(a) PROJECT DIGEST

1. Name of project

2. Administrative authorities and delineation of responsibilities
   (i) Sponsoring authority,
   (ii) Central/State, and
   (iii) Department/agency.

3. Location of project together with its justification

4. Total estimated cost of project

5. Annual recurring expenditure after completion

6. Proposed date of commencement and completion of project

7. Agencies other than sponsoring organisation involved in the project
   (i) Consultants,
   (ii) Construction agencies, on turn-key basis or otherwise, and
   (iii) Agency for operation.

8. List of preparatory surveys, feasibility reports and project reports (e.g., Market Surveys, Technical analysis, etc.)

(b) DESCRIPTION, PURPOSE AND BENEFITS OF PROJECT

9. Expected quantity and value of sales as well as expected revenue over the goods and services produced.
10. Indicate benefits to be accrued from the project in quantitative terms:

(i) Economic benefits
(ii) Yield foreign exchange/or reduce dependence on imports.
(iii) Project location to keep pace with regional/rural development.
(iv) Creation of employment opportunities.

(c) ESTIMATED COST OF PROJECT

11. Give date when cost estimates were made

12. Give breakdown of costs by major items according to the way they have actually been estimated (attach abstract of cost)

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

13. Indicate if the following items are included in cost estimates, and if so, explain the basis of estimation

(i) Overhead cost of sponsoring department,
(ii) Acquisition of land,
(iii) Construction, machinery and equipment,
(iv) Sales and excise taxes
(v) Transportation of material/equipment to site
(vi) Buildings and works.
(vii) Consultation and contractor's charges.
(viii) Interest charges
(ix) Working capital.

14. Estimate annual recurring cost after completion of project

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
</table>
(d) **FINANCING OF PROJECT**

15. Estimate annual phasing of expenditure

<table>
<thead>
<tr>
<th>Already</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>spent</td>
<td>year</td>
<td>year</td>
<td>year</td>
</tr>
</tbody>
</table>

16. Indicate sources of financing and dates on which these should be available

(i) From Government resources (indicate Central/State):
   (a) investment,
   (b) loan, and
   (c) grant/subsidy

(ii) From sponsoring department's own resources,

(iii) From non-Government borrowing, and

(iv) From private investment.

17. Estimate annual recurring income from operation of project in the form of sales, rentals, fees or interest

18. Give in a summarised table the sources and uses of funds, sources of financing, income and expenditure budget and amortisation of credits.

(e) **MANPOWER, MATERIALS AND OTHER REQUIREMENTS OF PROJECT**

19. Total manpower (attach list of requirements by occupations)

<table>
<thead>
<tr>
<th>Managerial, professional, and technical personnel</th>
<th>workers</th>
<th>others</th>
<th>total</th>
</tr>
</thead>
</table>

(a) for execution

(b) for operation

(c) for maintenance
20. Indicate expected shortage of manpower by occupation and steps which should be taken to ensure availability of required manpower.

21. Public utilities: indicate access to road, railway sidings, power, water, and the like required for the project.

22. Material and equipment:

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Quantity</th>
<th>Likely source of supply</th>
</tr>
</thead>
</table>

(a) for execution

(b) for operation

(c) for maintenance

(annual requirement)