

EFC MEMORANDUM

NAME OF THE PROPOSAL :

1. STATMENT OF THE PROPOSAL

i.	Reasons and justification for the current proposal	
ii.	How the need has arisen	
iii.	What are the other alternatives?	
iv.	Ultimate objective sought to be achieved	
v.	What is the Plan provision?	
vi.	Has the proposal been gone into by other Department concerned or by any Committee (Department or legislative) and what are the findings?	

2. ECONOMICS OF THE PROPOSAL

i.	What detailed studies have been made for establishing its need, its economics and other relevant aspects?	
ii.	In case nature is commercial, what is the cost/benefit ratio, its Economic Rate of Return (E.R.R.)?	
iii.	In case nature is non-commercial, what is the Social Cost benefit analysis?	
iv.	What are the future financial implications after completion (including staff costs, Operational costs, and other costs)?	

3. EXPENDITURE INVOLVED

i.	What is the total expenditure (non-recurring and recurring)?	
ii.	What will be the year-wise expenditure till completion?	
iii.	Details of budget provision. If no provision has been made, how funds are proposed to be arranged for the Project	
iv.	Has any expenditure been incurred already?	
v.	Does the proposal involve Foreign Exchange component? If yes, details thereof (including necessary clearance and availability of credit facility etc.)	

4. PROGRAMME SCHEDULE

i.	Land Acquisition	
ii.	Construction of buildings	
iii.	Other Civil Works	
iv.	Procurement of Plant & Machinery and other equipments.	
v.	Man power	
vi.	Target date for completion.	
vii.	Expected date for commencement of benefits.	

5. ADD FOLLOWING STATEMENTS

i.	Statement showing detailed cost benefit analysis and/or social cost benefit analysis.	
ii.	PERT chart with detailed completion schedule for various activities/components.	
iii.	Number of posts required and the pay scales together with basis adopted for staffing, both in current year and future years.	
iv.	Item wise details of expenditure on building/road/other civil works etc. along with its basis and phasing.	
v.	Break up of total expenditure on various components viz Land/Building/Plant & Machinery/Equipment/Roads/Other civil works etc.	
vi.	Supplementary Information, if any.	
vii.	Points on which decision/sanction is required.	

Signature of Head of Department

Signature of Administrative Secretary