

Proforma For Preparation Of Proposed Scheme

A) Introduction :

1. a) Name & Address of the unit :

b) Name & Address of the Entrepreneur :
(Bio data may given separatly)

2. Constitution of the Company / Organization :

3. Location

i) Factory

ii) Office :

4. Products details / Item of Production :	<u>Product</u>	<u>Unit Cost</u> (Rs.)	<u>Total Sale Value</u> (Rs.) Month/Year
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a)

b)

c)

[on the basis of 100% capacity]

5. Uses of Product (s) :

a)

b)

c)

6. Marketing Scope (in details) :

7. Availability of Rawmaterial / Components : Indigenous/ Imported

8. Mfg. Process (in details) :

9. Requirement of Power :

B. Block Capital Requirement

1. LAND & BUILDING

i) Land in Sq. ft. : Rented / Own

ii) Covered area Sq. ft/Katha/Bighas : Rented / Own

iii) Water & Sanitation arrangement :
(If construction is to be made details
of Construction cost / Sq ft. to be given)

2. MACHINERY & EQUIPMENTS

<u>Sl. No.</u>	<u>Particulars</u>	<u>Unit Cost</u>	<u>Nos. Regd.</u>	<u>Total Cost (Rs.)</u>
i)				
ii)				
iii)				

Total Rs. : _____

3. i) FOR POLLUTION CONTROL

4. i) FOR RESEARCH & DEVELOPMENT

5. OTHER FIXED CAPITAL

- a) Cost of Freight & Sales Tax :
- b) Installation Cost :
- c) Foundation Cost :
- d) Misc, Expenses :
- e) Escalation
- f) Office Furniture & Equipment :
- g) Electrification cost with Security deposite :

Total Rs.: _____

III. TOTAL BLOCK CAPITAL

- i) Land & Buildings [Sq. ft. / Kathas / Bighas] : Rs. :
- ii) Machinery & Equipments : Rs. :
- iii) Other Fixed Capital : Rs. :

Total Rs.: Rs. _____

C. Recurring Expenditure

RAW MATERIALS COMPONENTS REQUIREMENT (MONTHLY)

<u>Sl. No.</u>	<u>Particulars</u>	<u>Unit Cost (Rs.)</u>	<u>Quantity Regd. (Nos.)</u>	<u>Total Cost (Rs.)</u>
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- i)
- ii)
- iii)
- iv)

Total : _____

II. STAFF & LABOUR (MONTHLY)

<u>Sl. No.</u>	<u>Category</u>	<u>Rate (Rs.)</u>	<u>Nos. Regd</u>	<u>Total Cost Rs.</u>
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- i)
- ii)

iii)

iv)

v) Perquisites / Benefits etc.

L. S.

Total Cost (Rs.)

III. OVERHEAD EXPENSES [MONTHLY]

Sl. No. Particulars

[Rs]

i) Rent (if necessary)

ii) Power [Electricity / Coal / Gas /Fuel etc.]

iii) Tax, Licence, Insurance

iv) Repair & Maintenance

v) Travelling Expenses

vi. Carriage (Inward & Outward)

vii. Advertisement / Publicity

viii. Office Expenses / Contingency

ix. Misc. Expenses

x. CONSUMABLE ITEMS

(Furnance Oil /.Lubricants / Jute / Diesel etc.)

Total : Rs.

TOTAL RECURRING EXPENDITURE MONTHLY

Sl No. Particulars

Total Cost Rs.

a. Raw Material / Components

b. Staff & Labours

c. Overhead expenses

Total : Rs.

D. Working Capital Requirement (if necessary)

Monthly Recurring Expenditure x 3 months (Maximum)

Rs.

Note : Working Capital Requirement may also be assessed by an alternative method given below :

Value of Stock of Raw Materials _____ days _____ Rs. _____

Value of work in process _____ days _____ Rs. _____

Value of Receivables _____ days _____ Rs. _____

Value of Stock of finished goods _____ days _____ Rs. _____

Value of Expenses _____ days _____ Rs. _____

Total : Rs.

E Capital Investment

Block Capital Rs.

Working Capital Rs.

F. Source of Finance

Total : Rs. _____

i) Own Finance

ii) Bank Finance

F. Tentative Profit & Loss Account (Monthly)

Dr.		Cr.		
		To Sale of Product (in details)		
		@ Rs.	Qty.	Value Rs.
a) Recurring Expenses	Rs.	a.		
b) Depreciation of Building @ 5%	Rs.	b.		
c) Depreciation of Machinery & Equipment @ 10%	Rs.	c.		
d) Wastage 1 to 2% (if applicable)	Rs.			
e) Interest Paid on Capital Investment @ 12%	Rs.			Rs.
f) Gross Profit	Rs.			
TOTAL	Rs.	TOTAL		Rs.

$$a) \text{ Profit / Sale Ratio} = \frac{\text{Monthly Profit} \times 100}{\text{Monthly Sale}} = \dots\dots\dots \%$$

$$b) \text{ Return of Investment} = \frac{\text{Annual Profit} \times 100}{\text{Capital Investment}} = \dots\dots\dots \%$$

$$c) \text{ B. E. P.} = \frac{\text{Fixed Cost} \times 100}{\text{Fixed Cost} + \text{Profit}} = \dots\dots\dots \%$$

Fixed Cost / Month comprises of :--

- 40 % of Salary & Wages
- 40 % of Consumption of power & overhead expenses
- 100 % Rent
- 100 % Tax, Licence & Insurance
- 100 % Depreciation
- 100 % of Intt. (Payable to Bank & others)

N. B. 1) All the pages of the scheme are to be signed by Proprietor / Partner / Directors (use Office Seal).

2) Unless exempted, Pollution Control Clearance for all schemes have to be obtained as also environmental clearance where applicable "Concent to Establish" before provisional registration & "Consent to Operate" before permanent registration.

3) Change of location or Constitution may be made only on prior permission of authority.

4) For Chemical Project and special types of projects, process flow chart should be attached with proposed location.