

ID1/10375/14

Directorate of Industries and Commerce,  
Thiruvananthapuram, Dated: 13.06.2014

Director of Industries and Commerce.

The General Manager  
District Industries Centre,

Sir,

Sub: - Industries Development – Institutional Mechanism for evaluation  
of project proposals – reg:-

Ref: - This office proceedings of even number dated 06.2014.

The Directorate of Industries and Commerce does not have an institutional mechanism for the appraisal and evaluation of project proposals. In order to compensate this, a project Evaluation Team was constituted at Directorate Level as per reference cited above.

A copy of the same is forwarded herewith for your information and further follow up. In this connection all the General Manager, District Industries Centres are directed to constitute a District Level Project Appraisal Committee (DLPAC) by incorporating 3 competent officers from your district under intimation to this office. The team shall be constituted with members preferably with MBA or Engineering Degree. District Level Project Appraisal Committee (DLPAC) should appraise and evaluate the project proposals in every aspect whichever is submitted to the District Industries Centres and should make necessary recommendation in each case. They can refer DPRs to the PET at Directorate Level if requirement arises.

The District Level Project Appraisal Committees (DLPACs) should be communicated by the General Manager, District Industries Centres through a proceedings on or before 20.06.2014 and intimated to the Directorate of Industries and Commerce.

Yours faithfully,

sd/-

for Director of Industries and Commerce

**Proceedings of the Director of Industries & Commerce Thiruvananthapuram**  
(Present :P.M.Francis.IAS)

ID1/10375/14.

Dated:13/06/14

Sub: Industries Department – Institutional Mechanism for evaluation of Project  
Proposals Constitution of Project Evaluation Team – order issued:

Read: Note dated:30/05/14 of the Additional Director (T).

Scores of proposals in many respects are received at Directorate every year. Most of these projects entail heavy investment. At present Directorate of Industries and Commerce does not have an institutional mechanism for evaluating project proposals. The proposals are now mostly processed at section level. This has often been proved inadequate as the projects are not subjected to the rigorous tests required to ascertain its technical feasibility and economic viability mainly due to the twin handicaps posed by high volumes of cases and relatively low levels of project assessment capabilities in the Directorate. It is essential to create a team of officials having expertise to evaluate project proposals before processing them for consideration at Directorate/Government level.

It is therefore decided that the department must have an institutional mechanism for proper evaluation and appraisal of project proposals at Directorate level. Hence the order.

**ORDER**

In the circumstances stated above a core team is hereby constituted with the following officers as the members of 'Project Evaluation Team'(PET) at the Directorate:

1. Sri.Ramesh Chandran, General Manager, District Industries Centre, Pathanamthitta (Chairman)
2. Sri.D.Rajendran, Manager, District Industries Centre, Pathanamthitta(Member)
3. Smt.Helen Jerome, Manager, District Industries Centre, Kollam (Member)
4. Sri.Shabeer, Assistant District Industries officer, District Industries Centre, Thiruvananthapuram (Member)

5. Assistant District Industries officer(ID), Directorate of Industries and Commerce  
(Convenor)

The Project Evaluation Team at the Directorate will carry out the evaluation of project proposals referred by the District Level Project Appraisal Committee (DLPAC) and those submitted by Co-operative Societies, Apex Organization/Corporation directly to the Directorate. The Team will be convened once in the every month (preferably on the last working day of the month) with clear agenda circulated at least 10 days before the sitting of the Team. The agenda notes with project proposals from District Level Project Appraisal Committee (DLPAC) in case of projects requiring the approval of Project Evaluation Team (PET) as per the guideline to be issued separately will be collected by the convenor of Project Evaluation Team (PET) and placed before Project Evaluation Team(PET). The minutes of the meeting along with the proposals will be submitted to the members of Project Evaluation Team(PET) by the convenor. The project appraisal and evaluation frame work will be issued separately.

(Sd/-)

Director of Industries & Commerce

To

The Members, Project Evaluation Team(PET)

Copy to:

1. The General Manager, District Industries Centre,
2. CA to DI&C
3. Additional Director(G)
4. Additional Director(T)
5. Joint Director/Deputy Director
6. Section Heads
7. Stock File/Spare.

Forwarded /ByOrder

  
Assistant District Industries Officer