	Avian influenza		Universally Prioritised Programs
17	Epidemic disease control	370119 370804(4)	Programs mentioned in Budget Sub-Heading
18	Leprosy control	370120 370804(5)	Programs mentioned in Budget Sub-Heading
19	Logistics management	370121 370804(7)	Programs mentioned in Budget Sub-Heading
20	Health management	370122 370804(6)	Programs mentioned in Budget Sub-Heading
21	Health education	370123 370802	Programs mentioned in Budget Sub-Heading
22	Health training	370124 370803	Programs mentioned in Budget Sub-Heading
23	Vector borne disease	370125	Programs mentioned in Budget Sub-Heading
24	Laboratory service	370126	Programs mentioned in Budget Sub-Heading

Electronic Annual Work Plan and Budget (e-AWPB) User Manual - 2012

Cluster No.	Cluster Name	Budget Sub-Heading	Regular Function
25	Ayurveda	370128 370130 370809	Programs mentioned in Budget Sub-Heading
26	Health research	370133	Programs mentioned in Budget Sub-Heading
27	Health sector strengthening	370134 370136 370138	Programs mentioned in Budget Sub-Heading
28	Rural health development	370801	Programs mentioned in Budget Sub-Heading
29	Safe motherhood		Universally prioritised programs
30	Family planning		Universally prioritised programs
31	Outreach clinic		Universally prioritised programs
32	Maternal and child health		Universally prioritised programs
33	FCHV		Universally prioritised programs
34	Immunization		Universally prioritised programs
35	Nutrition		Universally prioritised programs
36	Youth and adolescent		Universally prioritised programs
37	Malaria control		Common diseases
38	Kala-azar control		Common diseases
39	Natural disaster management		Universally prioritised programs
40	Lymphatic filariasis elimination		Common diseases
41	Zoonotic disease control		Common diseases
42	Urban health		Universally prioritised programs
43	Alternative medicine		Common diseases
44	Academic service		Universally prioritised programs
45	Telemedicine		Common diseases
46	Trachoma		Common diseases

Cluster No.	Cluster Name	Budget Sub-Heading	Regular Function
47	Dengue disease control		Common diseases

Table 1: Activity Cluster and Sub-Cluster

Even with Table 1 above, you need to clearly understand the nature of the activity first and then assign cluster codes. An activity under the same budget sub-heading may be related to two or more clusters.

Determining the Sub-cluster

For the use by the MoHP, sub-clusters are related by the common name given to the group of activities based on its feature and nature. Follow the criteria below to determine sub-clusters:

- Representing the group of activities to be emphasised in each program, for example:
 - Monitoring and evaluation
 - Review and workshop
 - Training and orientation
 - Information and communication
- Representing the group of activities to be emphasised in selected programs, for example:
 - Awareness and advocacy
 - Research and study
 - Social service
 - Solid waste management
- Representing a group of selected expenditure line items, for example:
 - Capital/recurrent unconditional grant
 - Capital/recurrent conditional grant
 - Consumption/utility (development)
 - Consumption/utility (administration)
- Representing a group of closely related activities (applicable to all)

It is important to note that any sub-cluster may come under any cluster. Therefore, you need to be careful to establish a close relationship between the nature of the activity and the sub-cluster.

STANDARDISED ACTIVITY CODES

Each standard activity contains a unique code. There are nine types of code related to these activities, of which four are mandatory, while the other four are optional.

Mandatory

1. Line Item
2. Gender
3. Poverty
4. Budget Type

Optional

1. MDGs
2. Procurement
3. Research/Piloting
5. Free Health Care

e-AWPB^{pro} contains more than four thousand standardised records with these codes.

Follow the instructions below to assign these codes to standard activities.

Line Item

Line item codes are developed by the MoF. All of these codes are grouped either under *recurrent* or *capital* expenditure. Health related line items are described in detail below:

Recurrent expenditure

a. Consumption expenses

Line Item Code	Line Item	Description
21111	Salary	<ul style="list-style-type: none"> ▪ Salary of government employees, provident fund, increment in grade, insurance, motivation prize ▪ Salary of medical doctors obligated to providing services due to government scholarships ▪ Salary and other expenses for employees hired on a short-term basis within the approved structure ▪ Saved annual and other leaves
21112	Local Allowance	Remote allowances
21114	Field Allowance	Field allowance to civil servant according to GoN Rules and Regulations
21119	Other Allowances	<ul style="list-style-type: none"> ▪ Meeting allowances, overtime allowances, in-service disability allowances etc. ▪ Incentives for selected health workers, based on the standard
21121	Clothing	<ul style="list-style-type: none"> ▪ Clothing provided to hospital nursing staff, drivers, office assistants ▪ Clothing allowances provided to employees working in the mountain regions
21122	Food	<ul style="list-style-type: none"> ▪ Food provided to government employees ▪ Food for animals and birds ▪ Food and nutritional costs for patients
21123	Employee Medical Expenses	Employee's health insurance or their medical expenses, transportation, attendant
27311	Retirement Benefit	Cost of retired employee benefits as per existing rules and regulations
22511	Staff Training	Expenses for career development or capacity building of employees

Table 2: Line Item; Recurrent Expenditure; Consumption Expenses

b. Office Operation and Service Expenses

Line Item Code	Line Item	Description
----------------	-----------	-------------

Line Item Code	Line Item	Description
22111	Water and Electricity	Drinking water, electricity, sewerage
22112	Communication	Telephone, internet, websites and other communication services
22311	General Office Expenses	<ul style="list-style-type: none"> ▪ Postal services and notice publications ▪ Office supplies (envelopes, forms, pens etc.) ▪ Other office goods ▪ Other office goods lasting less than one year ▪ Minor surgical machinery and equipment for hospital use ▪ Goods which last more than one year, but cost less than Rs. 1,000/- (e.g. curtains) ▪ Transportation and printing ▪ Books and journals purchased for non-library use ▪ Insurance for government capital assets
22121	House Rent	Rent for buildings, land, storage, machines, vehicles and other capital assets.
22122	Rent Other	
22212	Repair and Maintenance	Regular repair and maintenance of physical assets such as vehicles, machines, equipment, furniture, buildings and storage (excluding costs that increase the life of vehicle or equipment)
22211	Fuel and Oil	<ul style="list-style-type: none"> ▪ Fuel and lubricant for vehicles used for government work ▪ Batteries
22411	Consultancy and Other Services Fee	<ul style="list-style-type: none"> ▪ Research and studies not included under capital construction or unrelated to such construction ▪ Seasonal service contracts received for office security, gardening, distribution of office letters, driving, operation of telephone, fax, computer, photocopy machine etc. ▪ Health workers hired to deliver primary health services
22711	Miscellaneous	<ul style="list-style-type: none"> ▪ Entertainment programs, exhibitions, receptions ▪ Incentives for support staff during festivals e.g. Dashain/Tihar ▪ Hospitality ▪ Pre-worshipping costs ▪ Other approved international travel ▪ Other costs not applicable to any other expenditure items

Table 3: Line Item; Recurrent Expenditure; Office Operation and Service Expenses

c. Grants and Subsidies (Current Transfer)

Line Item Code	Line Item	Description
----------------	-----------	-------------

Line Item Code	Line Item	Description
25311	Operating Subsidy - Public Enterprise	Operational grants provided to (i) public enterprises that are partially or fully owned by the government (ii) economic sectors board (iii) self-governed committees (iv) private organizations (as per government decision).
26311	Local government - Unconditional Grant	Recurrent grants to local bodies to implement programs e.g. administrative and operational cost for devolved health facilities
226411	Non-profit Institutions - Unconditional Grant	<ul style="list-style-type: none"> ▪ Operational grant support to academic institutions, hospitals and service-oriented institutions. ▪ Food and other materials provided to patients and prisoners ▪ Operational grants for organisations involved in social service formed under the Development Committee Act or other Act
27111	Subsidy Social Security	Financial support and grants provided to disabled people
26412	Non-profit Institutions - Conditional Grant	<ul style="list-style-type: none"> ▪ Recurrent grants provided to social institutions to implement programs selected by GoN ▪ Grants and other incentives provided to hospitals for safe delivery and the transportation of kala-azar patients
26312	Local Government - Conditional Grant	Recurrent grant provided to local bodies to implement programs selected by GoN

Table 4: Line Item; Recurrent Expenditure; Grants and Subsidies

d. Service and Production Expenses

Line Item Code	Line Item	Description
22521	Production Materials	Raw materials, other goods, labour and other costs utilizing the same. The goods must be sellable
22531	Medicines	<ul style="list-style-type: none"> ▪ Drugs and drug-related materials for hospital, primary health centers, ayurveda hospitals, homeopathy, unani clinics, etc. for the treatment of patients ▪ Family planning commodities and vaccines for immunizations
22313	Books and Materials	<ul style="list-style-type: none"> ▪ Books, sports and academic materials distributed by public schools free of cost ▪ Books purchased for public libraries

Line Item Code	Line Item	Description
22611	Program Supplies and Expenses	<ul style="list-style-type: none"> ▪ Workshops ▪ Training on income generating activities, skill development, empowerment, and awareness, including participants' allowance ▪ Awareness-raising information and advertisements ▪ Allowance for resource persons involved in service delivery activities
22611	Program Travelling Expenses	<ul style="list-style-type: none"> ▪ Travel and daily allowances during government visits and program visits ▪ Daily allowances, accommodation, leadership allowances, dress allowances and other ▪ Miscellaneous expenses released by MoF for VIP and representative teams ▪ Witnesses in government cases
22612	Transfer Travelling Allowances	Daily allowances and travel stipends provided to employees and their families when they get transferred and/or during official travel including vehicle cost, walking cost, airfare, airport tax, travel insurance, and other approved miscellaneous expenses
22321	Operation/ Maintenance of Public Property	Repair and maintenance of existing public properties including insurance e.g. roads, bridges, canals and warehouses

Table 5: Line Item; Recurrent Expenditure; Service and Production Expense

e. Contingency Expenses

Line Item Code	Line Item	Description
22911	Contingencies - Current	This line item code can be used only for proposing the budget for those activities which do not have specific recurrent line item codes.

Table 6: Line Item; Recurrent Expenditure; Contingency Expenses

Capital Expenditures*a. Capital Transfer*

Line Item Code	Line Item	Description
29111	Land Acquisition	Purchasing land, land pooling, fees and other expenses
29211	Building Purchase	Cost of getting buildings, including land, fees and other expenses (excluding new building construction costs)

Table 7: Line Item; Capital Expenditure; Capital Transfer*b. Capital Formation*

Line Item Code	Line Item	Description
29311	Furniture and Fixtures	Furniture, furnishings and fixtures, including transport costs
29411	Vehicles	Vehicles, including replacing engines and carrying vehicles
29511	Machinery and Equipment	<ul style="list-style-type: none"> • Heavy equipment, hospital tools, office tools and equipment • Replacing major parts used in equipment • Goods lasting more than one year or costing more than NRs. 1,000 per unit
29221	Building Construction	Cost of estimates, new building construction, construction of additional rooms and floors in an existing building, construction of walls
29231	Civil Construction	<ul style="list-style-type: none"> • Construction and capital reform except buildings e.g. highways, communications, water systems, canals, forest, and mine-related projects • Estimate and fuel costs
29621	Capital Formation	Cost of increasing the life of existing buildings and capital structures (note that costs related to augmentation of capacity or expansion should be included in 29221 if it is building and 29231 if it is related to civils works)
29711	Research and Consultancy Services Fee	Consultancy services for feasibility studies, surveys, design, drawings, innovation, research and supervision of construction work

Table 8: Line Item; Capital Expenditure; Capital Formation*c. Capital Grants*

Line Item Code	Line item	Description
----------------	-----------	-------------

Line Item Code	Line item	Description
26421	Non-profit Institutions- Unconditional Grant	Grants for academic institutions working in the social sector, hospitals and other social organizations for the following: furniture, vehicles, machinery equipment, buildings and land, public construction, services and goods production
26423	Non Profit Institution - Conditional Grant	Capital grants provided to social organizations to implement the programs selected by the GoN
26322	Local Government - Conditional Grant	Capital grants provided to local bodies to implement the programs selected by the GoN

Table 9: Line Item; Capital Expenditure; Capital Grants

d. Contingency Expenses

Line Item Code	Line Item	Description
29811	Contingencies - Development	This line item code can be used only for proposing the budget for those activities which do not have specific capital line item codes

Table 10: Line Item; Capital Expenditure; Contingency Expenses

Budget Type

In general there are two types of budgets: *capital* and *recurrent*. In e-AWPB^{pro}, four budget types exist.

- Code 1: for all the capital costs
- Code 2: for recurrent costs in general that need to be specifically presented in the NPC format
- Code 3: for recurrent consumption costs that need to be calculated as a recurrent cost, but whose details will not be included the in NPC format
- Code 4: for recurrent office operation costs that need to be calculated as a recurrent cost, but whose details will not be included in the NPC format

Gender

As per the government policy, three disaggregated categories are created in e-AWPB^{pro} for a gender-responsive budget:

- | | | |
|--------|--------------------------------|---|
| Code 1 | Contribute directly to women | Sub-activity contributes more than 50% to women |
| Code 2 | Contribute indirectly to women | Sub-activity contributes 20%-50% to women |
| Code 3 | Gender neutral | Sub-activity contributes less than 20% to women |

Follow the below formula to calculate the percentage:

S.N.	Indicator	Percent
1	Capacity building of women	20
2	Women's participation in planning process and implementation	20

3	Women's share in benefit sharing	20
4	Support for women's employment and income generation	20
5	Qualitative progress in the use of women's time and reducing women's workload	20
	Total	100

Table 11: Determine an activity's gender contribution

Poverty

As per the government policy, there are two categories of poverty used in e-AWPB^{pro}.

Code 1 Poverty reduction budget

Code 2 Neutral

Poverty reduction indicators are as follows:

- Government's investment in rural areas
- Contribution in generating income in rural areas
- Capacity building in rural areas
- Government investment for social mobilization
- Investment in the social sector
- Allocation for social security activities, particularly education, health, etc.
- Grants to be given to local bodies
- Poverty-focused government budget

Millennium Development Goals (MDGs)

When categorizing activities, you should link the corresponding activities to the health related MDGs. The MDGs are eight international development goals that 189 United Nations member states and at least 23 international organizations have agreed to achieve by the year 2015. They include halving extreme poverty, reducing child mortality rates, fighting disease epidemics such as AIDS, and developing a global partnership for development.

Of the eight MDGs, three are directly related to health care. A brief explanation for a better understanding and categorization of the activities follows below:

MDG 4: Reduce Child Mortality

The health status of Nepalese children is very poor. It is below the South Asian average, which in itself, is one of the regions of the world with the worst child-health status. Accordingly, improving child health is one of the government's highest priorities. Nepal is implementing a comprehensive child health care package with the assistance of its development partners. Related activities should be categorized under this MDG.

MDG5: Improve Maternal Health

Nepal's maternal mortality ratio is still very high, among the highest in the world. Activities related to it should be categorized under this MDG.

MDG 6: Combat HIV/AIDS, Malaria, and Other Diseases

The sixth MDG explicitly relates to combating diseases that may, if unattended, take epidemic form. Three important ones include tuberculosis, HIV/AIDS, and vector-borne diseases. Activities related to these should be categorized under this MDG.

Procurement Budget

The Government of Nepal's annual development budget is broadly classified into Program Budget sub-headings, such as 70-3/4-500: *Avian Flu Prevention and Control Program*; 70-3/4-610: *Drugs and Equipment Supply Program*, and so on. The Program Budget sub-headings are then sub-divided into activity and sub-activity levels with prescribed notations as practiced by the NPC/MoF.

In the broad classifications by procurement type, extracted from the *Annual Program and Budget* approved by the NPC, the only basis for classification employed is the name/brief description of the activity/sub-activity, irrespective of the numerical classification attached to the activity/sub-activity. For convenience in obtaining a tentative budget analysis by procurement, three categories have been adopted: Goods, Services and Construction.

S.N.	Category	Code	Sub-category
1	Goods	11	▪ Goods, equipment, others, etc.
		12	▪ Drugs/Medicines
		13	▪ Family Planning Commodity
2	Services	21	▪ Consultancy
		22	▪ Workshop/Awareness/ Observation Tours
		23	▪ Training/Capacity Building
3	Construction	31	▪ On-going/New Building Construction
		32	▪ Renovation
		32	▪ Repair and Maintenance

Table 12: Procurement Budget Codes and Sub-Categories

(Note: The segregation of the procurement budget into categories/sub-categories can at best be only indicative/tentative, as sometimes one sub-category may seem to impinge on another sub-category.)

Research/Study and Piloting Program

Code	Activity	Example
1	Research/Study	Study on development and operation of safe delivery training center.
2	Piloting	Piloting of rational use of drugs.

Table 13: Research/Study & Piloting Program Codes

Free Health Care

There are three types of free health care related codes in e-AWPB^{pro} to be assigned to standardised activities.

Code	Title	Description	Example
1	Targeted Groups	Grants provided to hospitals for the free treatment of specific people/groups	<ul style="list-style-type: none"> ▪ Free treatment of poor and disabled patients ▪ Free health care for children with heart disease
2	Priority programs	Free health care related activities that need to be highly prioritized and are related to the MDGs	<ul style="list-style-type: none"> ▪ Transportation incentives for the treatment of uterine prolapse ▪ Procurement of essential drugs for the control and prevention of epidemics ▪ Provide therapeutic foods to severely malnourished children
3	Universal free health care program	This program includes all the free essential health care related activities that are provided at district hospitals and below at other district level health facilities.	

Table 14: Free Health Care Codes

SUB-ACTIVITY RELATED CODES

Source

A source code to each sub-activity is mandatory in e-AWPB^{pro}. As determined by the MoF, '0' denotes 'Government of Nepal' whereas other codes are related to the EDPs. You may select the EDP name from the dropdown list. These are in alphabetical order.

Type of Support

Once you assign the source code, you will need to specify the type of support. Select '0' for 'GoN' source. You need to pick the appropriate one from the dropdown list for EDP contributions. Select 11 for cash grant, 12 for reimbursable grant, 13 for direct payment grant and 14 for commodity grant. Similarly, select 21 for cash credit, 22 for reimbursable credit and 23 for direct payment credit.

SUMMARY

e-AWPB^{pro} includes more than four thousand MoHP standard activities with unique codes. All of these standard activities are grouped under 47 standard clusters and 42 sub-clusters. Each activity is related to

nine types of codes: line item, budget type, MDGs, poverty, gender, NHSP-IP, procurement, research/study and piloting program, and free health care. Similarly, source and support type codes are related to sub-activities. The MoHP program managers need to input these codes while preparing the AWPB every year.

COMMON TERMINOLOGIES

Browser	A browser is an application program that provides a way to look at and interact with all the information on the World Wide Web. The most commonly used browser are Google Chrome, Mozilla Firefox, Internet Explorer, Safari
Button	A button is a small area usually bordered by line in a webpage that can be clicked to select an option or command
Link	Link refers to keyword or button in the webpage, which can be clicked to go to another webpage or same webpage related to the keyword or text.
Module	Part of the application/software
User	Person, who uses the eAWPB ^{Pro} application