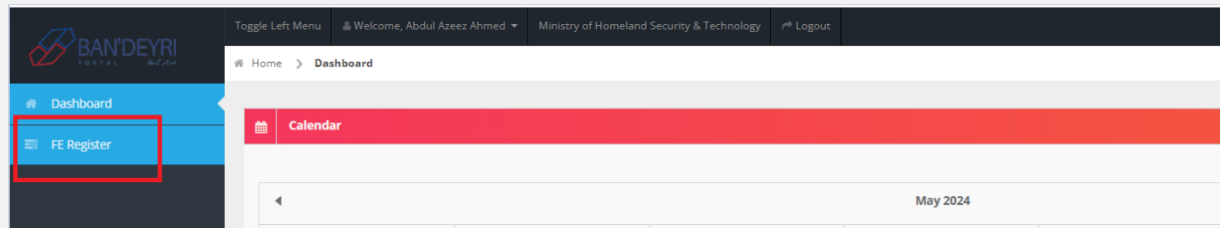


FE REGISTER MODULE MANUAL– BANDEYRI PORTAL

The main objective of this module is to facilitate and securely manage the documents exchanged with government offices in this work and to speed up the work. Thus, it helps to keep a clear, aligned, up-to-date record of the Finance Executives responsible for each agency. It also assists as a reference to past records of Finance Executives who have held the positions at various agencies.

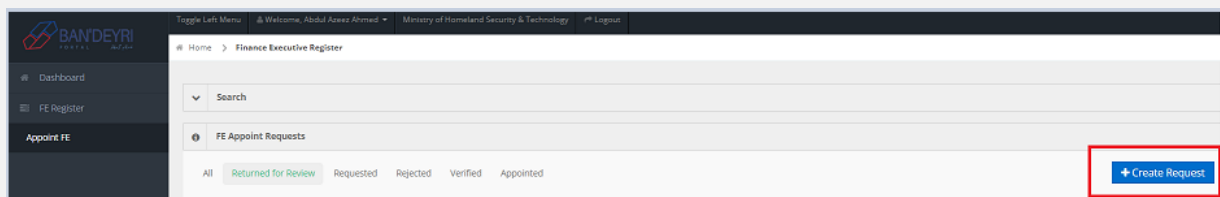
Step 1: Log-in to Bandeyri Portal and click the **FE Register** tab



Step 2: Click **Appoint FE** to submit a request to appoint Finance Executive.



Step 3: Click **Create Request** and Enter the details into the fields.



There are 3 request types;

- New Appointment
- Replacement
- Acting FE appointment (Appointed when FE is on short leave for a period of less than 6 months E.g., Annual Leave/ Work trip)

Requesting Letter should be signed by Minister, with a nomination to appoint Finance Executive, which should be sent through GEMS as well as uploaded to the portal.

Step 4: Once the details have been entered and the relevant documents have been attached, click ‘Send Request’.
Fields marked * are mandatory.

The screenshot shows a web form for creating a request. At the top, there are radio buttons for 'Request Type' (New Appointment, Replacement, Acting FE Appointment) and 'Appointment Type' (Permanent, Temporary). Below this is the 'Request Details' section with fields for Full name, ID Card, Present Address, Highest Qualification, Years of Work Experience, Designation, Official Email, Contact No., and Office Telephone No. Below that is the 'Attachments' section with buttons to upload Request Letter, ID Card, CV, Education Certificates, and Experience Letter. At the bottom left, a 'Send Request' button is highlighted with a red box.

Step 5: Once the request is sent, you can see the status from the “FE Register” tab.

The screenshot shows a table titled 'FE Appoint Requests' with tabs for 'All', 'Returned for Review', 'Requested', 'Rejected', 'Verified', and 'Appointed'. A 'Create Request' button is in the top right. The table has columns for #, Request Type, Appointment Type, AGA, FE Details, Contact Details, Qualification / Experience, Iqrar Status, Status, and a View button. The first row shows a 'New Appointment' for 'Ahmed Ali' with a status of 'Requested'.

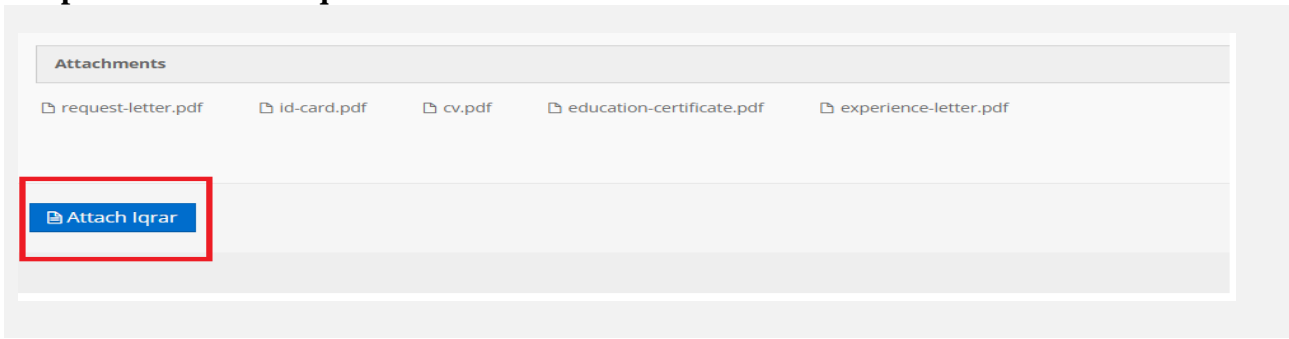
| # | Request Type | Appointment Type | AGA | FE Details | Contact Details | Qualification / Experience | Iqrar Status | Status | |
|---|-----------------|------------------|--|--|---|---|--------------|-----------|------|
| 1 | New Appointment | Permanent | Ministry of Homeland Security & Technology | Ahmed Ali A000111 Executive Director Treasury Building, Male' | Email: ahmed.ali@office.gov.mv Contact No: 777777 Office Telephone: 3349307 | Qualification: MSc in accounting and finance Experience: 6 | | Requested | View |

Step 6: Ministry of Finance will verify and send the request along with the details to the Minister to appoint the Finance Executive. Once the Minister appoints, a letter will be sent through GEMS and status from portal will be changed to **Appointed by Minister**. Finance Executives, whether temporary or Permanent, need to fill out an Iqrar (Document signed by FE to acknowledge acceptance of role of Finance Executive) . At this stage, the Iqrar status will be changed to “Pending Iqrar” and it can be downloaded from the module by clicking “view” tab.

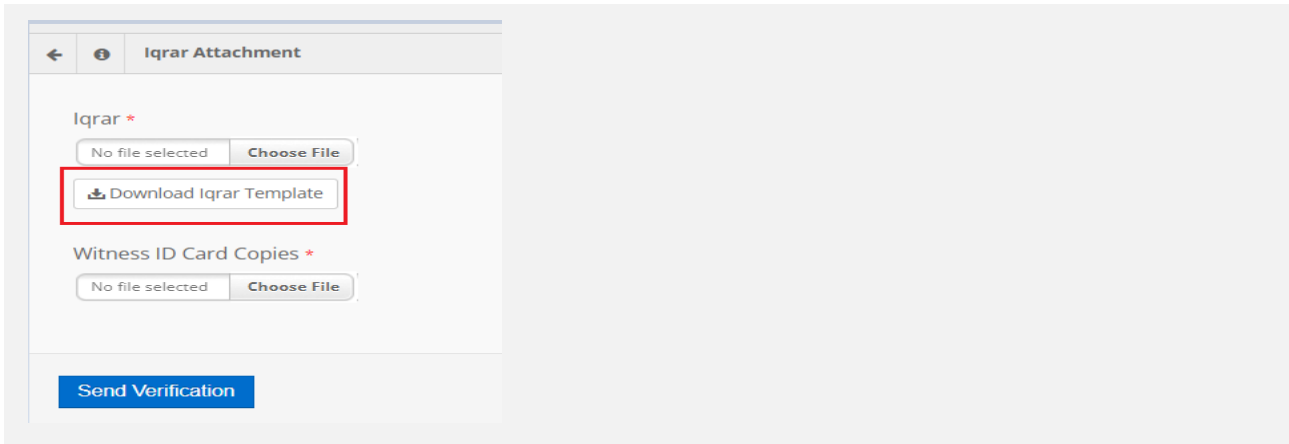
This screenshot shows the same table as above, but the status of the first request has changed to 'Appointed by Minister'. The 'Iqrar Status' column now shows 'Pending Iqrar'. The 'View' button in the last column is highlighted with a red box.

| # | Request Type | Appointment Type | AGA | FE Details | Contact Details | Qualification / Experience | Iqrar Status | Status | |
|---|-----------------|------------------|--|--|---|---|---------------|-----------------------|------|
| 2 | New Appointment | Permanent | Ministry of Homeland Security & Technology | Ahmed Ali A000111 Executive Director Treasury Building, Male' | Email: ahmed.ali@office.gov.mv Contact No: 777777 Office Telephone: 3349307 | Qualification: MSc in accounting and finance Experience: 6 | Pending Iqrar | Appointed by Minister | View |

Step 7: Click **Attach Iqrar** tab in the next screen



Step 8: Download the Iqrar template, fill and sign and attach it along with Witness ID card copies and click **“Send Verification”**.



Step 9: Once the Ministry of Finance verifies the attached documents, the Iqrar status will be changed to **Iqrar Verified**.

The screenshot shows a table titled "FE Appoint Requests". The table has columns for Request Type, Appointment Type, AGA, FE Details, Contact Details, Qualification / Experience, Iqrar Status, and Status. The first row of data shows a "New Appointment" for a "Permanent" position at the "Ministry of Homeland Security & Technology". The "Iqrar Status" is "Iqrar Verified" and the "Status" is "Appointed by Minister".

| Request Type | Appointment Type | AGA | FE Details | Contact Details | Qualification / Experience | Iqrar Status | Status |
|-----------------|------------------|--|--|---|---|----------------|-----------------------|
| New Appointment | Permanent | Ministry of Homeland Security & Technology | Ahmed Ali A000111 Executive Director Treasury Building, Male' | Email: ahmed.ali@office.gov.mv Contact No: 777777 Office Telephone: 3349307 | Qualification: MSc in accounting and finance Experience: 6 | Iqrar Verified | Appointed by Minister |