

Ministry of Public Service and Administrative Reforms

Enhancement of Work Environment Programme (EWEP)

Project Proposal Form – Financial Year 2025/2026

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 : _____

Seal of
Ministry/
Department

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.	
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6.	
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31.	
32.	
33.	
34.	
35.	
TOTAL	