# 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)**

4. **Component-wise details of the proposal and fund requirement – in Rs.**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item (s) required</th>
<th>Nos.</th>
<th>25% cost i.e. share of beneficiary (in Rs.)</th>
<th>75% i.e. share of DAR&amp;PG (in Rs.)</th>
<th>Total (in Rs.)</th>
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<td>(i)</td>
<td>Civil.</td>
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<td>(ii)</td>
<td>Electrical</td>
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<td>(iii)</td>
<td>Fur. &amp; Fix.</td>
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<td>(iv)</td>
<td>Computers</td>
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<td>(v)</td>
<td>Storage</td>
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<td>(vi)</td>
<td>Others</td>
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<td><strong>TOTAL</strong></td>
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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.**

13. **Name, Address & Telephone number of the P&AO of the executing agency e.g. CPWD & A/c No. for e-payment.**

14. **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