

**KERALA URBAN & RURAL DEVELOPMENT FINANCE
CORPORATION LIMITED (KURDFC)
(A KERALA GOVERNMENT UNDERTAKING)**

PROJECT PROFORMA – I

(to be submitted along with the documents while applying for financial assistance from KURDFC)

I. SCHEME DETAILS

1	Name of local body.	
2	Name of Scheme.	
3	Type of Scheme. (Remunerative/Non Remunerative)	
4	Total built up area.	
5	Total Land area.	
6	Location. (Specify place, name, distance from Panchayat Office, Bus stand and Panchayat Market)	
7	Total cost.	
8	Loan amount proposed.	
9	Whether the project commenced or not?	
	If yes, date of commencement	
	Stage of construction.	

II. LOCAL BODY INFORMATION

1	Name of the District	
2	Name of Community Development Block/Region	
3	Grade of Local Body	
4	Total population as per last census.	
5	No. of wards	
6	Name of ward in which the project located	
7	Financial status of the Municipality/Grama Panchayat for the past 3 years. [Please attach copy of AFS(Annual Financial Statement)]	

(a) Income & Expenditure (last three years) (Rupees in lakhs)													
Year	Income				Expenditure				% of plan utilization	Balance			
	Capital Receipts	Revenue Receipts	Debt head	Total	Capital	Revenue	Debt head	Total		Capital	Revenue	Debt head	Total

(b) Panchayat tax collection details (last three years) (Rupees in lakhs)													
Year	Opening balance	Total property tax				Balance		% of Efficiency					
		Demand		Collection		Arrear	Current	Arrear	Current				
		Arrear	Current	Arrear	Current								

(c) Rent on land and buildings (last 3 years)													

III. DETAILS OF LAND AND LOCATION OF THE PROJECT

1	Area of land in cents.	
2	Location of project. (Please attach Location Map showing road, directions, major land marks, distance, place names etc.)	
3	Ownership, Type of ownership (purchase/acquisition/Transfer)	
4	Survey No. and Village	
5	Approximate value of land (Market value); Purchase value	
6	Details of land tax remitted	
7	Whether Land Acquisition/Purchase by negotiation is proposed.	
“ If ownership of land is not vested”		
8	Details of Land Acquisition/purchase by negotiation	
9	Stage of Land Acquisition/purchase	
10	Estimated cost of Land Acquisition /purchase	
11	Expected Date of actual possession of land	

IV.

PROJECT DETAILS

1	Category of Building (As per KMBR 99)				
2	Predominant use category (Major use as per % share) in mixed use building				
3	No. of Blocks				
4	No. of floors				
5	Type of structure (Load Bearing /Framed)				
6	Total Plinth Area				
7	Total carpet area.				
8	Height of building				
9	Coverage in %				
10	FAR				
11	Area. (including Verandas, open space, lift & common area, parking, bus bays, open yards, corridors etc.). (Specify under different use category) (use separate sheets if required)				
	<i>Sl. No</i>	<i>Main category</i>	<i>Type of use</i>	<i>No.</i>	<i>Area in Sq.M</i>
	1	Rentable Area			
	2	Common Area			
12	% of Rentable area to common area.				

V. COST OF PROJECT

<i>Sl. No</i>	<i>Component</i>	<i>Cost (in Rupees)</i>
1	Land Development.	
2	Building.	
3	Electrification.	
4	Sanitation.	
5	Water supply arrangements.	
6	Open yard Development.	
7	Landscaping or beautification.	
8	Furnishing.	

VI.

ANTICIPATED COMPLETION OF THE PROJECT

<i>Sl. No</i>	<i>Items</i>	<i>Anticipated date of building completion</i>	<i>Anticipated date of auction</i>	<i>Anticipated date of occupation</i>
1	First floor			
2	Second floor			
3	Third floor			

VII. ANTICIPATED INCOME FROM THE PROJECT

1 Component wise (use separate sheets if required)							
<i>Sl. No.</i>	<i>Type of space</i>	<i>No. of unites</i>	<i>Size in m²</i>	<i>Monthly income expected (rent/lease)</i>	<i>Annual income expected (rent/lease)</i>	<i>Premium/ Deposit expected</i>	
1	Commercial shops (Denote separate entry for difference areas and different floors)						
2	Office space.(Denote separate entry for different area and different floors)						
3	Other income, bus stand fee						
4	Income from advertisement						
5	Comfort station, clock room, CCTV etc.						
Total :							
2	Gross Annual Income						
3	Gross premium /lease money expected.						
4	Mode of Economy generation (Rent/Lease)						
5	Net Annual Income (Gross income- Maintenance charge)						
6	Month and Year from which full income is expected.						

VIII.

PROJECT MANAGEMENT SCHEDULE

1.	Component wise													
<i>Sl. No</i>	<i>Item</i>	<i>Implementation in quarters (Mark appropriate box)</i>												<i>Fund requirements (split as per estimate)</i>
		1 st year				2 nd year				3 rd year				
1	Land Development													
2	Foundation													
3	Superstructure GF,FF,SF,TF,FF.													
4	Finishing													
5	Water supply & Electrification & Sanitation													

IX. OTHER FINANCIALS

1	Margin money borne by the Local Body and source.													
2	Any other Central/State/Grant/Plan assistance for this project. (Please specify)													
3	Borrowing Plan. (No. of installments with expected dates)													
	<i>Sl.No.</i>	<i>Stage</i>								<i>Date</i>				<i>Amount</i>
	1	1 st installment												
	2	2 nd installment												
	3	3 rd installment												
	4	4 th installment												
	5	5 th installment												
4	Repayment Plan. (including payment of premium/advance rent)													
	<i>Sl.No.</i>	<i>Details & Time</i>								<i>Amount</i>				
	1													
	2													
	3													
5	Schemes already undertaken, loan received and progress of execution and details of repayment.													
	1													
	2													
	3													

X. OTHER LEGAL ASPECTS

1	Details of lay out approval from Chief Town Planner.	
2	Name, Address and Regn. No. of Architect/Engineer.	
3	Whether the estimate is in accordance with the latest PWD schedule. (Please specify year of schedule)	
4	Details of Resolution by LSGI. (Specify No. and date)	
5	Specify details of other schemes, loans already availed for this project if any?	
6	No. and date of Technical Sanction.	
7	No. and date of Administrative Sanction.	

XI. DETAILS OF PREVIOUS REFERENCE

1	Details of any previous approved loan from KURDFC or any other agency. (Amount & Date of avail)	
2	Name of Agency.	
3	The amount of Loan (if any) already availed for the project.	
4	Rate of interest of any previous borrowing from the project.	
5	Reason for further requirement of finance.	

I.

ആദ്യ ഘട്ടത്തിൽ പദ്ധതിയോടൊപ്പം സമർപ്പിക്കേണ്ട രേഖകൾ

1. സെക്രട്ടറി ഒപ്പു വെച്ച പൂരിപ്പിച്ച നിശ്ചിത ഫോറത്തിലുള്ള അപേക്ഷ
2. ഭരണാനുമതി
3. സാങ്ക്രതികാനുമതി
4. ബി ഡിംഗ് പെ മിറ്റ്
5. ചീഫ് / ജില്ലാ ടൗ പ്ലാനറി നിന്നും ലഭിച്ച ലേ ഔട് അപ്പ്റൂവ
6. ലേ ഔട് ഉത്തരവ്
7. വായ്പ എടുക്കുവാനും കരാറി ഏ പ്പെടുവാനും സെക്രട്ടറിയെ ചുമതലപ്പെടുത്തിക്കൊണ്ടുള്ള കമ്മിറ്റി തീരുമാനം
8. ഏറ്റെടുക്കുന്ന പുതിയ വികസന രേഖ
9. അംഗീകരിച്ച പ്ലാൻ
10. വിശദമായ പ്ലാൻജക്ട് റിപ്പോർട്ട്
11. ആധാരം/അവാർഡ്/കരം അടച്ച രസീത് കൈവശാവകാശ സർട്ടിഫിക്കറ്റ് എന്തിനായി ഏതെങ്കിലും ഒന്നിന്റെ കോപ്പി
12. കഴിഞ്ഞ 3 വർഷത്തെ വരവ് ചെലവ് കണക്കും അതിന്റെ സംക്ഷിപ്ത പട്ടികയും
13. കഴിഞ്ഞ 5 വർഷങ്ങളിലെ വസ്തു കരം ഇനത്തിൽ ലഭിച്ച വരുമാനം
14. പദ്ധതിയുടെ സാമ്പത്തിക ഭേദത (Project Financials for the Repayment period)

II. Content of Detailed Project Report (DPR)

- a. Estimate Report, Detailed Estimate and Site plan
- b. The assumption by the local body regarding the locational advantage of the use of building in this site with respect to the demand of the proposed usage and similar establishment nearby and the character of the Urban Centre in which the proposal is formulated.
- c. Population of the LSGI. (ward wise)
- d. Details of land with Survey No. village extend, approximate value of land, sketch, details of any liabilities etc.
- e. Details about the character of land at present.
- f. Other success stories of similar projects by LSGI (If any).
- g. Availability of building material from the locality
- h. Scope for pooling own funds for project development by LSGI.
- i. Implementation Plan
- j. Expected income/Deposit from the Project.
- k. Any other liabilities, attachments related to the project.
- l. Approximate distance of the project site from the Commercial Centre of the LSGI

III. വായ്പാ കരാർ വയ്ക്കുന്നതിനായി സമർപ്പിക്കേണ്ട അസ്സൽ രേഖകൾ

1. ആധാരം / ലാ ഡ് അക്വിസിഷനി പ്പെട്സ് സ്ഥലമാണെങ്കി ആയതിൻറെ രേഖ
2. സ ക്കാരി നിന്നുള്ള സെക്ഷ 3 ഉത്തരവ്
3. കൈവശാവകാശ സ ട്ടിഫിക്കറ്റ്
4. കരം അടച്ച രസീത്
5. കഴിഞ്ഞ 14 വ ഷത്തെ കുടികട സ ട്ടിഫിക്കറ്റ്
6. വസ്തുവിൻറെ വാല്യു വേഷ സ ട്ടിഫിക്കറ്റ്
7. വസ്തുവിൻമേ നിലവി ബായ്ത ഒന്നുമില്ലെന്നും KURDFC യിലെ വായ്പ മുഴുവനായും തിരിച്ചടയ്ക്കുന്നത് വരെ പരസ്പരം വസ്തുവിൻമേ യാതൊരു ബായ്തയും വരുത്തുകയില്ല എന്ന്മുളള കൗ സി തീരുമാനം
8. വായ്പാ നിബന്ധനക അംഗീകരിച്ച കമ്മിറ്റി തീരുമാനം
9. സെക്രട്ടറി മേലോപ്തുവെച്ച വായ്പാ അനുമതി പത്രികയിൻറെ ഡ്യൂപ്ലിക്കേറ്റ്

XII.

Guidelines for projects by local bodies

1. Land shall be available for the proposed project. If the land is to be acquired, acquisition has to be completed and the land should be readily available for the implementation of the proposed project.
2. The project shall be in accordance to the provisions of Kerala Municipal Building Rules 1999/Kerala Panchayath Building Rules 2011(KMBR1999/ KPBR2011)
3. The project shall conform to the provisions of the Town Planning Scheme, if any, for that area sanctioned under the Town Planning Act(s).
4. The construction shall also conform to all other Central and State statutes applicable for that area.
5. The agencies handling the projects should have qualifications as stipulated in Appendix L of KMBR1999/ KPBR2011, with a minimum of 8 years' experience in handling projects of similar nature.
6. In the case of projects with more than three floors or 5000m², the agency shall submit the project proposal to CE, LSGD to assess the viability of the project and based on his remarks, the plans shall be revised if necessary.
7. The Local Body shall provide all relevant and required details to CE, LSGD in order to assess the projects mentioned above.
8. Tender excess in addition to the approved rates for the proposed works by the agencies handling the projects shall be permitted only on the approval of CE, LSGD.
9. As stipulated in rules 7(4) and 5(4) of KMBR1999/ KPBR2011, the Secretary shall approve the project plans with his certificate on the plans that the proposed project is in conformity with the provisions of KMBR1999 /KPBR2011.
10. The agency shall also submit a time schedule along with the project proposal which shall be monitored periodically during the implementation of the project.