

FORMAT FOR NEW SCHEMES

1. Project identification

1.1 Title of the project/ scheme:

1.2 Name of the department:

1.3 Total cost:

2. Project Status

2.1 Please indicate which category the project belongs to:

- (a) New Plan Scheme included in the current Budget
- (b) New Plan scheme not included in the current Budget

3. Justification for the project

3.1 The justification for taking up scheme may be provided.

3.2 Please state whether the project proposal has objectives and coverage which overlap with projects/ schemes being implemented by the same or another agency in the State Government. In cases of overlap, please state why the project scheme needs to be considered as a separate stand alone effort.

4. Project Objectives and targets

4.1 The objectives of the project may be mentioned. These objectives should flow from the project justification.

4.2 The expected date of project/ scheme completion may be stated. This should be realistic and supported with a chart indicating timelines for the important activities

4.3 The specific targets of the scheme, proposed to be achieved, may be mentioned. These targets should be necessary measurable.

5. Project design

5.1 Briefly explain the scheme Design. This should include all components of the scheme.

5.2 In case the scheme is location specific, please state the basis for selection of such location.

5.3 In case of beneficiary oriented scheme, the mechanism for identification of the beneficiaries may be indicated. Specific mention may be made of the mechanisms to identify women, SC, ST, Minority and OBC beneficiaries.

5.4 Wherever possible, the mode of delivery should involve the Panchayati Raj Institutions and Urban Local Bodies. Where this is intended, the preparedness and the ability of the panchayats for executing the project may be indicated. If exceptions are to be made, the reasons may be explained.

5.5 In case the project involves land acquisition or environmental clearances, the specific requirements and the status in this regard may be indicated.

6. Scheme cost

6.1 Please provide the cost estimate segregated into non-recurring and recurring expenses.

6.2 Estimated expenditure on project administration (including expenses towards salary/ fees/ emoluments of staff/ consultants, etc.) may be separately indicated.

7. Financing

7.1 The source of financing for the scheme may be indicated. In case the scheme is already included in the budget, the specific earmarking may be mentioned.

7.2 If external sources are intended, the department may indicate whether such funds have been tied up. In case firm commitment is not available, alternate plans for arranging funds may be indicated.