

## Checklist for preparation of Detailed Project Report for Large Industries

### A. Organizational Details to include:

- 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, financial position / working results of each associate concern
- x. SWOT Analysis considering project implementation objective

Management and Organizational set up:

- xi. composition of the Board / Firm,
- xii. details of full time directors/Partners/ Proprietor and their responsibilities,
- xiii. 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 to include:

- I. production process, requirements of power & water including Process Flow Chart,
- II. Plant layout keeping in consideration of optimal land use
- III. Incorporation of Green Manufacturing Process for
  - a) ensuring Sustainable Development,
  - b) Use of Renewable Resources,
  - c) Recycling of Waste Products,
  - d) Energy Conservation,
  - e) Cleaner Product Design and Life Cycle approaches to product design,
  - f) Cleaner Process Design,
  - g) Substitution of conventional chemical processes by bio processes,
  - h) Safe handling of Toxic Materials,
  - i) Compliance of regulatory act & rules for green manufacturing,
  - j) Development of Green Supply Chains.
- IV. Man power Planning
- V. Project Implementation Schedule

VI. Detailed Project Cost estimate mentioning cost components of each sections viz. Land & Buildings, Plant & Machineries, resources deployments etc.

**C. Market Analysis to include :**

- a) Market Environment Analysis
- b) Customer Analysis
- c) Competition Analysis
- d) Forecasting Future Demand
- e) Marketing Strategy

**D. Financial Analysis to include**

- a. Sources & Uses of Fund
- b. Projected balance sheets
- c. Projected Profitability Statement
- d. Projected Cash Flow Statement
- e. Assessment of Working Capital Requirements
- f. Projected Break Even Analysis Statement
- g. Calculation of internal Rate of return(IRR)
- h. Details of Plants & Machineries
- i. Details of Electrical Installations
- j. Details of misc. Fixed Assets
- k. Details of Pre-operative Expenses
- l. Sales Value at Installed Capacity
- m. Details of Raw Materials and Consumables at installed capacity
- n. Year-wise Annual Raw Material & Consumables Cost At Different Capacity Utilization
- o. Details of Repairs & Maintenance
- p. Details of Power & Utilities
- q. Details of Human Resources & Annual Emoluments
- r. Details of Administration & Selling Expenses
- s. Computation of Depreciation (WDV As Per Co's Act 2013)
- t. Computation of Depreciation (WDV As Per IT Act 1961)
- u. Assessment of Income Tax
- v. Debt Service Coverage Ratio
- w. Return on Capital Employed (ROCE)
- x. Schedule of Repayment Of Term Loan

**E. Economic Analysis to include**

Quantification in monetary term the contribution of project in

- a. Employment Generation
- b. Revenue Generation to Govt.
- c. extending benefits to the poorer sections
- d. reducing the regional imbalances
- e. reducing gender inequality
- f. Protecting / improving the environmental conditions.

