

# Ministry of Public Service, Administrative and Institutional Reforms

## Enhancement of Work Environment Programme (EWEP)

### Project Proposal Form – Financial Year 2024/2025

#### 1. Applicant Organisation

Ministry/Department : \_\_\_\_\_

Address : \_\_\_\_\_

Building owned by : Government  Private

#### 2. Project Description

(a) Project Title : \_\_\_\_\_

(b) Indicate the exact location where the project will be implemented.

\_\_\_\_\_  
\_\_\_\_\_

(c) Safety and Health problem identified :

\_\_\_\_\_  
\_\_\_\_\_

(d) Number of employees affected : \_\_\_\_\_

(e) Date of Risk Assessment : \_\_\_\_\_

Risk Rating : H  M  L

(f) Brief description of how the project will be implemented.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Project Management**

(a) Project Duration : \_\_\_\_\_ months

(b) Materials and equipment will be required and the estimated costs:

Items	Costs (Rs)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
TOTAL	

*\*If more than 15 items, please fill in attached proforma*

(c) Is your organisation prepared to meet part of the costs? Yes / No If

yes, please specify the quantum : Rs \_\_\_\_\_

(d) Reasons for which your Ministry/Department cannot fund the whole project under its own budget.

\_\_\_\_\_  
\_\_\_\_\_

(e) State whether the project requires the involvement of other authorities/stakeholders to be consulted in the conceptualization of the project. Please name the concerned authorities.

\_\_\_\_\_

**4. Endorsement**

**Chairperson of SEC**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Signature : \_\_\_\_\_

**Safety and Health Officer**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Signature : \_\_\_\_\_

Name and Designation of Supervising Officer :

\_\_\_\_\_

Signature of Supervising Officer : \_\_\_\_\_

Date : \_\_\_\_\_



**Office Use Only**

**Checklist**

Category		Funding	
Risk Assessment		Duration	
Cost Estimate		Authorities	
Endorsement			

Name of PSHO : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of PSHO : \_\_\_\_\_

## Proforma – Estimated Costs

Items	Costs (Rs)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
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25.	
26.	
27.	
28.	
29.	
30.	
31.	
32.	
33.	
34.	
35.	
<b>TOTAL</b>	