**Format-I**

<Forwarding Letter> Address/ ph /fax no & email id

Dated:

To

The Additional Director General, Capacity Development Division

Ministry of Statistics and Programme Implementation Room No. 119, Khurshid Lal Bhawan, Janpath

New Delhi-110001

Subject: Proposal for undertaking/conducting a study/ seminar /conference on……………..

Sir,

I am glad to forward herewith a proposal for undertaking/conducting a study/ seminar on at a total

cost of Rs…………………………. The study is proposed to be completed over a period of months. The

study/seminar/conference is proposed to be held during …………. (period)………………….. Mr./Ms./Dr who

is working as in this institution will be the Project Director/ Principal Research Investigator.

1. I certify that this institution will provide all the facilities and infrastructure for the completion of the study/ seminar/conference and undertake as follows:
2. This proposal or other similar proposal has not been submitted to any other agency/ Department for funding/ the proposal has also been submitted to……………………. for partial funding up to Rs lakhs.
3. The Project Director/ Principal Research Investigator will continue to work in the institution till the completion of the study/ seminar. In case, the Project Director leaves without completing the project, the institution will take full responsibility to complete the project as per the existing terms and conditions.
4. The institution will take full responsibility for monitoring the progress of the project, sending progress reports and utilization certificates, etc. and ensuring proper and timely implementation.
5. It is requested that the project proposal may be considered favourably for providing financial assistance of

Rs………………..

1. Details of documents enclosed are given in the attached Checklist.

Signature of the Head of the Institution Name of the Head of the Institution & Stamp

**Format-I(A)**

**Check-list**

1. Forwarding letter along with the undertaking from the Head of the Institution
2. A copy of the Registration Certificate
3. One copy each of the Annual Reports and Balance Sheets for the last three years (not applicable for new Institutions/ organizations)
4. Profile of the Institution and its activities
5. Details of professional staff regularly employed by the Institution
6. Details of computer and infrastructure facility available
7. Details of major projects completed during last five years (Experience of members/directors for new Institutions/ organizations)
8. Objectives of the Proposed Project and the methodology
9. Relevance of the study in the development of official statistics
10. Activity time schedule (GANT chart)
11. Staffing time schedule (GANT chart)
12. Curriculum Vitae of each the experts (including Project Director)
13. Budget estimates of the project head-wise
14. Total cost of the project and duration of the project
15. Name and address of the authorized person by designation and the account number of the organization/IFSC code/Customer Identification Number (CIN)/ (a cancelled Cheque) in whose name online NEFT transfer is to be made.

**Format-II**

**PROFILE OF THE INSTITUTION**

1. Name and address of the Institution
2. Name and Designation of the Head of the Institution
3. Status of the Institute (As per Para 3.1 of the guidelines)
4. Details of Professional staff regularly employed in the Institution in the concerned Branch/Unit

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Designation | Scale of Pay | Number |
|  |  |  |  |

1. Details of computer and infrastructure facilities already available.
   1. Hardware
   2. Software
   3. Internet facility
   4. Office accommodation
   5. Transport facility
2. Details of Major Projects completed during last five years.
3. Title of the Project
4. Name of the Project Director
5. Detailed description of the project
6. Detailed description of actual services provided
7. **Website (URL) of the institution**

**Format-III**

**TECHNICAL PROPOSAL**

1. Name of the Institution
2. Name of the Project Director/ Principal Research Investigator
3. Title of the Project
4. Objectives of the Project
5. Curriculum Vitae of each of the experts (including Project Director) in the staffing schedule.
   1. Name
   2. Date of birth
   3. Nationality
   4. Personal address (including telephone No., e-mail address)
   5. Educational Qualification
   6. Other training
   7. Employment record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Position | Period | | Experience |
| From | To |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

viii) List of Publications

1. Other relevant details
2. Is he regular employee of the institution Yes/ No
3. If no, the nature of contract with the institution
4. Is he available on full time basis? Yes/ No
5. If not, what are his other assignments? Please describe.
6. Description of data sources and analytical tools.
7. Survey methodology (in case of primary data collection)
8. Survey objectives
9. Geographical coverage
10. Subject coverage
11. Sampling units
12. Sampling design
13. Sample size
14. Estimation Procedure
15. Tabulation
16. Work programme
17. Tasks
18. Activities
19. Outputs
20. Logical sequence of activities and outputs leading to realization of the objectives

**Format-IV**

**FINANCIAL PROPOSAL**

1. Name of the Institution
2. Name of the Project Director/ Principal Research Investigator
3. Title of the Project.
4. Expert/ Employee time.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. | Name | Employmen t Status in  codes | Position | No. of months | Remunerati on  per month | Total Remunerati  on |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total (Col.7)** | | | | | |  |

***Codes for Employment Status***

|  |  |
| --- | --- |
| Category | Codes |
| A regular employee of the Institution engaged in the Project on a full time basis | 1 |
| A regular employee of the Institution engaged in the project on a part time basis | 2 |
| An employee recruited specifically for the Project on a temporary basis | 3 |
| An independent expert | 4 |

1. **Estimated Travel Cost**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. | Name | Place of Visit | Duration of Stay | Daily  allowance per day | Total  Daily allowance | Codes for  Mode of travel | Travel expense |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total (Cols. 6 & 8)** | |  |  |  |  |  |  |

*Mode of Travel (Codes) :*

|  |  |
| --- | --- |
| Air | 1 |
| Rail | 2 |
| Taxi | 3 |
| Own Car | 4 |
| Bus | 5 |
| Others | 6 |

1. **Workshop expenses (For NRA Projects)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.  No. | Type of Workshop | Duration | No. of Participants | Total Cost |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Field Survey and Tabulation Expenses.
   1. Sample size
   2. Rate per unit (Rs.)………………….
   3. Total field survey expenses (Rs.)………
   4. Tabulation expenses (Rs.)…………….
   5. Report writing (Rs.)………….
   6. Report Printing (Rs.)…………
   7. Total expenditure (Rs.)………………….
2. Revenue Expenses (recurring) on Stationery, telephone, faxes, etc.
3. Contingencies
4. Overhead expenses (8% max)
5. Summary of Financial Statement

|  |  |  |
| --- | --- | --- |
| Sl.  No. | Item | Amount (Rs.) |
| 1. | Fees, salaries, consultancy etc. |  |
| 2. | Travel expenses   1. Daily allowance 2. Travel cost (local field survey) |  |
| 3. | Workshop expenses (for NRA projects) |  |
| 4. | Field survey, tabulation, report writing & printing expenses |  |
| 5. | Expenses on stationery, telephone, fax, postage, etc. |  |
| 6. | Contingencies |  |
| 7. | Overhead expenses (8% max) |  |
| **Total** | |  |

1. Signature of the Project Director with date