

## Detailed Project Report Checklist, Sample Area Working, Sample Layout Plan, & APIIC Allotment Process

Please find below, an indicative checklist of components of a DPR, for your kind reference. Also find attached, sample area break-up and sample layout. Please note that the checklist and these sample documents are indicative only and not exhaustive. You can apply directly through the online application portal of APIIC website: <https://kpi.apiic.in:8443/ApiicWeb/login.jsp>

APIIC's application process mandates the submission of DPR along with other statutory documents.

### Detailed Project Report (DPR)

#### 1. Company Profile and details of existing business concerns

This section shall elaborate on the existing company, its products/ services, strengths, market position, annual turnover, years of existence, etc. Statutory documents such as Certificate of Incorporation and Audited Annual Reports (of past 3 years) shall be submitted as proofs.

#### 2. Documentary evidence/ proof to showcase the experience of successfully executing similar projects in past (if any)

Details of the existing business units, *(if any)*, in terms of capacity/scale, investment made, direct employment, space utilization, etc. shall be provided. In case of a new firm, justification based on the past experience of the management shall be provided.

#### 3. Brief on the proposed project

This section shall provide details on the project for which land is sought from APIIC. The project details must provide information on the type of products/services proposed, process flows, brief on technologies (without revealing proprietary details) and any other information that is relevant to impart an understanding of the proposed activity.

#### 4. Market analysis/ justification for proposed project

This section shall present a business case while elaborating on the 'target market identification' and 'demand - supply dynamics'.

#### 5. Justification for the extent of land required for the proposed project

This section shall include the layout of the proposed project *(clearly highlighting the area utilization)* and detailed area break - up for each of the components proposed *(including built - up areas, open areas, roads etc.)* under the project.

#### 6. Implementation Timeline for various phases of the proposed project

7. **Investment proposed in various phases & Means of Finance**
8. **Proposed Employment to be generated (Direct & Indirect) in various phases:**

Break-up shall be provided of the employment estimates, in terms of managerial staff, engineering staff, administrative, labour, etc. In case of service oriented business setups, organisation and staffing chart shall be provided along with the number of employees planned to be recruited at various levels/hierarchy.

9. **Financial analysis to justify the feasibility of the proposed project**

This section shall include the assumptions on cost and revenues on a time line (yearly/Quarterly), projected Profit & Loss Statement and cash flow statements along with financial viability indicators like NPV, IRR, DSCR, etc.

**Attachments:**

1. **\*Sample area workings-Indicative:** Is an illustrative document to help the entrepreneurs understand how to prepare area break – up schedule.
2. **\*Sample Layout Plan – Indicative:** Is an illustrative document to help the entrepreneurs understand how to prepare layout plan.
3. **APIIC land allotment process:** Is a document to illustrate the allotment process of APIIC.

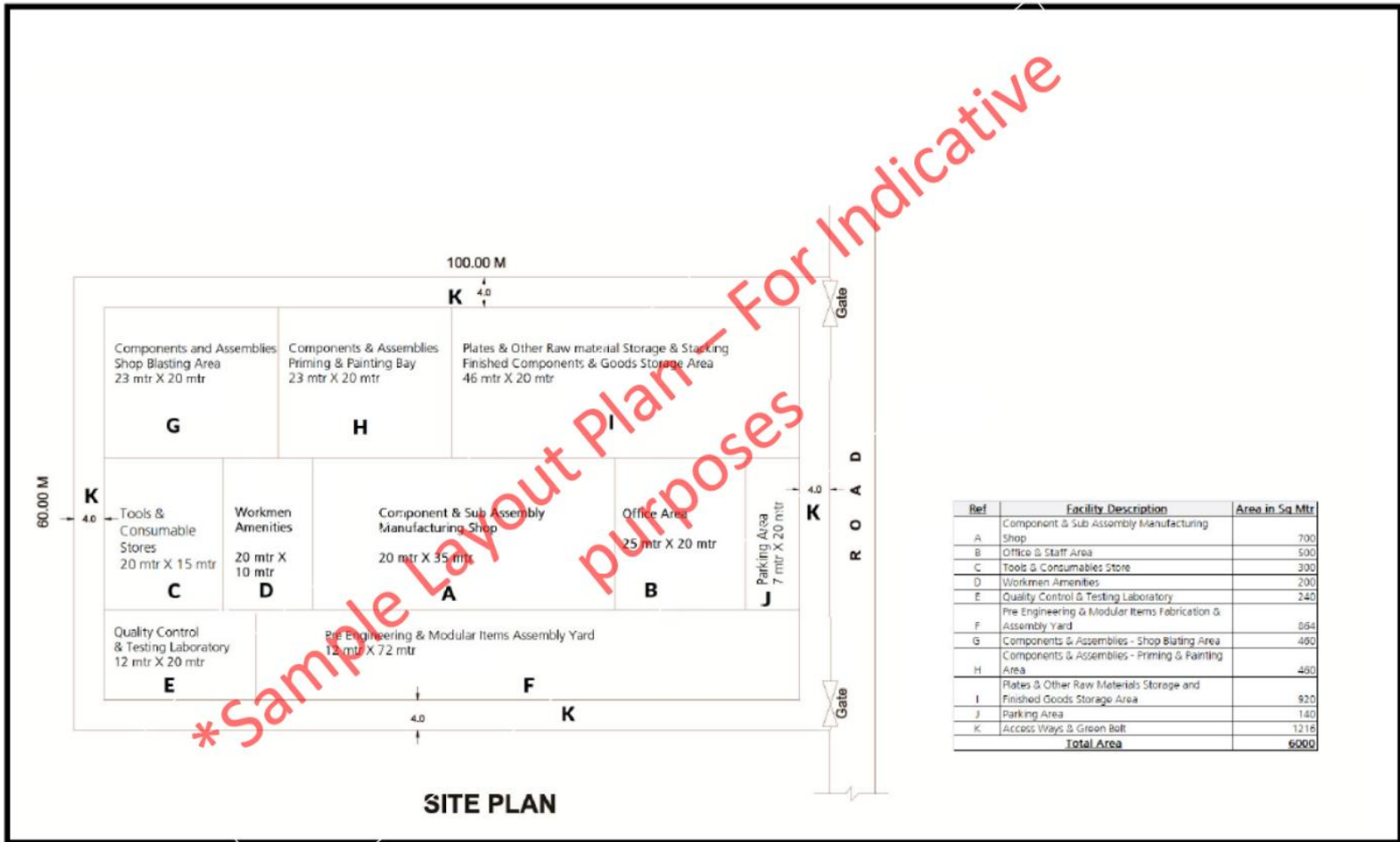
\*Please note the layout plan and area breakup statement is indicative but not exhaustive in nature and shall only be used for reference purposes.

1. Sample area workings

Sl. No	DESCRIPTION	Area in Sqmts	Area in Acres	% of Area
1	ENTRANCE PLAZA / PARKING	3,181.37	0.79	0.66%
2	INSTITUTE AND TRAINING CENTRE	3,375.00	0.83	0.69%
3	CHANGE / LOCKERS BUILDING	859.16	0.21	0.18%
4	TEMPLE	2,729.15	0.67	0.56%
5	GUEST HOUSES	3,289.10	0.81	0.68%
6	OFFICE BUILDING	1,800.00	0.44	0.37%
7	CANTEEN	1,800.00	0.44	0.37%
8	RAW MATERIAL WAREHOUSE BUILDING	10,125.00	2.50	2.08%
9	FRP COMPONENTS SHOP	10,219.50	2.53	2.10%
10	TUBE MILL & SHEET PROCESS SHOP	7,490.00	1.85	1.54%
11	CHASIS FRAME SHOP	6,250.00	1.54	1.29%
12	SHOP-1-CHASIS AND FURNISHING	20,000.00	4.94	4.12%
13	SHOP- 2- BODY SHOP	20,000.00	4.94	4.12%
14	SHOP- 3- PAINT SHOP	10,000.00	2.47	2.06%
15	SHOP- 4- MONOCOQUE AND FURNISHING	20,000.00	4.94	4.12%
16	PROTOTYPE SHOP	10,000.00	2.47	2.06%
17	STYLING BOOTH & PDI - 1	4,000.00	0.99	0.82%
18	SHOP- 5- BODY SHOP	16,200.00	4.00	3.34%
19	SHOP- 6-CHASIS BODY INTEGRATION- MODEL1	15,147.00	3.74	3.12%
20	SHOP- 7-CHASIS BODY INTEGRATION- MODEL2	15,147.00	3.74	3.12%
21	SHOP- 8- PAINT SHOP	11,340.00	2.80	2.34%
22	SHOP- 9- FURNISHING SHOP	11,340.00	2.80	2.34%
23	STYLING BOOTH & PDI - 2	4,000.00	0.99	0.82%
24	STAFF HOUSES	27,961.70	6.91	5.76%
25	EXECUTIVE - STAFF HOUSES	13,368.61	3.30	2.75%
26	PHOSPHATING & POWDER COATING BUILDING	800	0.20	0.16%
27	TEST TRACK	34,761.94	8.59	7.16%
28	ROADS	85,558.10	21.14	17.62%
29	BUS PARKING BAYS	21,198.96	5.24	4.37%
30	OFFICE PARKING	7,440.00	1.84	1.53%
31	CO2, ARGON, NITROGEN YARD	4,277.00	1.06	0.88%
32	WASH , SERVICE BAY & DEISEL STAION	2,012.50	0.50	0.41%
33	UTILITY AREA	3,806.53	0.94	0.78%
34	SCRAP YARD 1	1,624.32	0.40	0.33%
35	SCRAP YARD 2	7,001.62	1.73	1.44%
36	DG & POWER STATION	2,841.64	0.70	0.59%
37	RAINWATER HARVESTING	9,541.10	2.36	1.96%
38	OPEN SPACE AREA	55,153.70	13.63	11.36%
39	TOTAL	485,640.00	120.00	100.00%

\*Please note that the area workings are not exhaustive but indicative.

## 2. Sample Layout Plan – Indicative

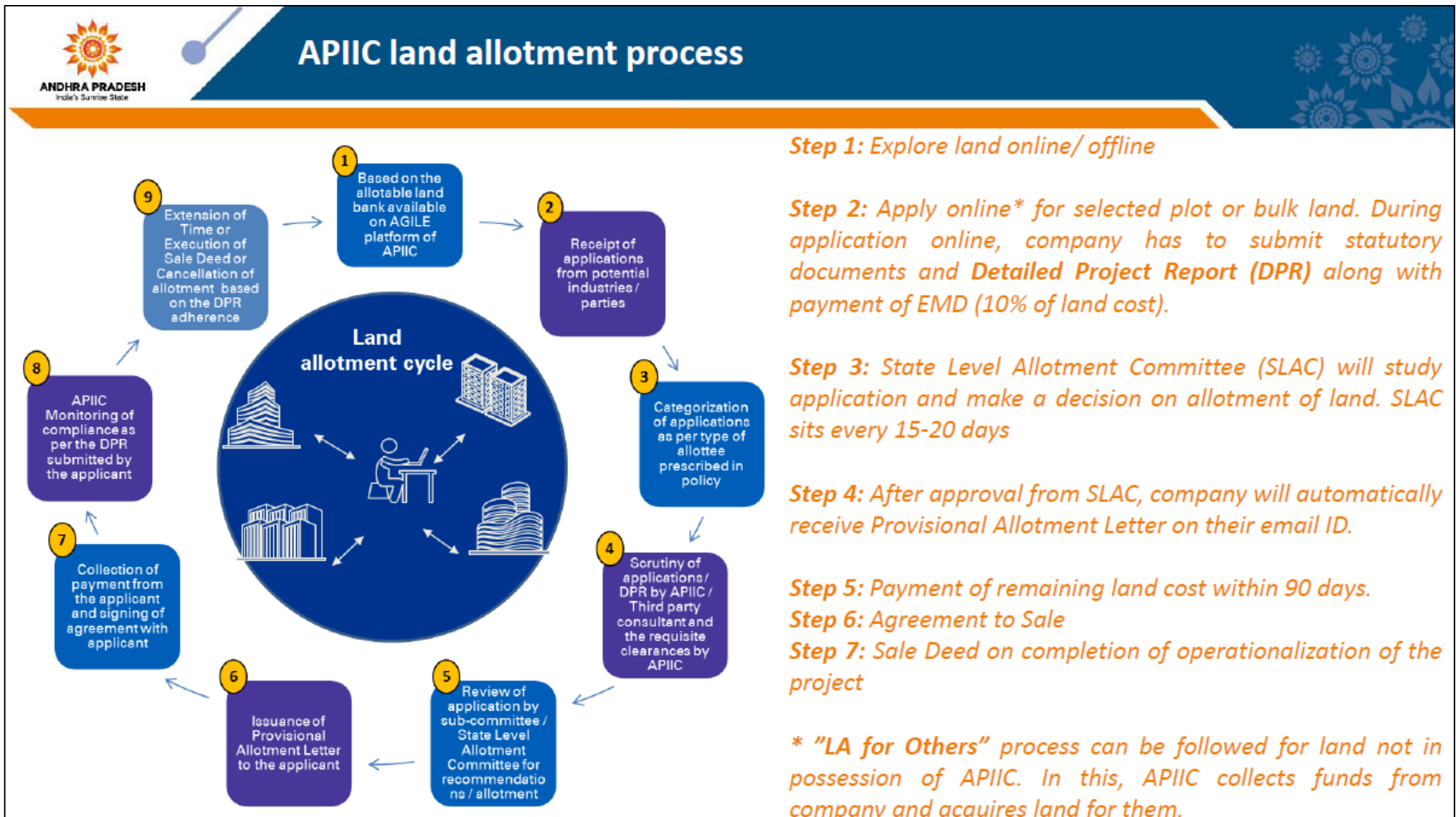


Ref	Facility Description	Area in Sq Mtr
A	Component & Sub Assembly Manufacturing Shop	700
B	Office & Staff Area	500
C	Tools & Consumables Store	300
D	Workmen Amenities	200
E	Quality Control & Testing Laboratory	240
F	Pre Engineering & Modular Items Fabrication & Assembly Yard	864
G	Components & Assemblies - Shop Blasting Area	460
H	Components & Assemblies - Priming & Painting Area	460
I	Plates & Other Raw Materials Storage and Finished Goods Storage Area	920
J	Parking Area	140
K	Access Ways & Green Belt	1216
<b>Total Area</b>		<b>6008</b>

**\*Please note the above mentioned layout plan is indicative but not exhaustive in nature.**

**\*It is only an illustration of a layout plan.**

### 3. APIIC land allotment process



*Step 1: Explore land online/ offline*

*Step 2: Apply online\* for selected plot or bulk land. During application online, company has to submit statutory documents and Detailed Project Report (DPR) along with payment of EMD (10% of land cost).*

*Step 3: State Level Allotment Committee (SLAC) will study application and make a decision on allotment of land. SLAC sits every 15-20 days*

*Step 4: After approval from SLAC, company will automatically receive Provisional Allotment Letter on their email ID.*

*Step 5: Payment of remaining land cost within 90 days.*

*Step 6: Agreement to Sale*

*Step 7: Sale Deed on completion of operationalization of the project*

*\* "LA for Others" process can be followed for land not in possession of APIIC. In this, APIIC collects funds from company and acquires land for them.*