

**Executive Summary**

**G UW-05**

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**CPF proposal for polling station no.124 (ward 37),Guwahati.**

The present proposal has been prepared by the Brihattar Kharghuli Abasar Prapta Karmachari Janakalyan Samittee, Guwahati .On behalf of the residents of the polling station no 124 covering area of Joipur, Kharghuli in ward no 37.

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

CC road with Side drains-130 meters  
Steps to Bathou Mandir-150 meters  
Multi-purpose community Hall-1

**Total project cost:** 10, 43,000  
**Support sought:** 9 lakhs  
**Duration:** 6 months

**PROPOSAL CHECKLIST**

**Name of the Implementing Agency:** Brihattar Kharghuli Abasar Prapta Karmachari Janakalyan Samittee, Guwahati.

**Project Identification code:** GUW-05

**Project title:** CPF PROPOSAL of polling booth no.124 (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**

Yes  
(polling

No

area?	booth 124			
<b>2 Has the proposal been endorsed by the concerned ULB?</b>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>3. Has the city (from where proposal has arrived) Signed MoA under JNNURM?</b>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>4. 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. 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	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

true copy?

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 - 2003**

**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**  
 Retired 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, 43,000

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? **NOT APPLICABLE**

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:** Brihattar Kharghuli Abasar Prapta Karmachari Janakalyan Samittee, Guwahati

**Proposal Title:** CPF PROPOSAL of polling station no.124 (ward 37)

**Project Cost:** Rs. 10,43,000

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

**Proposal Code:** GUW-05

**Objectives:** Improvement of communication network within different settlements of the polling station & promotion of clean & hygienic environment as well as help the residents hold social functions besides providing help to the visitors of Bathou Temple.

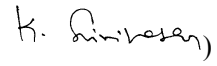
***Proposal Approved on 19<sup>th</sup> August, 08.***





(Nitika Arora)

Pr. Coordinator (TAG Sect.)



(K.Srinivasan )

(Assistant NURM-I)