

**FORMATE FOR THE PROPOSALS TO BE SUBMITTED TO FSSAI
FOR CARRYING OUT STUDIES/ SURVEYS/ PROMOTIONAL EVENTS TO SUPPORT THE WORK
OF AUTHORITY**

Title of the proposal:

A. General:

1. (a) Name and address of the Institution/ Organization/ Firm (from now on Executing agency) with their telephone, fax. No (Give address of the registered office, Head office and local office if any in Delhi.)
(b) Whether Institution is a CSIR/ ICAR/ ICMR organization:
(c) Brief History of the Executing agency indicating related collaborations, achievements, experience in similar work undertaken for Central, State Govt./ Autonomous bodies/ Public sector undertakings etc.
2. Details of manpower available/ proposed for the project (Give separate details for executing and collaborating agencies)
 - (a) Technical manpower: (Bio-data of key personnel involved in project)
 - (b) Non-Technical manpower:
3. Financial capabilities of the executing Agency: (Please provide relevant excerpts of latest annual report)

B. Project Proposal Details:

1. Broad subject of the proposal: (how it will be helpful to Authority)
2. Details of the proposal:
 - (a) Objectives of the proposal-
 - (b) Process/ Methods to execute the project.
 - (c) Salient features of the proposal
 - (d) Action plan for implementation of the proposed project including – baseline survey, lab. Activities (if any), structure development, consultation seminar/ workshop, pilot project development, field trails and pre-operative activities.
3. Expected output:

This may include broad details of relevant aspects such as :

 - Expected contributions to the objectives, framework, policies, performance and mandates of Food Authority.

4. Financial outlay of the project and phase wise requirement. (Mention the milestones to be achieved for release of respective instalments)

S. No	Expenditure Heads	Amount (Rs.in Lakhs)	Instalment wise disbursement required from FSSAI			
			10%	30%	50%	10%

5. Time schedule (PERT chart, if available).

This includes – (a) Stages of activities in the project proposal.

(b) Activity sequence and time schedule for each activity.

(c) Phasing of expenditure on instalment basis.

6. Steps proposed to ensure timely completion of the project.

(a) Setting up of Core group/ project execution group to oversee and guide the project.

Signature of the Principal co-ordinator

Signature of the Head of Executing Agency

(Who will be directly in-charge of the project)

Note : a) The proposal may be submitted in above format to facilitate speedy scrutinization / evaluation .

b) The proposal to be addressed to Chief Executive Officer, FSSAI, FDA Bhavan, New Delhi -2

c) In case of proposal to be executed jointly with other agencies, the proposal should be forwarded by Head of the executing agency alongwith the copy of MOU with the collaborating agencies.

d) The Food Safety & Standards Authority of India reserves the right to reject the proposal in part / or in full without assigning any reason.