

**Executive Summary**

**G UW-04**

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**CPF proposal for polling station no.126 (ward 37),Guwahati.**

The present proposal has been prepared by the Anindita Mahila Samaj, Guwahati .On behalf of the residents of the polling station no 126 -covering housing area of Navagraha, in ward no 37.

**The proposal aims at the following things:**

Construction of CC road with side drain to Navgaraha – 135 meters  
Community Dustbins-2  
Hawkers’ zone -1

**Total project cost:** 10, 26,000

**Support sought:** 9 lakhs

**Duration:** 6 months

**PROPOSAL CHECKLIST**

**Name of the Implementing Agency:** Anindita Mahila Samaj, Guwahati

**Project Identification code:** G UW-04

**Project title:** CPF PROPOSAL of polling booth no.126 (ward 37), Guwahati

Answer the following questions•:

**1. Has the proposal been endorsed by the majority of the members of Area Sabha(s)/ voters of the project area?**

Yes

No

**(polling  
b o o t h  
126**

- |           |  |                                     |     |                                     |    |
|-----------|--|-------------------------------------|-----|-------------------------------------|----|
| <b>2</b>  | <b>Has the proposal been endorsed by the concerned ULB?</b>  | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| <b>3.</b> | <b>Has the city (from where proposal has arrived) Signed MoA under JNNURM?</b>                                       | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| <b>4.</b> | <b>Is the Implementing Agency/ CBO under question a Self Help Group (SHG) dealing with micro-finance activities?</b> | <input type="checkbox"/>            | Yes | <input checked="" type="checkbox"/> | No |
| <b>5.</b> | <b>Does the proposal have a religious focus?</b>   | <input type="checkbox"/>            | Yes | <input checked="" type="checkbox"/> | No |
| 6.        | Has the proposal been submitted with all enclosures?   | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| 7..       | Have the consultative processes adopted in project formulation been documented and form a part of the proposal?      | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| 8         | Has the proposal been signed by the elected representative of ward/area?   | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| 9.        | Has a soft copy been provided?   | <input type="checkbox"/>            | Yes | <input checked="" type="checkbox"/> | No |
| 1 0       | Does the proposal have the Cover Page as per format?   | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| 1 1 .     | Have both technical and financial proposals been submitted?  | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| 12.       | Is the technical proposal as per the prescribed format and does it contain all relevant sections?                    | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| 13.       | Is the financial proposal as per format?   | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| 14.       | Is the proposal in English?  | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| 15.       | Is the proposal initialed on all pages by the authorized person/applicant?   | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| 16.       | Are the technical and financial proposals within the page limit of 20 pages?   | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |
| 17.       | Are the enclosures signed in original and certified as true copy?  | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No |

18. Checklist for list of enclosures:

No	Description of Enclosures	Submitted		Remarks
		Yes	No	
1.	Copy of CBO formation/ registration	√		
2.	Copy of CBO Bye Laws/Memorandum and articles of Association	√		
3.	Process documentation of consultative process adopted in project formulation	√		
4.	Endorsement/consent letter by the community, signed by the majority of voters in the polling both locality and by the elected representative of the Area Sabha/ Ward	√		
5.	Copy of resolution authorizing a person to sign the proposal and submit all necessary papers	√		
6.	Brief CVs of key project personnel nominated by the community to work on the project	√		

For the NGOs supporting the Community/Implementing Agency in project formulation, the following enclosures should be attached:

Enclosure No.	Description of Enclosures	Submitted		Remarks
		Yes	No	
7.	Copy of Society/ Organisation/ Company Registration/ Incorporation Certificate			
8.	Copy of Organisation Bye Laws/ Memorandum and Articles of Association			
9.	List of Governing Body Members			
10..	Copy of Audited Financial Statements for the last three years along with Auditor's Certificate/Report			

## **DESK APPRAISAL**

### **1. INSTITUTIONAL ASSESSMENT**

#### **1. Registration Details:**

##### **A. Registered under:**

- √ Societies Registration Act
- Trust Act
- Cooperatives Act

Trade Union Act  
Companies Act  
Any other

**B. Year of Registration - 1994**

2. **Do the vision and mission of the Implementing Agency indicate any political, religious undertones?**

Yes  No.

3. **Is the Implementing Agency capable of helping the concerned community/CB(s) in executing such project?**

Yes  No.

4. **Does the CBO/Implementing Agency have a Governing Body/Executive Body?**

Yes  No.

**If Yes, frequency of meetings**

Monthly  
 Quarterly  
 Annually  
 No Policy

5. **What is the involvement & commitment of the Authorised Person/Chief Functionary to the community?**

Full Time  Part-Time.  Not Known.

6. **What is the involvement & commitment of the Authorised Person/Chief Functionary to the Implementing Agency?**

Full Time  Part-Time.

7. **The Authorised Person/Chief Functionary is a**

Government Servant  Businessman/Contractor

Development practitioner      Others (specify)

**8. Does the Implementing Agency have any experience of working with ULBs?**

Yes                                      No.

**9. Does the community/Implementing Agency have adequate infrastructure (building, equipment, and facilities) to implement the project?**

Yes                                      No.                                      Not Known.

Remarks:

**10. Does the Community/Implementing Agency maintain monitoring systems to review its programme?**

Yes                                      No.                                      Not Clear

If Yes,

A.  Internal                                       External  
B      Monthly                                       Quarterly      Half Yearly      Annually

**B. PROJECT ASSESSMENT**

**1. Who are the targeted beneficiaries of the project?**

Urban populace                                      Women.  
   Children                                      Others

**2. Does the project proposal match the objectives & focal areas of CPF?**

Yes                                      No.

**3. Does the project duration conform to the CPF project requirement (12 months)?**

Yes                                      No.

4. **Is the envisaged duration adequate to implement the project?**  
 Yes  No.
5. **What is the involvement of local community in the project?**  
 Planning  Contribution  
 Implementers  Stakeholder
6. **How was the project proposal evolved and designed?**  
 Demand driven  From the Implementing Agency  
 Others
7. **Do the objectives, activities and outputs conform to the stated Goal?**  
 Yes  No.
8. **What are the tools to be used for monitoring of the project?**  
 Progress Reports  Physical verification  
 Media  Documentation
9. **What are the indicators to measure the outputs?**  
 Qualitative  Quantitative  Both
10. **Are the outputs and outcomes tangible and measurable to the extent possible?**  
 Yes  No.
11. **Is the project amenable to sustainability and replicability?**  
 Yes  No.
12. **Are the likely limitations and risks to implement the project critical in nature?**  
 Yes  No.

**C. FINANCIAL ASSESSMENT**

**1. Is the Government of India contribution within the prescribed limit?**

Yes

No.

Total Project cost: 10, 26,000

Remarks: **Support sought from GoI under CPF is 9, 00,000**

**2. Is the community contribution into the project a minimum of 10% of the project?**

Yes

No.

Remarks:

**3. What is the stage of collecting community contribution by the implementing agency?**

Collection already started

To start only after sanctioning of the proposal

**4. Have any such activity been included in the financial proposal which cannot be funded under CPF? **Non****

Proposal preparation activities

Unlawful/violent activities

Sponsorship

Commercial ventures

Core funding not related to project

Religious/political activities

Scholarships

Welfare activities

Welfare activities

Others (specify)

**5. Is there clear demarcation of responsibilities for operations and maintenance?**

Yes

No.

6. **Have the costs involved in maintenance and mechanisms been indicated in the proposal?**

√ Yes No.

7. **Do the finance and accounting unit of Implementing Agency show capability to handle the project on a day-to-day basis?**

√Yes No.

8. **Is the proposed mechanism for audit in place?**

√Yes No.

9. **The balance sheet of the implementing agency is not running in negative.**

√ Yes No

Remarks: ***Accounts are to be mandatorily audited at the end of the project. These would also be open to further audit by CAG or State Government***

**Name of the Implementing Agency:** Anindita Mahila Samaj

**Proposal Title:** CPF PROPOSAL of polling station no.126 (ward 37)

**Project Cost:** Rs. 10,26,000

**Support Sought under CPF:** 9,00,000

**Proposal Code:** GUW-04

**Objectives:** Improvement of communication network within different settlements of the polling station, encouragement to community participation in Solid waste Management and overall betterment of working conditions of the hawkers in & around the temple.

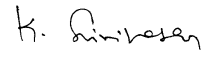
***Proposal Approved on 19<sup>th</sup> August, 08.***





(Nitika Arora)

Pr. Coordinator (TAG Sect.)



(K.Srinivasan )

(Assistant NURM-I)