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ANNEXURE - I

**FORMAT OF PREPARING PROJECT PROPOSALS**

(with special emphasis on point E)

- A. NAME OF SCHEME:
  - B. TYPE OF LOAN : Term loan/Margin money loan
  - C. NO. OF UNITS PROPOSED:
  - D. **INTRODUCTION:**  
Under this heading, following aspects may briefly be covered.
    - i) Brief description of the activity:
    - ii) Present status of the activity in terms of number of units, turnover, employment etc.
    - iii) Whether for the same activity financing has earlier been done by this Corporation or some other agency, and if so, whether the same has been successfully implemented.
  - E. **PROMOTION STRATEGY FOR THE ACTIVITY**  
This is most important for Project appraisal and the SCA may give detailed information regarding the following two points:
    - (i) Justification for promotion of the activity based on availability of skill, raw materials, demand etc.
    - (ii) Strategy for promotion of the activity in the State.
  - F. **PRODUCTION OR SERVICE OR SALE CAPACITY**  
Under this heading, please indicate the estimated annual quantitative capacity of the unit in terms of number of items to be produced in case of manufacturing unit, number of gadgets to be repaired/serviced in case of servicing unit and number of items to be sold in case of business activity.
  - G. **LAND AND BUILDING**  
Build up area required  
open space required, if any  
Monthly rent prevalent in the State.
- NOTE: LOAN IS GENERALLY NOT CONSIDERED FOR PURCHASE OF LAND AND CONSTRUCTION OF BUILDING.

H. **PLANT & MACHINERY INCLUDING FURNITURE AND FIXTURES  
(FIXED CAPITAL)**

S.NO.	NAME OF MACHINERY & EQUIPMENT	QUANTITY	COST
1.			
2.			
3.			
4.			

EXPENSES ON TRANSPORTATION (LUMP SUM) \_\_\_\_\_  
 EXPENSES ON INSTALLATION (LUMP SUM) \_\_\_\_\_  
 (PLEASE ENCLOSE QUOTATIONS FOR THE PLANT & MACHINERY)

I. **RAW MATERIAL, CONSUMABLES AND SPARES PER MONTH:**

S.NO.	NAME OF THE MATERIAL	QUANTITY	RATE	AMOUNT

(Please enclose quotations in support of the cost of the materials as mentioned above).

J. **LABOUR PER MONTH**

		No.	WAGES
i)	Self	No. _____	Rs. _____
ii)	Skilled workers	No. _____	Rs. _____
iii)	Semi Skilled workers	No. _____	Rs. _____
iv)	Unskilled workers	No. _____	Rs. _____
v)	Helpers	No. _____	Rs. _____
vi)	Accountants/Typist (Full-time/Part-time, if required)	No. _____	Rs. _____

**K. OVERHEAD PER MONTH**

- i) Electricity charges
- ii) Water charges
- iii) Expenditure on stationery
- iv) Any other expenses like publicity, advertisement etc.

Rs. \_\_\_\_\_  
Rs. \_\_\_\_\_  
Rs. \_\_\_\_\_  
Rs. \_\_\_\_\_

**L. WORKING CAPITAL**

(Working capital is the expenditure required on raw-material, labour, rent and overheads for the period during which the unit is able to rotate the money. It should be worked out with justification as per the local conditions.)

**M. TOTAL CAPITAL INVESTMENT**

- i) Cost of plant and machinery
- ii) Working capital requirement

TOTAL

**N. MEANS OF FINANCE**

- i) NMDFC share
- ii) SCA share
- iii) Beneficiary share
- iv) Bank share in case of Margin money loan

TOTAL

**O. COST OF PRODUCTION PER ANNUM**

- i) Annual raw material expenses
- ii) Annual expenses on labour
- iii) Annual expenses on overhead
- iv) Depreciation @ 20% of the cost of plant and machinery
- v) Interest on total capital investment @ 7% p.a.

TOTAL

**P. RETURN FROM SALES PER ANNUM**

- i) Number of units produced/  
serviced/sold
- ii) Rate per unit

TOTAL RETURNS

Q. PROFITABILITY PER ANNUM

R. BREAK EVEN POINT

S. RETURN ON CAPITAL EMPLOYED

T. DEBT SERVICE COVERAGE RATIO