

**CHECKLIST FOR ESTABLISHMENT APPLICATION
TITLE:**

PROPOSED OF RESTRUCTURING/ STRENGTHENING ESTABLISHMENT/ ESTABLISHMENT OF AGENCY

ITEMS	AGENCY		PSD
	RESTRUCTURING/ STRENGTHENING ESTABLISHMENT	ESTABLISHMENT OF NEW AGENCY	
(1) Purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Background			
(i) Establishment History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Vision, Mission, Objective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Government's Decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Previous Studies on Establishment	<input type="checkbox"/>		<input type="checkbox"/>
(v) Summary of Existing Establishment and Appointment:			
- Appendix C	<input type="checkbox"/>		<input type="checkbox"/>
(vi) Organizational Chart:			
- Overall Chart, Appendix A1	<input type="checkbox"/>		<input type="checkbox"/>
- Chart of Divisional/Unit Involved, Appendix A1(a)	<input type="checkbox"/>		<input type="checkbox"/>
(vii) Functional Chart:			
- Overall Chart, Appendix A2	<input type="checkbox"/>		<input type="checkbox"/>
- Chart of Divisional/Unit Involved, Appendix A2(a)	<input type="checkbox"/>		<input type="checkbox"/>
(3) Agency's Application			
(i) Proposed Organization Chart:			
- Overall Chart, Appendix B1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Chart of Divisional/Unit Involved, Appendix B1(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Proposed Functional Chart:			
- Overall Functional Chart, Appendix B2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Functional Chart of Divisional/Unit Involved, Appendix B2(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Job Descriptions, Appendix B3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Basics of Application:			
(i) Results / Government Directive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Changes in mission, vision and objective of the Agency (if applicable)	<input type="checkbox"/>		<input type="checkbox"/>
(iii) Changes in legislation / regulation (if any)	<input type="checkbox"/>		<input type="checkbox"/>
(iv) Changes in technology	<input type="checkbox"/>		<input type="checkbox"/>
(v) Increase / decrease in workload / scope	<input type="checkbox"/>		<input type="checkbox"/>
(vi) Changes in tasks complexity	<input type="checkbox"/>		<input type="checkbox"/>
(vii) Creation of personnel norm (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(viii) Application of Model Designation (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ix) Comparison with the relative agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(x) Statistical information for the last 5 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Ministries / State Secretary Reviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Head of Service Reviews for Creation of Cadre Job (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) Summary of Financial Implications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) Self-establishment Audit Report	<input type="checkbox"/>		<input type="checkbox"/>

Prepared by:

.....
(NAME)
MINISTRY/AGENCY

Reviewed by:

.....
(NAME)
PSD FOCAL

Date: