

USER MANUAL

DETAILED PROJECT REPORT **(DPR)**

PMEGP

PRIME MINISTER'S EMPLOYMENT GENERATION PROGRAMME



कामये दुःखतप्रानाम् ।
प्राणिनाम् आतिनाशनम् ॥

Directorate of PMEGP/REGP
KHADI AND VILLAGE INDUSTRIES

3, IRLA ROAD, GRAMODAYA, VILEPARLE (WEST), MUMBAI 56

e-Mail: regpkvic@gmail.com, regp@kvic.gov.in

Website: www.kvic.org.in/www.pmegp.in

PMEGP Detail Project Report(DPR)

The Prime Minister's Employment Generation Programme is being implemented w.e.f. financial year 2008-09 by the Ministry of MSME, Govt. of India, New Delhi with Khadi & V.I. Commission being the Nodal Agency for implementation of the scheme. The scheme is being implemented through KVIC and KVIB's of the States in the rural areas and through DIC's in both Rural and Urban areas with an objectives to develop entrepreneurship in rural areas.

KVIC has developed software in Microsoft Excel. This software has been devised to generate detailed project report in any industry in a minimum period of time. Use of this package is expected to make it easier for the users to generate detailed project report functions like totaling, percentage calculation etc.

Machineries

- Microsoft Excel 2000 and above with all add-in tools
- Printer

INSTALLATION:

CD contains one excel file named "PMEGP-DPR." You can copy this file in your System as master file in any specific /separate folder.

Operation:

After opening the file you will view following screen

Microsoft Excel - DPR PACKAGE.xls										
File Edit View Insert Format Tools Data Window Help										
Type a question for f										
B55										
A	B	C	D	E	F	G	H	I		
1	Application ID:					(For office use)				
2										
3	APPLICATION FORM FOR FINANCIAL ASSISTANCE UNDER PRIME MINISTERS EMPLOYMENT GENERATION PROGRAMME (PMEGP)									
4	Preference for sponsoring agency of the project to Bank:								KVIC	
5	KVIC	√	KVIB		DIC	RURAL		URBAN		
6	TO									
7	The Director							PHOTO		
8	Multi Disciplinary Training Center									
9	Khadi & V.I. Commission									
10	Udyogpuri, Gandamunda Chhak,									
11	Bhubaneswar, Dist: Khurda									
12	Pin:760 030				State:	Orissa				
13	1 Name of the Applicant/Institution									
14	Sidhartha Panda									
15										
16	2 Date of Birth:		DD	MM	YYYY	Age (in Years)				
17			12	8	1945	63				
18										
19	3 Sex		Male	√	Female					


This Excel file is having 3 sheets i.e. Application Form, Project Report, Data sheet and DPR Front

COLOUR CODES :

The following colour codes are used for better understanding of user in the Data Input Sheet:

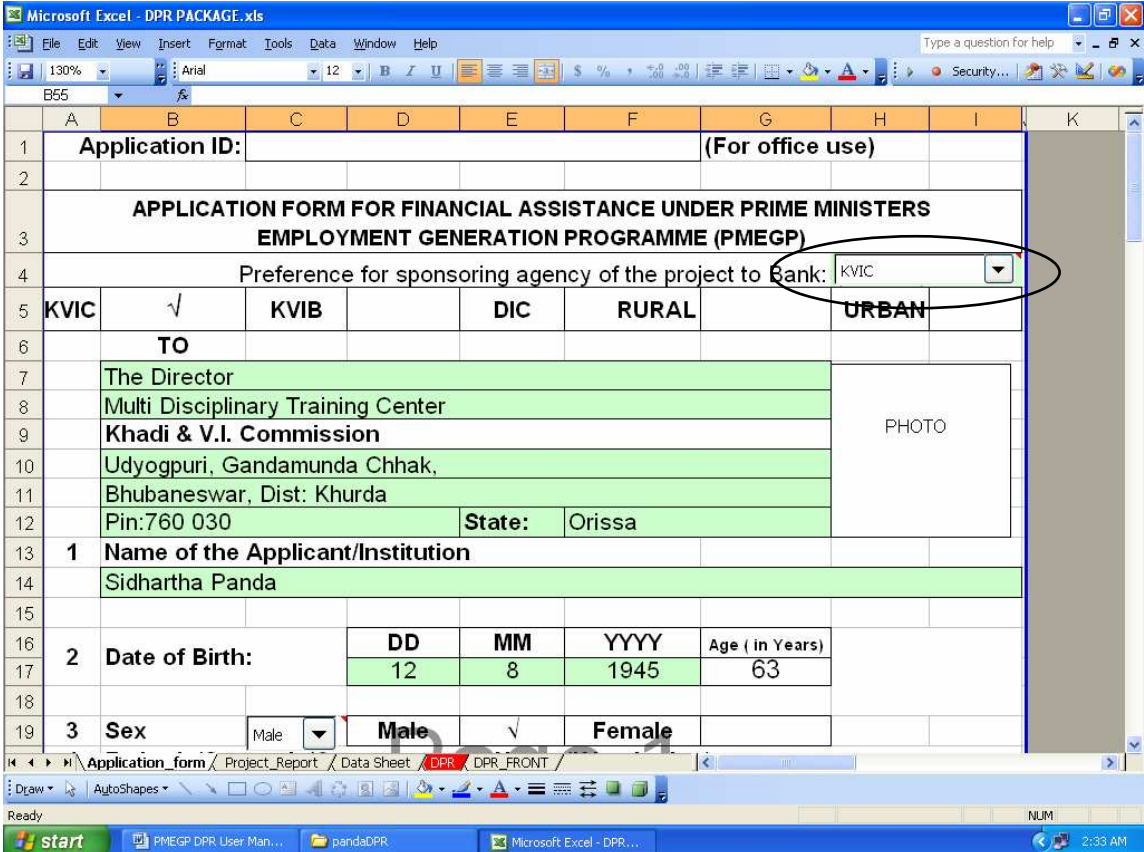
1. Pista : User should feed data in this cells.
2. Light Blue : This Cells id protected. User will not allow inserting data in this cell.
3. Orange : This Cell is defined as Heading of the Column. Users are requested not to change the heading of column's. (**Otherwise entire page setup may change resulting complication**)

SELECT LIST

: Select appropriate option from the list. After selecting the value from list, appropriate value will automatically be placed in the desired cell.

TYPES OF SHEETS :

1. Application Sheet :



A	B	C	D	E	F	G	H	I	K
1	Application ID:					(For office use)			
2	APPLICATION FORM FOR FINANCIAL ASSISTANCE UNDER PRIME MINISTERS EMPLOYMENT GENERATION PROGRAMME (PMEGP)								
3	Preference for sponsoring agency of the project to Bank:								
4	KVIC	<input checked="" type="checkbox"/>	KVIB	<input type="checkbox"/>	DIC	<input type="checkbox"/>	RURAL	<input type="checkbox"/>	URBAN
5	TO								
6	The Director							PHOTO	
7	Multi Disciplinary Training Center								
8	Khadi & V.I. Commission								
9	Udyogpuri, Gandamunda Chhak,								
10	Bhubaneswar, Dist: Khurda								
11	Pin:760 030				State:	Orissa			
12	1 Name of the Applicant/Institution								
13	Sidhartha Panda								
14	2 Date of Birth:								
15				DD	MM	YYYY	Age (in Years)		
16				12	8	1945	63		
17	3 Sex								
18	Male		<input checked="" type="checkbox"/>	Male	<input type="checkbox"/>	Female			

Users have to fill this application form according to the data received from the beneficiary. Help comments are provided for better understanding while doing data entry. However, certain fields are linked up with DPR. As such, the required data will be taken by the respective cells automatically, and the user need not enter the data again.

Project Report:

DATA INPUT SHEET			
Land			
BUILDING DETAILS			
Particulars	Area	Rate/Sq.ft	Amount in Rs.
Construction of Workshed			0.00
Construction of Office			0.00
Construction of Godown			0.00
			0.00
			0.00
(Building will be on rental basis and cost of rent has been taken under fixed cost)			
MACHINERY DETAILS			
Particulars	Qty.	Rate	Amount in Rs.

This is mainsheet for preparation & calculation for project report. Users have to feed proper data wherever required i.e. in Pista colour cell only. Others are auto-calculated field.

PRINTING PROCEDURE

(Before taking print, the table should be Selected)

1. Click DPR print. Make the print preview check. And get the printout.

DRR Front (Cover Page): In this sheet a cover page will be automatically generated. Simply you have to take the print on good quality thick paper.

WARNING FOR USER OF SOFTWARE :

1. Users of this Project should not configure / Change the Setting.
2. Always save file in beneficiary name, so that it will easy to save separate information on each beneficiary. This data will be easily accessible for future use.
3. Keep original file as Master File.
4. Do not make copy of Software.
5. Software should be strictly for official use of KVIC/KVIB/DIC only.
6. Misuse of the software, will be viewed seriously.
7. KVIC reserves the right of CD software.