



REPUBLIC OF KENYA

**GUIDELINES
FOR THE ADMINISTRATION
OF
TRAINING REVOLVING FUND
(TRF)**

FOR THE PUBLIC SERVICE

MARCH 2021

FOREWARD

The civil servants Training Revolving Fund (TRF) was introduced as part of the efforts by the Government of Kenya to assist Public Servants access funds at subsidized interest rates for training in order to enhance knowledge and skills considered critical for performance improvement and achievement of national development goals. This led to the partnership between the then Ministry of State for Public Service, and the Higher Education Loans Board (HELB) during the 2011/2012 financial year.

At inception, the Ministry had projected to set aside Kshs.200 Million every financial year with the objective of building the Fund to Kshs.1 Billion as the envisaged optimum capacity. To date, the Fund has an accumulated capital base of Kshs.330 Million.

Despite the Fund targeting public servants across the Public Service, initial implementation was done on a pilot basis within the core civil service, leaving out public servants in other Public Service Agencies. In addition, funding was restricted to staff pursuing Masters and Doctorate (PhD) studies. This slowed the uptake and anticipated growth of the Fund. A review of the operational guidelines to make the product more responsive to the needs of the Service and to guide the management of the Fund for the next five (5) years was found necessary.

Under the revised Fund administration guidelines, the loan facility will be open to public servants interested in studying short-term residential skills development training and career enhancement programmes; diploma and post-graduate degree level training in technical, professional and highly specialized areas in local training institutions.

To qualify for the loan, applicants must be on *permanent terms of service* in the Civil Service (National and County Governments), the Teaching Service and the National Police Service. Continuous monitoring and evaluation on the absorption of the funds will be undertaken by the Ministry and the Fund managers with the possibility of bringing on board more Public Service entities.

Going forward, I call upon Public Servants to take advantage of the Fund to build their skills, competencies and attitudes in their areas of jurisdiction.



Prof. Margaret Kobia, PhD, MGH
Cabinet Secretary
Ministry of Public Service, Gender,
Senior Citizens Affairs and Special Programmes

PREFACE

Kenya Vision 2030 envisages a globally competitive and adaptive human resource base that will contribute to the economic, social and political pillars. Consequently, this calls for an efficient, motivated and well-trained Public Service as one of the major foundations towards its realization. The Third MTP being implemented under the Big 4 Agenda focuses on a transformational Public Service which delivers service to its citizens in a focused, efficient and effective manner.

To meet the needs of the citizenry for quality services, the Public Service requires to have personnel with requisite skills, competencies and attitudes in an ever changing service delivery environment. The acquisition of enhanced competencies in the Public Service is, therefore, inevitable. It is for this reason the Government established the Training Revolving Fund (TRF) from which public servants could borrow funds for self-development at subsidized rates; thus, encouraging a culture of life-long learning in the Public Service. Since inception in 2012, the kitty has supported over four hundred (400) civil servants. A total of fifty (50) beneficiaries have fully serviced their loans while three hundred and fifty (350) are actively servicing their loan facilities.

The revised Fund administration guidelines aim at accelerating the uptake of the product and expand training opportunities to targeted categories of public servants in the Civil Service, Teaching Service and the National Police Service.

The Ministry will continue to partner with the HELB in the administration of the Fund to ensure a knowledgeable and competent Public Service.



**Hon. Rachel Shebesh, MBS
Chief Administrative Secretary
Ministry of Public Service, Gender,
Senior Citizens Affairs and Special Programmes**

ACKNOWLEDGMENT

The review of the Guidelines on Administration of the Training Revolving Fund (TRF) for the Public Service to ensure accelerated uptake of the Fund in an effort to complement ministerial budgets for training and capacity development in the Public Service was through a consultative process of the stakeholders.

I am grateful to the Chief of Staff and Head of the Public Service, Dr. Joseph K. Kinyua, EGH, for the goodwill and support accorded in the process of developing the guidelines with a view to increasing access to training funds for public servants and meeting the aspirations of Kenya Vision 2030 for a world class public service with requisite skills sets for a rapidly developing economy.

I wish to thank the Cabinet Secretary, Ministry of Public Service and Gender, Prof. Margaret Kobia, PhD, MGH, for spearheading and providing leadership in the review and development of the revised TRF guidelines.

Appreciation also goes to the Higher Education Loans Board (HELB) who have continued to administer the Fund since the signing of the Memorandum of Understanding (MOU) with the Ministry in 2011. Since inception, the Fund managers have overseen the processing and recovery of loans to four hundred and seven (407) civil servants. The loans are at various stages of administration and there has been no defaults.

I acknowledge the efforts and commitment of the technical team involved in the review of the Guidelines spearheaded by the Human Resource Development

Division, State Department for Public Service, and the Higher Education Loans Board (HELB).

It is my prayer and believe that the provisions made by the revised guidelines will lead to improved uptake of the fund and ultimately revamped Public Service.



Mary Kimonye (Mrs.), MBS
PRINCIPAL SECRETARY

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1.5 List of Abbreviations

HELB :	Higher Education Loans Board
MPSG :	Ministry of Public Service and Gender
MoU. :	Memorandum of Understanding
MTP :	Medium Training Plan
SDPS :	State Department for Public Service
TNA :	Training Needs Assessment
TRF :	Training Revolving Fund

1.6 Definition of Terms

- 1.1. Beneficiary** – a public servant who has received a loan from the Training Revolving Fund (TRF).
- 1.2. Critical training areas** – Areas geared towards professionalizing the Public Service and improving performance.
- 1.3. County Government** – the devolved unit as defined in Article 176 of the Constitution of Kenya.
- 1.4. Department** – it is a technical branch in the Ministry and County Government handling a specific function(s).
- 1.5. Development** - a deliberate and systematic development of knowledge, skills and attitudes to enable an employee perform a given job to achieve organizational objectives.
- 1.6. Guarantor** – a person who commits to repay the borrowed funds by a beneficiary in the event of default.
- 1.7. National Certification** - certificates issued to Public Servants upon successful completion of examinable courses by recognized certification bodies in Kenya and/or the National Qualifications Authority.
- 1.8. The Ministry** – the Ministry responsible for Public Service
- 1.9. Public Service** – means the collectivity of all individuals, other than State officers, performing a function within a State organ and comprises of the Civil Service (national and county governments), teaching and public university services, the disciplined services (excluding the military), state corporations, public institutions and service commissions whose salaries are funded from the exchequer.
- 1.10. Steering Committee**- means the committee that shall be set up for purposes of administration of the Fund.
- 1.11. Training** - a deliberate and systematic development of knowledge, skills and knowledge.
- 1.12. Training Revolving Fund** – a fund established by the Ministry and administered by HELB from which Public servants borrow and

repay loans at subsidized interest rates to undertake short and long term training programmes.

CHAPTER ONE

INTRODUCTION

1.0 Background

Since independence, the Government has made human resource development a priority in national development strategy, which is evident from the training and development policies put in place. Besides, the Public Service reforms of the 1990's recognized the importance of training and capacity building as a prerequisite to improved performance in the public service.

In all the above efforts, the Ministry of Public Service and Gender (MPSG) has continued to provide strategic leadership and guidance for public service on matters of human resource management and development. The Ministry trains and builds capacity in the public service through carrying out Training needs assessment (TNA), prioritizing training needs, providing resources for training programmes and evaluating the effectiveness of training programmes.

The major source of training funds is the Exchequer which on an annual basis allocates in-service training funds to the Ministry of Public Service and Gender. In addition, the Ministry receives training opportunities and technical assistance from development partners. The Government also supports self-development by encouraging staff to sponsor themselves for training in relevant fields.

Due to increased awareness on the importance of training for career development and performance improvement, there has been an increase in the demand for training which has outstripped the current resource base. The available financial resources are mostly directed towards short term skill improvement programmes.

Serving officers who wish to develop themselves in line with the existing guidelines have resorted to using personal savings which is increasingly becoming difficult due to hard economic times. They are, therefore, disadvantaged when it comes to career development leading to low morale among the staff.

Vision 2030 envisages a globally competitive and adaptive human resource base that will contribute to the economic, social and political pillars. Consequently, this calls for an efficient, motivated and well-trained public service as one of the major foundations towards its realization. The acquisition of enhanced competencies in the public service is, therefore, inevitable. It is for this reason the Government established the Training Revolving Fund (TRF) from which public servants could borrow funds for self-development.

The TRF aims to fast-track the development of knowledge, skills, competencies and attitudes by increasing resources for training. This will contribute to building capacity in the public service to improve performance and enhance service delivery to the citizenry.

To ensure efficient and effective management of the Fund, the Ministry entered into a Memorandum of Understanding (MoU) with the Higher Education Loans Board (HELB) which has the institutional capacity as well as requisite experience to administer the Fund.

To facilitate the implementation of the MoU, the parties developed guidelines aimed at ensuring that the administration of the TRF is managed within the provisions of the MoU.

1.1 Objective of the Guidelines

The objective of these guidelines is to give direction on the management, coordination, and implementation of the Training Revolving Fund for the Public Service. Specifically, the guidelines will: -

- 2.1.1 State the criteria for identification and selection of beneficiaries.
- 2.1.2 Outline the application procedure.
- 2.1.3 Establish the loan award criteria.
- 2.1.4 Provide the loan disbursement and recovery procedures.

1.2 Organization of the Guidelines

The guidelines are presented in five chapters as follows: -

- Chapter one - Introduction
- Chapter two - Administration of the Training Revolving Fund
- Chapter three - Types of Training Programmes
- Chapter four - Terms and Conditions of the Loan
- Chapter five - Conclusion

CHAPTER TWO

ADMINISTRATION OF THE TRAINING REVOLVING FUND

2.0 Introduction

This chapter outlines the various roles and responsibilities to be played by stakeholders. The revolving fund will be administered by HELB in collaboration with the MPSG and the applicants' parent Ministry/State Department/County. Each of the said parties will play the following roles:

2.1 Role of the Ministry

- 2.1.1 Provide funds for the Training Revolving Fund within sixty (60) days from the beginning of every quarter within a financial year.
- 2.1.2 Determine the critical areas of training against which officers in the public service may apply for the loans.
- 2.1.3 Set the criteria and conditions governing the granting of loans in consultation with HELB.
- 2.1.4 Liaise with HELB to determine the maximum number of eligible persons to be granted loans in any one particular year.
- 2.1.5 Liaise with HELB in the approval of disbursement of loans.
- 2.1.6 Receive quarterly reports from HELB concerning the management of the Fund which data shall include but not limited to the names of staff nominated, personal numbers, designation of staff, course title, training provider, gender, existence of disability, county of origin, expected commencement and completion date, the total cost of training and amount disbursed.
- 2.1.7 Monitor and review the progress of the Fund in collaboration with HELB.
- 2.1.8 Liaise with HELB in the annual audit of the Fund.
- 2.1.9 Receive annual audit reports of the Fund.
- 2.1.10 Review training policies as deemed necessary.

- 2.1.11 In consultation with HELB amend loaning regulations in line with changing training policies
- 2.1.12 Ensure that Ministries/Departments/County Governments comply with the set guidelines on staff training and development.
- 2.1.13 Compensate HELB the administrative fee as stipulated in clause 3.0 of the MoU.
- 2.1.14 Consider and grant waiver of bad debts for total incapacitation and death.
- 2.1.15 Nominate three (3) members to the Steering Committee.

2.2 Role of HELB

- 2.2.1 Receive and administer funds on behalf of SDPS.
- 2.2.2 Implement the criteria and conditions governing the granting of loans in collaboration with SDPS.
- 2.2.3 Determine the maximum number of eligible persons to be granted loans in any one particular year in collaboration with SDPS.
- 2.2.4 Receive and consider applications from eligible applicants.
- 2.2.5 Award loans to successful applicants.
- 2.2.6 Approve the loan disbursement in liaison with SDPS.
- 2.2.7 Disburse the loans of successful applicants directly to the institutions in which they have been admitted for training.
- 2.2.8 Recover borrowed funds from successful applicants through their employers by check off system.
- 2.2.9 Collaborate with beneficiaries' parent Ministry/Department/County Governments for tracking beneficiaries.
- 2.2.10 Amend loaning regulations in line with changing training policies in consultation with the Ministry.
- 2.2.11 Provide quarterly reports to the Ministry concerning the management of the Fund which data shall include but not limited to the names of staff nominated, personal numbers, designation of staff, course title, training

provider, gender, existence of disability, county of origin, expected commencement and completion date, the total cost of training and amount disbursed.

2.2.12 Maintain proper accounting records for all monies released to it by the Ministry.

2.2.13 Monitor and review the progress of the Fund and furnish any other report as may be deemed necessary in collaboration with the Ministry.

2.2.14 Collaborate with the Ministry in the annual audit of the Fund.

2.2.15 Provide audit report to the Ministry.

2.2.16 Confirm completion of repayment to Ministries/Departments/County Governments and issue compliance certificates to beneficiaries.

2.2.17 Facilitate portfolio protection through a credit life cover.

2.2.18 Nominate two members to the steering Committee and co-opt two (2) ex officio members to the committee for administrative purposes.

2.3 The Role of Ministries/Departments/County Governments

2.3.1 Ensure that the training programmes they approve are relevant to the officers' duties and responsibilities; meet professional standards; and are cost effective.

2.3.2 Establish ability of the officer to repay the loan.

2.3.3 Identify, vet and recommend suitable applicants as per the set criteria.

2.3.4 Forward the list of recommended applicants to HELB periodically as agreed from time to time with a recommendation letter.

2.3.5 Where applicable, bond the beneficiaries in line with the provisions of the Bonding Policy for Public Service.

2.3.6 Deduct and remit funds to HELB from the beneficiaries' salaries as provided for in the HELB Act.

2.3.7 Inform HELB of beneficiaries' changes of Ministry/Department /County Government and exit from the Service.

2.3.8 Receive a copy of the final certificate and/or the project paper from the beneficiary upon completion of training.

2.4 Role of Training Institutions

- 2.4.1 Ensure that the training curriculum is offered by professional, qualified and experienced trainers.
- 2.4.2 Provide accurate information concerning beneficiaries upon request.
- 2.4.3 Inform HELB of any other source of funding for the beneficiary.
- 2.4.4 Remit unutilized funds on training programmes directly to HELB to be ploughed back into the fund as repayment.
- 2.4.5 Acknowledge receipt of all monies received from HELB.
- 2.4.6 Maintain accurate and up to date fee statement for the beneficiary.

2.5 Role of Applicant/Beneficiary

- 2.5.1 Ensure they obtain an admission letter accompanied by the fee invoice from the training institution and the relevant bank details to facilitate payment.
- 2.5.2 Disclose to HELB any other source of funding, if any.
- 2.5.3 Obtain approval from the Ministry/Department/County Government before any change of course, mode and venue of study.
- 2.5.4 Provide their employer with regular reports on their academic progress.
- 2.5.5 Submit to the employer the final certificate and/or the project paper upon completion of training.
- 2.5.6 Notify HELB upon exit, change or transition of employment.
- 2.5.7 Ensure repayment as per the terms and conditions of the loan.
- 2.5.8 Beneficiaries will be required to notify HELB of any unutilized funds.

CHAPTER THREE

TRAINING PROGRAMMES

3.0 Introduction

The funds shall be disbursed for those public servants pursuing courses in critical training areas as shall be determined from time to time by the Ministry in consultation with Ministries/Departments/County Governments. The courses will be derived from TNA and performance audit reports. The training must be relevant to the functions performed by the officer and approved by the relevant Ministries/Departments/County Governments.

3.1 Types of Training Programmes

The funds will be disbursed for training programmes that take more than three (3) months. Funds shall not be granted for officers attending seminars, workshops or conferences.

3.1.1 Technical/Professional Short Courses

These are courses that are designed to specifically address identified performance gaps in Ministries/Departments/County Governments. The courses duration range between three (3) and six (6) months.

3.1.2 Long Term Courses

These are academic/technical oriented programmes for professional and career development. The courses to be funded are those with duration of more than six (6) months.

CHAPTER FOUR

TERMS AND CONDITIONS OF THE LOAN

4.0 Introduction

This chapter covers the terms and conditions of the TRF. It will consider loan eligibility, loan application requirements, selection criteria, application process, funding, disbursement, recovery of loans and conduct of beneficiaries during the loan term.

4.1 Eligibility for the Loan

To be eligible for TRF, applicants must have met the following considerations:

- 4.1.1 Be a public servant.
- 4.1.2 Have completed the probation period.
- 4.1.3 Have completed two (2) years since completion of a long course.
- 4.1.4 Have completed one (1) year since the completion of a short course.
- 4.1.5 Commence their studies during the financial year when the funds are awarded.
- 4.1.6 Course applied for must be relevant and among those identified as critical.
- 4.1.7 Have ability to commence repayment of borrowed funds immediately after disbursement as per the 1/3rd rule requirement under the Service Regulations.
- 4.1.8 Have ability to repay borrowed funds within the stipulated period.
- 4.1.9 Previous beneficiaries of HELB loans should have completed repayment or have been servicing the loan for at least six (6) months.

4.2 Loan Application Requirements

The following shall be the requirements to be submitted to HELB during the TRF loan application process: -

- 4.2.1 Duly filled loan application forms in hard copy or electronic form.

- 4.2.2 Certified copy of the applicants National Identification Card.
- 4.2.3 Certified copies of the latest three (3) months' pay slips.
- 4.2.4 Copy of admission letter from a recognized institution.
- 4.2.5 A recommendation letter from the employer signed by the Accounting Officer or designated officer indicating the approved course, personal number and designation of the officer proceeding for training.
- 4.2.6 Certified copies of national IDs of guarantors who must be serving officers in a Ministry/Department/County Government.

4.3 Funding

The Fund shall consider applications for courses which cost between Kenya shillings thirty thousand (Kshs.30,000.00) and five hundred thousand (Kshs.500,000.00) per year subject to ability to pay.

Funding considerations will include:

- 4.3.1 The award of funds for courses shall be restricted to costs related to tuition, examination, library, computer and research.
- 4.3.2 Fees for accommodation and tuition or residential short courses will be treated as one item (where applicable) for the purpose of funding.
- 4.3.3 Ensuring no one shall benefit more than once from the fund at the same time.
- 4.3.4 Successful completion of the course should be within the stipulated period. The TRF will not meet expenses occasioned by repetition of courses.
- 4.3.5 Courses offered in local training institutions.
- 4.3.6 Application for further funding upon proven reasonable grounds.
- 4.3.7 Where beneficiaries exit the public service further disbursements will cease.

4.4 Application Process

The applicant shall be required to:

- i. Fill an application form.
- ii. Sign a loan agreement form when applying for the funds.
- iii. The forms will be available at the HELB website on www.helb.co.ke for online application.
- iv. The forms will be submitted along with the required supporting documents.
- v. Applicants will be required to provide two guarantors who should be serving public servants in Ministries/Departments/County Governments.
- vi. Applicants shall allow 30 days for processing of the loan.

4.5 Selection and Award

Loans applications are considered as per the set criteria and defined limits. Applicants that qualify are notified and letters of offer are issued for acceptance or decline. Applicants who are unsuccessful are notified accordingly.

4.6 Loan Disbursement

Upon receipt of the executed offer letter, the employer is contacted for verification. Once verified, disbursement is done to the institution of study.

4.7 Recovery of Loan

- i. The loans will mature immediately after disbursement of the funds.
- ii. The maximum loan repayment period shall be determined by HELB as per the schedule (Appendix 3) up to a maximum of seventy (72) months or as may be determined by HELB.

- iii. HELB shall send a repayment plan to the beneficiaries' employer. The Ministries/Departments/County Governments shall deduct and remit monthly repayments from the beneficiaries' salary to HELB by the 15th day of the following month as required by the HELB Act.
- iv. The interest rate applicable shall be 4% per annum of the outstanding borrowed funds on a reducing balance.
- v. The interest so charged shall be utilized by HELB as administrative fees. In addition, an annual account maintenance fee of one thousand shillings (Kshs.1,000.00) shall be levied on individual accounts.
- vi. Beneficiaries who wish to clear the debt before the completion of the loan term will be encouraged to do so.
- vii. HELB will issue a clearance letter and compliance certificate upon completion of repayment .
- viii. In the event that the employee transfers service from one Ministry/Department/County Government to another or from the Public service to the private sector, the preceding employer shall inform HELB in writing by the 15th day of the following month.
- ix. Beneficiaries of the TRF who exit from the service:
 - i. Shall be required to clear any outstanding balance.
 - ii. Defaulters will be deemed to be under government liability and will be recovered as per the HELB Credit Policy.
 - iii. Beneficiaries who exit the public service to join the private sector will cease to enjoy the discounted rate of 4% and will repay the outstanding balance at 10%.

4.8 Training Levy and Tuition Refund

Beneficiaries of the TRF shall not be charged training levy as they will be deemed to be on self-sponsorship. Ministries/Departments/County Governments will not refund to beneficiaries any part of the fees sponsored through the fund.

4.9 Monitoring and Evaluation

The Ministry will continuously monitor implementation of the Fund and evaluate its performance every five (5) years or as deemed necessary.

CHAPTER FIVE

CONCLUSION

The administration of the TRF by HELB will be guided by the Memorandum of Understanding. HELB has the mandate, capacity and experience in the administration of similar products.

These guidelines have been developed to provide an administrative framework which defines the roles of the Ministry, HELB, Ministries/Departments/County Governments and Training Institutions. They have also outlined the types of courses, eligibility criteria, terms and conditions to guide in the selection of applicants, loan application process, disbursement and repayment of the borrowed funds.

All parties to the Fund are expected to follow the guidelines to ensure the successful realization of the objectives of the Fund. The guidelines have been developed with due regard to the regulations governing training in the Public Service.

There will be continuous monitoring and evaluation of the fund to ensure that the envisioned objectives of the Fund are achieved.

Appendix 1

STEERING COMMITTEE

1. CONSTITUTION OF THE COMMITTEE

- 1.1. The Steering committee shall comprise of three (3) members from the Ministry and two (2) from HELB.
- 1.2. The committee may co-opt two (2) members from HELB for purposes of administering the Fund.
- 1.3. For the duration of the MoU, the Ministry shall be charged with overall responsibility with regard to the roles of the committee.

2.1 ROLES OF THE COMMITTEE

2.1 Governance:

2.1.1 Act as the coordinating unit and play a role in determining the specifics of the administration and management of the Fund.

2.1.2 Conduct periodic reviews on performance of the Fund

2.1.3 Initiate review of terms and conditions of the loan.

2.1.4 Analyze risks and ensure appropriate controls are in place.

2.1.5 Develop annual work plans, budgets, expenditures, etc.

3.1 Sustainability:

3.1.1 Develop strategies for resource mobilization and partnership development.

3.1.2 Support loan recovery initiatives

3.1.3 Support portfolio protection initiatives

3.1.4 Develop innovative products.

3.1.5 Develop marketing initiatives.

Appendix 2

Critical Training Areas in Ministries/ Departments

S/NO	TRAINING AREA
1.	Accounting / Financial Management
2.	Actuarial Studies
3.	Administration
4.	Advanced Finger Print
5.	Advanced Rock Blasting Techniques
6.	Aeronautical and Radar Meteorology
7.	Agricultural Engineering
8.	Agricultural Resource Management
9.	Analytical Chemistry
10.	Animal Production
11.	Aviation
12.	Betting Control
13.	Bio statistics
14.	Cartography and Survey
15.	Certified Forensic Accounting
16.	Climate Change
17.	Clinical and Alternative Medicine
18.	Communication e -Systems
19.	Compensation Management (Salaries and Payroll Administration)
20.	Computer Geographic Information
21.	Computerized Record and Archival Management
22.	Cooperative Management
23.	Copyrighting and Patenting
24.	Corporate Governance and Ethics
25.	Criminology and Social Order
26.	Curriculum Development
27.	Data Management
28.	Democracy, Refugee and Humanitarian Affairs
29.	Demographic/ Population Studies
30.	Econometrics Analysis
31.	Efficient Deck Handling, Safety and Seamanship
32.	Entrepreneurship / Micro and Small Enterprises
33.	Environmental Chemistry
34.	Environmental Impact Assessment
35.	Fibre Diplomacy
36.	Fisheries Technology
37.	Food Science

38.	Foreign Languages
39.	Forensic Medicine/ Science/ Deontology
40.	Gender, HIV and Productive Health
41.	Geo-Information and Remote Sensing (GIS)
42.	Guidance and Counseling
43.	Health and Safety
44.	Horticultural Science and Management
45.	Human Resource Management & Development
46.	Human Resource Management Information Systems
47.	Industrial Development
48.	Industrial Relations
49.	Instrumentation (Repair of Medical Equipment)
50.	International Development
51.	International Relations
52.	Investigation, Process Service, Prosecution and Advocacy
53.	Job Analysis and Evaluation
54.	Laboratory Information Management Systems
55.	Legal Studies
56.	Legislative Drafting
57.	Marine and Oceanography/ Tsunamigenic Modeling
58.	Maritime Law
59.	Mediation, Conflict Resolution and Peace Building
60.	Micro Hydro and Electrical Power Development
61.	Microwave Science
62.	Mineralogy and Crystallography
63.	Mining and Environment
64.	Modeling Techniques (Macro and Micro Modeling Systems)
65.	Monitoring and Combating Human Traffic
66.	Nautical, Safety and Seamanship
67.	Offshore Mapping/ Drilling
68.	Organizational and Restructuring Development
69.	Pension Administration
70.	Petroleum Exploration
71.	Project Management (M&E Project)
72.	Public / Private Partnership
73.	Public Policy
74.	Quantity and Building Survey
75.	Regional Integration
76.	Renewable Energy Technologies
77.	Research, Reforms and Innovative Consultancy
78.	Safety and Sea Faring Skills
79.	Solid Waste and Air Pollution
80.	Specialized Coaching Course

81.	Sports Administration
82.	Technology Transfer
83.	Toxicology
84.	Value Addition (Livestock Products)

Amount per year/Period	6 months	12 months	18 months	24 months	30 months	36 months	42 months	48 months	54 months	60 months	66 months	72 months
Amount per year	6	12	18	24	30	36	42	48	54	60	66	72
30000	5143	2640	1806	1390	1140	974	856	768	699	645	600	563
40000	6829	3491	2379	1824	1491	1270	1112	993	902	829	769	720
50000	8515	4343	2953	2258	1842	1565	1367	1219	1104	1013	938	876
60000	10201	5194	3526	2692	2193	1860	1623	1445	1307	1197	1107	1033
70000	11887	6046	4099	3127	2544	2155	1878	1671	1510	1381	1276	1189
80000	13574	6897	4673	3561	2894	2450	2134	1897	1712	1565	1445	1345
90000	15260	7749	5246	3995	3245	2746	2389	2122	1915	1750	1614	1502
100000	16946	8600	5819	4429	3596	3041	2645	2348	2118	1934	1783	1658
110000	18632	9452	6392	4864	3947	3336	2900	2574	2320	2118	1952	1815
120000	20318	10303	6966	5298	4298	3631	3156	2800	2523	2302	2121	1971
130000	22004	11155	7539	5732	4649	3927	3412	3026	2726	2486	2291	2128
140000	23691	12006	8112	6166	4999	4222	3667	3251	2928	2670	2460	2284
150000	25377	12858	8686	6601	5350	4517	3923	3477	3131	2855	2629	2441
160000	27063	13709	9259	7035	5701	4812	4178	3703	3334	3039	2798	2597
170000	28749	14561	9832	7469	6052	5108	4434	3929	3536	3223	2967	2754
180000	30435	15412	10406	7903	6403	5403	4689	4155	3739	3407	3136	2910
190000	32121	16264	10979	8338	6754	5698	4945	4380	3942	3591	3305	3066
200000	33808	17115	11552	8772	7104	5993	5200	4606	4144	3775	3474	3223
210000	35494	17967	12126	9206	7455	6289	5456	4832	4347	3960	3643	3379
220000	37180	18818	12699	9640	7806	6584	5711	5058	4550	4144	3812	3536
230000	38866	19670	13272	10075	8157	6879	5967	5283	4752	4328	3981	3692
240000	40552	20521	13846	10509	8508	7174	6223	5509	4955	4512	4150	3849
250000	42238	21373	14419	10943	8859	7470	6478	5735	5158	4696	4319	4005

Amount per year/Period	6 months	12 months	18 months	24 months	30 months	36 months	42 months	48 months	54 months	60 months	66 months	72 months
260000	43925	22224	14992	11377	9209	7765	6734	5961	5360	4880	4488	4162
270000	45611	23076	15565	11812	9560	8060	6989	6187	5563	5065	4657	4318
280000	47297	23927	16139	12246	9911	8355	7245	6412	5766	5249	4826	4475
290000	48983	24779	16712	12680	10262	8651	7500	6638	5968	5433	4995	4631
300000	50669	25630	17285	13114	10613	8946	7756	6864	6171	5617	5164	4787
310000	52355	26482	17859	13549	10964	9241	8011	7090	6374	5801	5333	4944
320000	54042	27333	18432	13983	11314	9536	8267	7316	6576	5985	5502	5100
330000	55728	28185	19005	14417	11665	9831	8522	7541	6779	6170	5671	5257
340000	57414	29036	19579	14851	12016	10127	8778	7767	6982	6354	5840	5413
350000	59100	29888	20152	15286	12367	10422	9034	7993	7184	6538	6010	5570
360000	60786	30739	20725	15720	12718	10717	9289	8219	7387	6722	6179	5726
370000	62472	31591	21299	16154	13069	11012	9545	8445	7590	6906	6348	5883
380000	64159	32442	21872	16588	13419	11308	9800	8670	7792	7090	6517	6039
390000	65845	33294	22445	17023	13770	11603	10056	8896	7995	7275	6686	6195
400000	67531	34145	23019	17457	14121	11898	10311	9122	8198	7459	6855	6352
410000	69217	34997	23592	17891	14472	12193	10567	9348	8400	7643	7024	6508
420000	70903	35848	24165	18325	14823	12489	10822	9574	8603	7827	7193	6665
430000	72589	36700	24738	18760	15174	12784	11078	9799	8806	8011	7362	6821
440000	74276	37551	25312	19194	15524	13079	11333	10025	9008	8195	7531	6978
450000	75962	38403	25885	19628	15875	13374	11589	10251	9211	8380	7700	7134
460000	77648	39254	26458	20062	16226	13670	11845	10477	9414	8564	7869	7291
470000	79334	40106	27032	20497	16577	13965	12100	10702	9616	8748	8038	7447
480000	81020	40957	27605	20931	16928	14260	12356	10928	9819	8932	8207	7604
490000	82706	41809	28178	21365	17279	14555	12611	11154	10021	9116	8376	7760
500000	84393	42660	28752	21799	17629	14851	12867	11380	10224	9300	8545	7916