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*from*  
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*Guidelines for framing of estimate  
for NGOs :-*

1. Audited statement of accounts for the last two/three years.
  2. Component wise/year-wise organizational break-up of the project.
  3. Brief history of the organisation.
  4. Financial statements of the organisation.
  5. Details of grants received from the central/state/other agencies.
  6. Details of employees.
  7. Criteria used for selection of beneficiaries.
  8. Details of similar programmes.
  9. Experience in the field/existence in the sector/field.
  10. Physical phasing of the project.
  11. Financial phasing of the project (itemwise/yearwise cost of the project).
  12. Cost analysis/Benefit-cost ratio.
  13. Summary of the project.
  14. Sector/Trade.
  15. Target group, no. of beneficiaries.
  16. Registration certificate.
  17. Information about link agency/market tie up.
  18. Information about backward linkages/forward linkages.
  19. Infrastructure and technical expertise in the sector.
  20. Period of the project operation (initial) and proj. gestation.
  21. Commissioning of the project/Commencement of the activities.
  22. Project outcome-production/marketing/economics.
  23. Objective of the organisation, major activities of the organisation.
  24. No. of female members in the management committee.
  25. Main occupations of the people of the project area.
  26. Recurring and non-recurring components.
  27. Copy of the article/Bye-laws of the association and constitution of the organisation.
  28. List of executive committee with their occupation and background.
  29. Map of the project area.
  30. Map of the firm.
  31. Proforma for pre-sanction appraisal report.
  32. Proposal recommendation (format-12).
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3. Map of the area Showing boundary demarcation on four side.
  4. Maps of State, Dist. etc showing location of the project site.
  5. The documents required in r/o NGOs, SHGs, Entrepreneurs etc. as per Central guidelines issued earlier to all DFDOs.
  6. Any other information's pertinent to include based on project proposed and not mentioned here.

## ANNEXURE

### Systematic framework for project formulation

- I. The project idea / concept / introduction with reference to the area where project is proposed.
- II. Reconnaissance / preliminary survey report based on which project should be formulated. This include following information:-
  - Reconnaissance Survey report of Site :
    1. Location – name of locality, altitude etc.
    2. Accessibility of the site.
    3. Availability of water source nearby the site & its type.
    4. Topography of the area (i.e. flat or sloping)
    5. Type of vegetation in and around the site.
    6. Total catchments area.
    7. Type of soil – rock, clay, loam, sandy or highly organic (peat & muck).
    8. Availability of power supply.
    9. Hydro-meteorological parameters – i.e. (a) Maximum flow of wind direction in the site (b) Rainfall - Annual, average & month-wise data (in mm) (c) Relative humidity (d) temperature (max. & min.) (e) Storms (f) Floods (g) Rate of evaporation etc.
    10. Environmental pollution problem in the locality.
    11. Fish seed & feed availability.
    12. Availability of technical support / guideline.
    13. Socio-economic condition of the locality.
    14. Social & political factors, securities and social amenities.
    15. Machineries & equipment availability for earth work.
    16. Fish-demand supply ratio in the locality / Dist. & Table fish requirement thereof.
    17. Type of land / site – whether dry upland or low-lying wetland.
    18. Transportation & marketing facilities.
    19. Source of finance.
    20. Fish spp. suitable for the site for culture.
- III. Basic physical & chemical parameters of soil & water – pH, DO<sup>2</sup>, FCo<sub>2</sub> etc.
- IV. Project design : Here
  1. Farm design, layout & structure supported by sketch mapping – showing distribution of various farm elements no. & type of pond to be constructed (pigsty etc.in integrated farming)
  2. Main / outer & inner embankment design & its earthwork supported by sketch mapping showing general & cross sectional view / area.
  3. Design & layout structure of feeding canal and its component, with sketch mapping showing cross sectional view.
  4. Pigsty etc. design and layout structure with sketch mapping (in integrated farming).
  5. Security fencing.
  6. Buildings (Resi. & Non-resi.).
- V. Project period & phase-wise physical & financial target based on design, of farm.
- VI. The cost estimates of each individual item as per project design – estimate of earthwork for construction of pond and embankment, hatchery unit, feeding canal & its component.
- VII. Economic analysis – item wise of the project.
- VIII. Other supporting documents :
  1. Land clearance certificate, certified by the Head Gao burah, Panchayats bodies & Counter sign by Local Administration Officer (C.O. / E.A.C.) or L.P.C. issued from Dist. Administration which ever is possible.
  2. Photograph of proposed area in different angle.
  3. Map of the area Showing boundary demarcation on four side.
  4. Maps of State, Dist. etc showing location of the project site.
  5. The documents required in r/o NGOs, SHGs, Entrepreneurs etc. as per Central guidelines issued earlier to all DFDOs.
  6. Any other information's pertinent to include based on project proposed and not mentioned here.

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Appendix 'A'Guidelines for Preparation of DPR'S

1) Although the examination of the DPRS sent to T&C sector is done from technical angle of the structures proposed, the DPR as a whole should be made considering the basic requirement for the project. Before the DPR is sent to T&C sector, the concerned sector must critically check the scope of the work involved. For example, for a training institute if an area of building to the extent of 2000 sq. meter is provided consisting of five halls, the concerned sector must check whether the area and number of halls provided are just enough or not and whether the area provided is based on some established norms.

2) The broad specifications for the structures also need to be examined by the concerned sectoral head. For example, if tiles are provided in living area of a hostel, the need must be critically checked by the concerned sectoral head.

3) The sectoral head must also ensure that the DPR is prepared by a professional and checked by the line department of the State Govt.

4) The sectoral heads would ensure that the DPR is complete in all respect and bound in a booklet form, may be spiral bound, so that no contents of the DPR are not altered easily and the DPR is followed for monitoring at the implementation stage.

5) A DPR must contain the following

- a) An introduction/context giving the background of the project
- b) Problems to be addressed.
- c) Justification and objective of the project
- d) Benefits likely to be accrued from the project to the State Govt and to the NE Region including target beneficiaries.
- e) Ongoing initiatives and manner in which duplication will be avoided.
- f) Scope of work including all aspects which will include civil structures, machinery, if any, and any other costs to make the project complete one.
- g) A write-up as to how the project will be run after the initial investment. For example the cost for running the institute sanction of posts, maintenance of the assets be brought outstanding.
- h) Financial viability of the project including internal rate of return should be worked out incase there is no return from the project. The justification for the same may be given in detail.
- i) Environment impact study, if applicable.

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- j) The different sources of funding of the project
- k) Yearly fund flow for the project and target date of completion.
- l) Agency which would implement the project be brought on
- m) Sustainability including arrangements of funds, staff and management of post implementations of projects.
- n) Detail architectural drawings duly authenticated by the competent architecture and approved by the PWD/CPWD as the case may be
- o) Bearing capacity of the soil indicating the safe bearing capacity of the soil
- p) Structural drawings based on detailed structural designs duly carried out by the competent engineer and approved by the head of PWD/CPWD/ Engineering Institutes
- q) Bill of quantities worked out based on working drawings/structural designs
- r) Working details of the quantities duly linked up with the drawings
- s) Detail estimates based bill of quantities and latest SOR duly authenticated by the competent engineers head of PWD/CPWD.
- t) Separate details of electrification, water supply, drainage etc duly supported with the drawings etc. A copy of the latest DSR/SOR duly authenticated by the competent engineers of the PWD/CPWD
- u) A key map of the area showing the location of the project in relation to other buildings or land marks in the area.
- v) A details of availability of land for the project indicating whether the land is yet to be acquired or already under acquisition.

6. It may also be appreciated that preparation of DPR and examination of the same need major efforts. It would therefore be most appropriate if approval in-principle of the competent authority/Secretary NEC is obtained before the DPR is made and sent for examination to any institute. Incase the DPR is sent to T&C Sector for any queries, the above requirement may also be completed

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before any comments are offered. This will help saving major efforts at all levels.

7. The Sectoral heads must ensure that the DPR submitted by project proponent is authenticated/checked by the implementing agencies like PWD/CPWD, so that implementing agency is held accountable for implementation.

8. Following certificates duly signed by the concerned officers should invariably accompany the DPRs :

a) A certificate to the effect that structural design has been done/checked by me and accordingly all the structural drawings/working have been made

b) Certified that (soil where the structure would be constructed) has been tested for safe bearing capacity and accordingly the design has been made

c) Certified that the estimate for Rs.....lac for the building has been prepared by my deptt strictly as per procedure of the State PWD and latest SoR has been followed

d) Certified that all the items required for completion of the project have been considered in the estimate and no item has been left out. Any new item if added at the time of execution would be done at the cost of the State/Executing agency and the financial effect will not be passed on to the NEC

e) Certified that I have checked the site of the project. The land is available free of all encumbrances. There is no structure on the land for the project.

f) Certified that the project is not funded by any other agency

g) Certified that no part of the project has been executed earlier under any other scheme. The key plan of the area (where the project is to come) is enclosed herewith showing the vacant land and adjacent structures for verification of the ground.

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