

# Ministry of Public Service, Administrative and Institutional Reforms

## Enhancement of Work Environment Programme (EWEP)

### Project Proposal Form – Financial Year 2021/2022

#### 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**

<b>Chairperson of SEC</b>	
Name	: _____
Designation	: _____
Signature	: _____

<b>Safety and Health Officer</b>	
Name	: _____
Designation	: _____
Signature	: _____

Name and Designation of Supervising Officer :  
\_\_\_\_\_

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



**Office Use Only**

<u>Checklist</u>			
Category		Funding	
Risk Assessment		Duration	
Cost Estimate		Authorites	
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.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	
31.	
32.	
33.	
34.	
35.	
<b>TOTAL</b>	