

General Contents of Project Report

TERGETTING TOWARDS SUSTAINABLE (long lasting) INDUSTRIALISATION
USING SCARCE LAND RESOURCE OF THE STATE AT OPTIMUM LEVEL

A. **Organizational Details** mentioning :

- i. particulars of the Enterprise,
- ii. bio-data of the promoters,
- iii. Corporate plan of the Promoter,
- iv. Projects promoted/implemented/under implementation,
- v. Bankers' report on dealings and repayment of past loan assistance,
- vi. details of group companies, operations, balance sheet and profit & loss account of the promoter company
- vii. financial position / working results of each associate concern,
- viii. Management and Proposed shareholding pattern etc.

- ix. For New Promoters : Educational background, any industrial experience, family background, sources of income, details of personal properties, banker's reference, income tax/ wealth tax returns etc.

Management and Organisation set up :

- x. composition of the Board,
- xi. details of full time directors and their responsibilities,
- xii. details of Chief executive and functional executives including qualification, experience, organization set-up
 1. for existing company and
 2. During project implementation for new company.

Approvals/Clearances of various Government Authorities/Agencies necessary for the project.

B. **Technical Details** mentioning

1. Technical details of the production process, Process Flow Chart and **Plant layout** keeping in consideration the objective of optimal use of horizontal and vertical spaces
2. **Incorporation of Green Manufacturing Process** for ensuring Sustainable Development, Use of Renewable Resources, Recycling of Waste Products, Energy Conservation, Cleaner Product Design and Life Cycle approaches to product design, Cleaner Process Design, Substitution of conventional chemical processes by bio processes, Safe handling of Toxic Materials, Compliance of regulatory act & rules for green manufacturing, development of Green Supply Chains.
3. Project Implementation Schedule including PERT and CPM Network
4. Detailed Project Cost estimate mentioning cost components of each sections viz. Land & Buildings, Plant & Machineries, resources deployments etc.

C. **Market Details mentioning** Consumption trends in the past and the present consumption level

- Past and present supply positions
- Production possibilities and constrains
- Imports and exports
- Structure of competitions
- Cost Structure
- Elasticity of Demand
- Consumer behavior, intensions, motivations, attitudes, preferences and requirements
- Administrative, technical and legal constraints

On the basis of above primary data conclusions in quantitative terms to be draw up to ascertain:

1. What would be the aggregate demand for the proposed product/service in the future
2. What would be the market share of the product for this particular project

THE PRODUCT SHOULD HAVE A DEPENDABLE AND SUSTAINABLE MARKET.

D. **Financial Analysis Mentioning** of the Proposal to justify whether the proposed project will be financially viable in the sense of being able to meet the burden of servicing debt and whether the proposed project will satisfy the return expectations of those who provide the capital. The aspects which have to be included performing financial analysis are :

- a. Investment outlay and cost of project
- b. Means of financing
- c. Cost of Capital
- d. Projected profitability
- e. Break Even Point
- f. Cash flow of the project
- g. Investment worthiness judged in terms of various criteria of merit
- h. Projected financial position
- i. Level of risk

E. **Economic Analysis** to measure the effect of the project on the whole economy in quantitative terms. The focus should be on social costs and benefits which is different from monitory costs and benefits. The aspects which have to be looked into while conducting economic analysis are:

- a. Contribution of the project to the GDP of the economy
- b. Contribution of the project to improve the benefits to the poorer sections of the society and to reduce the regional imbalances in growth and development
- c. Justification of use of scarce resources of the economy by the project
- d. Contribution of the project in protecting / improving the environmental conditions.

F. **Ecological Analysis** to measure the effect of the project on the ecology and environment. The aspects which have to be looked into while conducting economic analysis are :

- a. What is likely damage caused by project to the environment
- b. What is the cost of restoration measures and implementation schemes
- c. Appraisal of restoration scheme towards ensuring safety of ecology & environment

Check List- Documents Required :

1. MEMORANDUM & ARTICLES OF ASSOCIATION OF THE COMPANY
2. PRESENT AUTHORISED & PAID UP CAPITAL OF THE COMPANY
3. COPY OF LAST THREE YEARS AUDITED BALANCE SHEET / PROFIT & LOSS ACCOUNT OF THE COMPANY / ANNUAL REPORT- i. e, 2013-14, 2012-2013, 2011-12.
4. LIST OF DIRECTORS WITH DOB, ADDRESS, QUALIFICATION, DIN & PAN NO., EXPERIENCE & OTHER DIRECTORSHIP HELD.
5. PRESENT SHARE HOLDING PATTERN OF THE COMPANY WITH LIST OF TOP TEN SHARE HOLDERS-
6. DETAILS OF THE ASSOCIATE CONCERNS: LAST 3 YRS B/SHEET; BANKERS NAME & BRANCH AND FACILITIES ENJOYED IF ANY.-
7. DETAILS OF EXISTING CREDIT FACILITIES ENJOYED BY THE COMPANY –BANK & FACILITY WISE if any.-
8. BANKER’S REPORT ON MAIN PROMOTER & BORROWING COMPANY
9. NET WORTH STATEMENTS CERTIFIED BY CHARTERED ACCOUNTANTS FOR THE PROJECT SPONSORS /PROMOTERS AND ALL ENTITIES FORMING PART OF PROMOTER GROUP / SPONSORS.
10. DETAILS OF KEY MANAGERIAL PERSONAL & THEIR EXPERIENCE
11. SOFT COPY OF DPR - (WORD FILE) & FINANCIAL MODEL (FUTURE PROFITABILITY PROJECTIONS WITH RELATED ASSUMPTIONS) - (EXCEL FILE) FOR THE PROPOSED PROJECT. SOFT COPY PLANT LAYOUT DRAWING SHOWING DIMENSIONED LOCATIONS OF VARIOUS OPERATIONAL FACILITIES AND JUSTIFYING REQUIREMENT OF DESIRED QUANTUM OF LAND IN AUTOCAD FORMAT IS ALSO TO BE GIVEN.
12. PROJECT IMPLEMENTATION SCHEDULE.
13. REQUIREMENT OF MAJOR RAW MATERIAL- Item wise & ITS SOURCE.
14. AVAILABILITY OF POWER, WATER & OTHER UTILITIES AT PROPOSED PROJECT SITE.
15. ITEM WISE PRODUCTION DETAILS FOR LAST FINANCIAL YEAR.
16. PERFORMANCE OF THE COMPANY FOR CURRENT YEAR i.e., SALES, EBIDTA, PBT & PAT UPTO 31st MARCH, 2015.
17. REQUIREMENT OF STATUTORY APPROVALS REQUIRED & ITS STATUS AS ON DATE.
18. MEANS OF FINANCE, ITS SOURCE TO FUND PROPOSED CAPEX.
19. ALL HARD COPIES ARE TO BE SUBMITTED IN DUPLICATE.