

PROFORMA FOR SEEKING FINANCIAL ASSISTANCE UNDER THE MODERNIZATION SCHEME OF DEPTT. OF AR & PG FOR GOVERNMENT OFFICES

1.	Name of the Ministry/Department/Attached Office/Subordinate Office/Statutory Body				
2.	Name & Room Nos. of the Sections for which modernisation is required				
3.	Justification for modernization. If Air Conditioners being acquired then a separate paragraph on justification. (Format Attached)				Annexure-II (Format to be decided by the beneficiary)
4.	Component-wise details of the proposal and fund requirement – in Rs.				
S. No.	Item (s) required	Nos.	25% cost i.e. share of beneficiary (in Rs.)	75% i.e. share of DAR&PG (in Rs.)	Total (in Rs.)
1.	2	3	4	5	6
(i)	Civil.				
(ii)	Electrical				
(iii)	Fur. & Fix.				
(iv)	Computers				
(v)	Storage				
(vi)	Others				
TOTAL					
5.	Whether any benefit obtained by the office in the past				Yes/No. (If yes then the amount(s) & year(s) in which availed & relevant details) – Annexure-II
6.	Approval of Financial Advisor				Annexure-III
7.	Lay out plan.				Annexure-IV
8.	Estimates of all items				Annexure-V
9.	If being executed by any Govt. agency other than CPWD, as per GFR-2005 then a No Objection certificate of CPWD clearly stating that they are as per laid down standards & rates of the scheme/latest CPWD manual.				Annexure-VI
10.	For procurement of Computers, a certificate from the NIC indicating the numbers & specifications of the computers to be acquired.				Annexure-VII
11.	Name, Address, Telephone number, e-mail address & Account No. for e-payment of P&AO of the beneficiary office				Annexure-VIII.
12.	Name, Address, Telephone number and e-mail address of the Controller of Accounts of the beneficiary Office.				
14.	Name, Address & Telephone number of the P&AO of the executing agency e.g. CPWD & A/c No. for e-payment.				
13.	If being executed by the CPWD, then the Name, & Address of both Executive Engineer (Civil) & Executive Engineer (Electrical).				

(Signature)

(Name & Designation of the Officer *

Name of the Ministry/Department/Office

Telephone Number, FAX No. & e-Mail address

* At least of US level