

PROPOSAL WRITING

Proposals are an important type of job-related writing because their acceptance can lead to significant operational improvements, new business, additional jobs, and safer working conditions.

In today's competitive business environment, it is a challenge to receive new orders, to get new customers, or to find new business partners. When a firm is considering several companies to outsource a major part of its operations to, it will evaluate the potential of these companies on the basis of their proposals to the firm, showcasing their suitability for the purpose. Hence, proposals have become a very essential way to get new orders and increase the sales of products. Proposals may include a bid on contract, or a business proposal to a government authority, another company, or organization.

Let us imagine a situation when one endeavours to set up a new laboratory in an institution and needs to seek the approval of the administration for the same. The approval may be for a requirement of a new room, purchase of equipment, or acquiring more manpower. Hence, the proposal should include the probable location of the laboratory, its functional strategies, its importance in the present infrastructure, its likely expenditures, etc. Certainly, some proposals must sell the ideas or projects they offer, but all proposals must sell the writer (or the writer's organization) as the one to do the project.

DEFINITION AND PURPOSE

A proposal is an offer by one party to provide a product or service to another party in exchange for money. It is usually a sales presentation seeking to persuade the reader to accept the written plan for accomplishing a task. Proposals may be written to people within an organization, to an outside company, or to the government. In other words, proposals are written offers to solve a technical problem or to undertake a project of practical or theoretical nature. Consultants submit proposals to companies offering help to solve problems within a company, building contractors submit proposals to the government on some constructions for the Public Works Department, reputed advertising agencies offer to publicize a product or an idea for a company, construction companies submit proposals to governments abroad to build everything from bridges to skyscrapers—the list is endless.

To construct parking slots, buildings, bridges, highways

- To sell property, such as buildings, machines, airplanes

- To survey areas for possible water sources
- To plan and construct airport baggage conveyor systems
- To modernize the office procedures of a company
- To train international managers for work in foreign countries
- To conduct the basic research before developing an automobile factory in a foreign country
- To improve engineering performance within a company

Proposals serve to review and improve existing products and services to meet the ever-increasing and complex requirements of today's highly competitive business environment. They aim at providing new and sound ideas to accelerate the advancement of our society.

Importance of Proposals

1. Proposals, like reports, are valuable records of information in an organization.
2. They act as an index of the company's growth or progress.
3. Successful proposals give financial returns to the organization.
4. They help promote various research activities that are vital for the individual, organization, or government.
5. Proposals attempt to win contracts for the company undertaking the project. Proposal writing develops certain favourable and useful skills such as communicative, persuasive, and organizational skills. It also enhances the power of estimation, judgement, and discrimination in the writer.

Sales proposals are also known as **business proposals**. They are sent outside the company to potential clients or customers. Sales proposals rarely duplicate one another in either structure or style. In fact, they often take quite different and creative directions like **successful advertisements**.

Research proposals are usually **academic in nature and mostly solicited**. Professors, or the institutions for which they work, may submit a proposal to obtain a grant in response to a request or announcement from the government or other agency. A research proposal may even appear in a foreign language.

Whether a proposal is long or short, simple or complicated, a writer can improve the chance of securing conviction by making sure that **its contents answer the following questions**:

- What do we propose to do?

- How do we propose to do it?
- What evidence can we propose to use that will actually get the desired results?
- What evidence can we present to show that ours is the best way to get the desired results?
- How can we demonstrate our ability to do what we propose to do?
- What evidence must we present to show that the cost will be acceptable and, perhaps, that we can meet a satisfactory time schedule?

In providing the information called for, it will be necessary to explain what methods we propose to use, to show that we have or will obtain the resources necessary to use these methods, and to offer enough information about costs to show that our estimates are realistic.

All proposals have three main divisions: prefatory parts, body of proposal, and supplementary parts. Depending upon the need and existing practice, we may choose the required elements from these parts for the proposal.

I. Prefatory parts

- Title page • Table of contents
- Letter of transmittal • List of tables/figures
- Draft contract • Executive summary

II. Body of proposal

- Introduction
 - Problem – Objectives or purpose
 - Need – Scope and limitation
 - Background
- Technical procedures
 - Methods and sources – Plan of attack
- Managerial procedures
 - Sequence of activities – Personnel qualifications
 - Equipment, facilities, products
- Cost estimate
- Conclusion

III. Supplementary parts

- Appendices • References

Prefatory Parts

This segment gives the solicitor or recipient an overall idea about the proposal such as highlights and coverage. Special attention should be given to this segment, as it creates the first impression in the reader's mind. This segment can have the following parts.

Title page

The title page of a proposal is similar to that of reports. Most organizations specify the information to be included in the title page, some even provide special forms that summarize basic administrative and fiscal data. The title page should include at least the title, the name of the person or company to whom the proposal is submitted, the name of the person submitting the proposal, and the date.

Letter of transmittal

This is a cover letter that accompanies or is bound along with the proposal. Proposals submitted to government organizations may contain the letter of transmittal immediately after the title page. This cover letter includes a brief introductory, middle, and concluding paragraph. The topic and purpose are clearly mentioned in the introductory section of the letter. The middle section contains the proposal highlights and the concluding section motivates the recipient towards responding positively to the proposal.

Draft contract

A draft contract is the rough draft of the contract prepared by the proposer.

When the proposal is accepted, the original or rough draft may need changes in clauses such as terms of finance, duration of the project, and delivery schedule. Thus, the contract will be finalized and signed only after the proposal has been accepted.

Table of contents

Brief proposals do not require a table of contents. But if the proposal is long then a table of contents is essential.

List of tables and figures

This list enables the reader to easily locate visual aids, if any, quickly.

Executive summary

Even brief proposals should have an executive summary. Seeking to gain a quick review, some evaluators will initially read only this summary. Hence, the executive summary should be a concise

version of the detailed proposal. It should provide a brief background, telling the reader the need for taking up this project, and summarize the objectives, how they will be met, what procedures will be adopted, and also the outcome of the project. Budget figures are frequently omitted because proposal summaries or abstracts may receive wide distribution. The summary generally ends with a re-emphasis of the proposal's strengths. The length of the summary is usually between 100 and 300 words depending on the complexity of the proposal. Many proposal consultants believe that the executive summary is the most important part of a proposal. It should create a positive impact, so as to induce the reader to read more of the proposal.

Body of the Proposal

The main body of a technical proposal consists of the following five sections: introduction, technical section, management section, cost estimate, and conclusion.

Introduction

Problem and need The problem statement clearly specifies what it intends to investigate.

It should elaborate the existing facilities/procedure and the shortcomings arising out of the same. It should explain why the problem exists and what benefits will come from the proposed research.

Background This includes information such as the following:

- Previous work completed on identical or related projects
- Literature reviews on the subject, particularly the proposer's evaluation of them
- Statements showing how the proposal will build on the already completed projects and research

Purpose The objective or purpose of the proposal should be stated clearly. It is often stated in infinitive form, for example:

- To offer the supply of forty aircraft engines to Aviation Supplier Corporation
- To provide the required training for the newly employed graduates

Scope This part defines the boundaries of the project. For example, the proposal on a research study should clearly specify whether it will study one or more areas of a community, company, department, or a particular problem. The proposal will specify which topics will be outside its scope. The writer of the proposal has an ethical and legal obligation to clarify the limits of his/her responsibility to the client.

Limitations This section describes the restrictions over which the proposer has no control, such as the non-availability of some classified information.

Project team/personnel Even some short proposals include a listing of the individuals who will work on the project, including project director/coordinator. In long proposals, such information is a must including a brief résumé of each individual (educational qualifications, professional achievements, experience in the area, publications in the relevant field, etc.).

Methods and sources The reader should be informed about the methods and sources that would be used to collect the required statistical data for the project. It may also include a discussion on the reliability of the sources from which the required information or data would be collected. For example, a proposal offering software consultancy services to some other organizations may include a discussion about the journals that have been consulted, the personnel who has been interviewed to understand the existing problem, and also the authorities with whom the legal issues have been discussed.

Technical section

Procedures Here, a brief discussion on how the technical requirements of the reader will be met should be given. This discussion incorporates the following aspects:

Plan of attack

Here, the methodology that would be adopted to carry out the project should be presented. For instance, in a proposal offering to set up Solar Water Heating Systems in a university campus, one needs to explain each step of the process, starting from procuring materials to installation of the systems.

This section can be further divided into small headings such as materials, system overview, and installation details. In general, this section presents the various solutions available for the problem and the one that has been chosen, justifying the reasons for selecting it.

Management section

Sequence of activities This section pertains to managing the job in question. By means of a Gantt chart or milestone chart, this section presents to the client a clear picture of the phases of activities of the project and how long each phase will take. This section not only guides the reader but also

facilitates a systematic approach to the execution of the project. The charts will also show the reader how the bidder is adequately planned and prepared for the various activities.

Equipment, facilities, and products

This section explains about the existing equipment, facilities, etc., and also the additional facilities that may be needed to carry out the project. It may also elaborate upon the infrastructure by listing all the available equipment, products, facilities, etc. In addition, a detailed list can be included mentioning all those things that are necessary for the job.

Human resources

This section presents the details of the human resources requirement to complete the project. It also elaborates the technical expertise the different personnel have to accomplish the project. The team organization can also be elaborated upon here, mentioning the names of the chief coordinator, co-investigators, etc. The company profile can also be included in this section. The proposer also provides the human resources requirement, which should include a detailed list of number of persons and also the type of expertise they should possess.

Budget/cost estimate

The budget or cost section is mandatory for all proposals. This provides a breakdown of all estimated costs for the project. It should include such items as materials and supplies, salaries, travel, duplicating, consumable items, etc. Some budget sections may be in tabular form or even in the form of visual aid. It is customary to include a budget justification section, in paragraph form, stating the various items of expenses the project would incur and also the potential sources of funding for the project. This would be a further rationale for the financial figures. The recipient will appreciate the bidder's acknowledging responsibility for potential cost overruns and funding shortfalls and the thorough preparation in presenting this estimate.

Conclusion

This last section provides a final opportunity for the provider to re-emphasize and persuade the recipient that they have all the resources in terms of material, expertise, and enthusiasm to accomplish the project. No new ideas should be added here and this section should be very brief, maybe one paragraph.

Supplementary Parts

Appendices, as in formal reports, are optional in proposals as well. Visuals (maps or graphs) and some pertinent letters of support and endorsement can be added. But when in doubt it is better to leave out appendices.

References give the list of sources that have been used or quoted in the proposal. References are usually a part of research proposals that require documentation.

Project Proposal

On

**DEVELOPING MULTIMEDIA STRATEGIES
FOR EFFECTIVE COMMUNICATION**

Submitted to

DEPARTMENT OF SCIENCE AND TECHNOLOGY

Rajasthan

By

T. Krantikiran

1997B4A3920

V. Ravindra

1998A6C6489

Bina Shetty

1998A2PS401

C. Srividya

1998A2PS822

Under the guidance of

Dr. MEENAKSHI RAMAN

Languages Group



Birla Institute of Technology & Science

Pilani

August, 2015

STUDENT PROJECT PROGRAMME

1. **Title of the project:** Developing Multimedia Strategies for Effective Communication
2. **Name of the students:**

Name	ID No.
(i) T. Krantikiran	1997B4A3920
(ii) V. Ravindra	1998A6C6489
(iii) Bina Shetty	1998A2PS401
(iv) C. Srividya	1998A2PS822
3. **Class/Year of the students:**

(i) 4 th year.
(ii), (iii), (iv) 3 rd year.
4. **a. Name of the Project Guide**
b. Experience of the Guide:

Dr. Meenaskhi Raman, Assistant Professor Teaching at various levels for the past 14 years; taken up projects in multimedia courseware development
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c. Address of the Guide:

Dr. Meenakshi Raman
Languages Group
Faculty Division I
BITS, Pilani-333031
Telephone:
Office: 45073-Extn. 307
Residence: 42238/44736

d. Broad Area/Field of the Guide:

Communication.

5. a. Name of the institution:

Birla Institute of Technology and Science

b. Address of the institution:

BITS, Pilani
Rajasthan - 333031
Ph. 45073 – 307

6. a. Project Summary

This project aims at developing through multimedia certain strategies for effective communication, which is vital for the growth of an individual as well as the society. Effective communication strategies, if developed through multimedia, can be easily grasped even by the lower strata of the society. Moreover, these strategies may prove to be indispensable for education institutions and professional organizations of any kind.

This multimedia package would incorporate strategies for both verbal and non-communication such as body language, voice modulation and audience awareness, and the illustrative aspect of written communication. The main focus would be on the significant aspects of oral communication.

b. Technical details of the project

on developing strategies for the same. Though the Internet and other audio-visual aids like audio and video cassettes, etc. throw some light on techniques for developing language skills, they do not deal in detail with the various aspects of communication.

Even though there are many aspects of communication, the project would limit itself only to certain aspects of oral and written communication. The project would require the following:

Software Requirements

- Multimedia development kit
- Adobe Photoshop

Hardware Requirements

- A personal computer with Pentium II processor
-
- 32 MB RAM
- Internet connection (preferable for research and analysis of the existing products and to
- Recent publications (literature) on multimedia

7. Introduction of the project

- a. Definition and origin of the proposal
- b. Objective
- c. Work plan
- d. Methodology
- e. Details of facilities to be provided by the institution
- f. Budget estimate
- g. Utilisation of the outcome of the project

PROJECT PROPOSAL
ON
SETTING UP OF A MULTI-MODAL GYMNASIUM IN DLW

SUBMITTED TO

CHAIRMAN
DLW

BY

ANIRUDH GAUTAM
DY CHIEF PERSONNEL OFFICER/G

DIESEL LOCOMOTIVE WORKS
VARANASI 221004 (UP)

March 2002

STAFF WELFARE PROGRAM

Draft Contract

Project Title	SETTING UP OF A MULTI-MODAL GYMNASIUM IN DLW INSTITUTE
Name & designation of proposer Officer	Anirudh Gautam, Dy Chief Personnel
Postal address of the proposer	DLW, Manuadih, Varanasi
Name of the institute in which the gymnasium is proposed to be set up	North DLW Institute
Time required for commencement of the project on receipt of approval	6 months
Duration of the project	6 months
Amount of money required	One-time Cost: Rs 9 million approximately
Recurring Expenses: Rs 2.2 million	Expected Annual Income: Rs 2.0 million

EXECUTIVE SUMMARY

This proposal is about setting up of a multi-modal gymnasium in DLW. Last year DLW Hospital registered about 150 heart ailment cases. This year, the figure has risen to 200. Similarly, there has been phenomenal increase in the high blood pressure, depression, and anxiety cases. In addition, other stress-related medical problems have shown a rising trend, notably that of the cardio-vascular systems, digestive, and the nervous systems. Total cost incurred by DLW due to lost working days and also due to the cost of medical treatment was calculated to be Rs 57 lakh for last year alone. This year, the figure is expected to be at least double that of the previous year.

In order to arrest these alarming trends through preventive means, it is proposed to set up a multi-modal gymnasium at DLW for use by staff and officers, and their families. Contrary to popular belief, a multi-modal gymnasium offers varied health and fitness programmes, ranging from iron-pumping machines to Yoga therapy and Chinese acupuncture. This technical proposal enumerates the suggested outline of the proposed gymnasium, conventional and non-conventional programmes proposed to be offered, and the consequent benefits due to the same. The proposal also brings out the estimated time schedules for completion and the cost likely to be incurred.

The outcome of this project is envisaged in terms of reduction in lost working days and associated costs due to medical problems of DLW staff and officers. Also, the project is expected to fulfil a long-pending demand of DLW staff for setting up of a multifarious gymnasium in DLW.

TECHNICAL DETAILS OF THE PROJECT

A conventional gymnasium conjures images of weight benches, trestles, parallel bars, balance beams, tread mills, and weight machines. This was true about gymnasiums about 20 years ago. The modern gymnasium offers a wide range of fitness regimens, ranging from the conventional ones to alternative therapies based on traditional health-care systems. Gold's Gym, a world leader in health and fitness facilities, offers a wide variety of programmes, including injury prevention and care, nutrition and supplementation, weight loss and gain, and anti-aging and senior health, amongst others. The traditional 'dhyan' yoga, acupuncture, 'pranayam', reiki, and other programmes are all offered under one roof.

The current proposal for setting up a multi-modal gymnasium in DLW visualizes provision of a wide variety of health and fitness programmes as mentioned above. It is proposed to set up modern cardio-vascular fitness machines such as treadmills, stair-climbers, elliptical gliders, upright and recumbent bicycles, and rowing machines. Concurrently, setting up of an ambient Yoga Centre with the help of local expertise is also proposed. Upgrading the existing badminton, squash, tennis, and swimming facilities are also planned.

BACKGROUND

In the year 1962, when DLW was set up with American collaboration, the stadium, the golf course, the indoor badminton courts, the squash courts, the tennis courts,

facilities available to the DLW employees. It can be said with some pride that DLW employees and their children have excelled in a number of sports and some of them have even found place in the national teams. Availability of adequate and wide variety of sporting facilities has been primarily responsible for a healthy atmosphere in DLW as the number of lost working days due to sickness have been low compared to other production units of Indian Railways and also IR as a whole.

The recent years have, however, seen a rise in the working pressures as DLW has strived to compete with the global market. There have been demands on DLW system to bring out new designs of locomotives in less cycle times and at reduced costs. The competition from Chinese and other Asian suppliers have

privatization and a reducing budget from the Railway Board, DLW has not only been able to survive but has made a place for itself in the Mid-east, South East, and African markets. Exports to countries like Bangladesh, Tanzania, Jordan, Sri Lanka, Vietnam, and Malaysia have been successfully executed.

on the mental and physical health of its employees. The number of cases of cardiovascular diseases has almost doubled in the last three years. The number of

years. There has also been a general increase in grievance levels of the employees with regard to their future, especially when they compare themselves with other government departments, which are still insulated from the market economies. recommended certain steps to alleviate the troubles of employees. Setting up of a

Chairman had asked the Personnel Department to put up a proposal for setting up of a multifarious gymnasium in DLW.

STATEMENT OF THE PROBLEM

Figure 1 shows a year-wise break-up of sickness cases registered by DLW hospital.

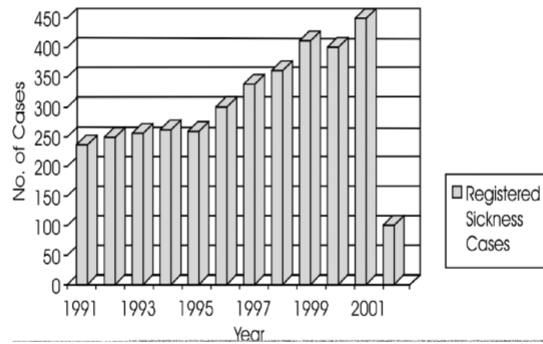


Figure 1 Year-wise break-up of registered sick cases in DLW hospital

As can be seen, there has been a gradual increase in the number of registered cases over the past ten years. Year 2000 shows a slight reversal in the number of cases, mainly because of a large number of retirements during that year. The above figure only refers to the in-patients department cases. If the out-patients reporting is also added, then the problem assumes larger proportions. The trend, however, remains the same.

Given in Figure 2 is the break-up of the cases in 1991. The corresponding position in year 2001 is given in Figure 3.

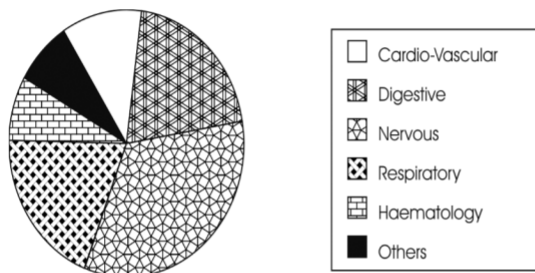


Figure 2 Break-up of registered cases in Year 1991

Figure 3 Break-up of registered cases in the Year 2001.

Figure 4 shows the working days lost in the last year due to medical problems and the associated total costs. This is compared with the projections for the year 2002.

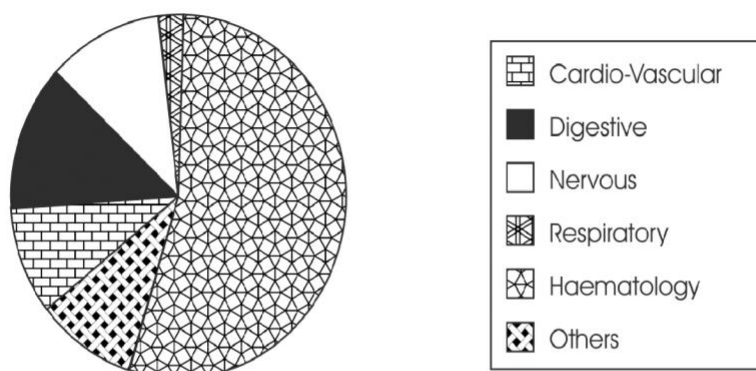


Figure 4 Working days lost and total cost incurred due to medical problems

As can be seen, the associated total costs on account of sickness are projected to double in the current year. The actual expenditure due to lost working days and due to medical treatment is expected to touch Rs 120 million in the current year. The share of cardiovascular diseases has increased significantly. More significantly, this has had an adverse effect on the morale of the employees.

Objectives

The main objective of setting up the gymnasium is to ensure fitness for the employees through sports, exercises, healthy food habits, relaxed life style, and meditation. A multi-modal gymnasium will act as a counselling centre for employees with tailor-made fitness programmes.

It is also proposed to maintain a health database of the employees in association with the DLW central hospital. The bottom line is to have more satisfied and healthy employees with consequent reduction in lost working days and medical expenditure.

WORK PLAN

Phases

For scheduling purposes it is proposed to split up the project into three phases. In the first phase, it is envisaged to set up the cardio-fitness centre. The second phase is aimed at establishing the Cybex circuit weight-training area. In the final phase, the meditation hall and upgrading of the tennis courts and the swimming pool are planned.

Coordinator

As a first step, a full-time coordinator needs to be selected. The minimum qualifications and the work experience of the Gymnasium Coordinator have to be determined and the emoluments which can be offered have to be decided. The coordinator shall be responsible for looking after the management of assets worth Rs 10 million and shall also be responsible for effective management of the gymnasium. Therefore, selection criteria are required to be approved by the Chairman.

Location

It is proposed to locate the cardio-centre and the weight centre of the gymnasium in the North Institute of DLW. The Yoga and meditation centre is intended to be put up at the Officers' Club. The location of the courts and the swimming pool remains the same but the skirting area around these is planned to be concreted and tiled.

Area

The cardio-centre and the weight-training centre require an area of about 20,000 square feet. The area has already been surveyed and the vacant stretch in front of the basketball court in the North Institute premises can be used for construction of the building. For the Yoga centre, the space near the Officers' Club is proposed for building the main hall and the annexe. The area in front of the swimming pool is planned to be utilized for construction of wash rooms.

Types of Equipment

The cardio-centre is envisaged with the following equipment:

- a. Treadmills

- b. Stair Climbers
- c. Elliptical gliders
- d. Upright & recumbent bicycles
- e. Rowing machines

The weight-training centre is proposed to be equipped with the following equipment:

- a. Weight benches
- b. Wall bars
- c. Parallel bars
- d. Incline boards
- e. Balance beams
- f. Trestles
- g. Weight machine centre

The Yoga centre needs no specific equipment, but requires a hall with proper ventilation. There are plans to have a tie-up with the Art of Living Foundation for meditation courses.

Human Resource

It is estimated that a skeletal staff of about five shall be required for proper administration. For this purpose no additional staff is planned to be recruited, rather volunteers from the existing class 'C' and 'D' categories shall be screened.

Charges

For DLW staff and officers, the charges shall be deducted from the salary at a flat rate of Rs 500/- per month. For external members the fee shall be Rs 2000/- per month.

Timings

On Saturday and Sunday the gymnasium is proposed to remain open from 7:30 hrs to 17:30 hrs. On working days the timings need to be decided in consultation with the staff council and the officers' association. However a timing of 6:30 to 8:30 in the morning and 16:00 to 19:00 in the evening appears to be convenient.

Methodology

For civil construction works, it is first proposed to draw up the detailed layouts in association with DLW's civil engineering wing. The specifications of the buildings also need to be firmed up. Thereafter, potential supplier assessment of reputed civil contractors will be done after floating limited tenders. Electrical works shall be clubbed with the civil works.

For purchase of the equipment, it is intended to buy these on single tender basis from Gold's Gym who are the leading manufacturers of gymnasium equipment.

Organization of work elements and time schedule

Given below in Table 1 is the list of activities and the expected durations for each. The detailed Gantt chart shall be worked out after the approval of the proposal. The expected completion time after paralleling of activities has been worked out to be about six months from the date of commencement of work.

TABLE 1: List of Activities and Expected Durations

ACTIVITY	DURATION
Getting approval for the technical proposal	10 days
Discussion with staff council & officers' association	5 days
Nomination of core group	3 days
ACTIVITY	DURATION
Briefing of the core group	5 days
Budget approval	15 days
Forming of specification for civil work	10 days
Forming of specification for equipment	10 days
Freezing criteria for co-ordinator selection	5 days
Civil contractor survey	15 days
Discussions with Gold's Gym regarding equipment	10 days
Calling of volunteers from staff	10 days
Tender for civil works	30 days
Single tender for equipment	25 days
Selection of coordinator	30 days
Selection of other staff	25 days
Completion of civil works	90 days
Installation of equipment	90 days
Tie-ups for Yoga centre	30 days
Suggested plan of action for utilization	

There is a requirement to increase fitness and health awareness amongst DLW's employees. DLW's internal cable TV shall be used to promote the gymnasium. Schools and colleges shall be given sets of fliers for distribution. It is proposed to organize weight-lifting and body building competitions for children as well as for adults to attract interest of DLW's employees.

In association with the DLW hospital, dedicational and physical therapies shall be worked out for some volunteers. This shall give an impetus to popularizing the concept of fitness. It is expected that the full capacity of the gymnasium will be on the lines similar to that of the DLW golf course.

It is proposed to have separate timings for family members. This shall ensure active participation by ladies and children. This experiment has already been successfully tried out with the swimming pool.

It is expected that a few success stories in terms of improved fitness levels among the staff shall impart momentum to the whole concept of gymnasium.

Budget Estimate

Given below in Table 2 is an estimate of cost likely to be incurred in setting up the gym facilities. The recurring costs shall be additional to this estimate and have been worked out separately. Also indicated are the expected earnings/support annually.

TABLE 2: Expected Expenditure and Earnings for the Gymnasium

S no.	Category of Expenditure	Cost in ₹ million
	One-time cost	9.0
1	Civil Construction	2.5
2	Electrical Works	0.5
3	Equipment	3.0
4	Selection process	0.5
5	Core team expenses	0.5
6	Travel expenses	0.5
7	Misc expenses	1.5
	Recurring Expenses/Year	2.2
1	Salaries and wages	0.5
2	Maintenance	0.7
3	Contingencies	1.0

	Expected Income/Year	2.0
1	DLW members	0.5
2	Non-DLW members	1.5

It is anticipated that with the setting up of systematic fitness facilities such as a gymnasium, the overall health levels of the employees and their families shall improve. This is supported by the fact that many leading organizations in the world including Intel, IBM, GE, TATA, and others have successfully tried and implemented this concept.

The Chairman is therefore requested to accord approval to the setting up of a multifarious gymnasium at DLW.

