

**FORMAT FOR PROGRESS REPORT ON ONGOING PROJECT**

1. Title of the project:.....
2. Code of Project ( to be given by TRIFED)
3. Details of the Institute:
  - i. Name:.....
  - ii. Postal Address:.....
  - iii. Telephone:.....
  - iv. Fax:.....
  - v. E mail: .....
4. Name, Address of PI :.....
5. Name, Address of Co PI:.....
6. Duration of the Research project: .....
7. Date of commencement of Project: .....
8. Date of completion of Project:.....
9. Summary of Progress ( during the period of report)
10. Milestones with deliverables achieved during the reporting period.
11. Applied value of the project.
12. Objectives of the proposal:
  - i. ....
  - ii. ....
  - iii. ....
  - iv. ....
13. Insertion /modification of the objective/methodologies.

14. Progress made along milestone with deliverables achieved so far as per timeline given in MOU:

- 14.1 Introduction.
- 14.2 Review of Literature
- 14.3 Material and method
- 14.4 Results & Discussion
- 14.5 Summary & Conclusion

*Note: Use separate page, if required.*

15. Details of the targets to be achieved in the next year:.....

*Note: Use separate page, if required.*

16. Research work which remains to be done under the project.

17. If additional budget or staff is required for the remaining part of the research work, please give justification and details.

18. References:

Enclosure:

- 1. Annual Statement of Accounts ( Annex- 1).
- 2. Utilization certificate as per GFR- 19 A ( Annex- 2).
- 3. No financial Assistance certificate ( Annex-3)
- 4. List of assets acquired during study.
- 5. Experimental data, formats & photographs if any .

Signature of Principal Investigator with date & seal	Signature of Head of Institution with date & seal
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**Annexure- 1**

**Format for Annual Statement of Accounts to accompany request for release of next instalment**

(Year means financial year i.e. 1<sup>st</sup> April to 31<sup>st</sup> March of next year)

1. Sanction letter No.....
2. Total Project cost: Rs.....
3. Sanction/ Revised Project cost (if applicable): Rs.....
4. Date of commencement of Project: .....

5. Statement of Expenditure:

S. No	Sanctioned/ Head ( Mention all item under each head)	Fund allocated	Expenditure incurred			Balance as on ( Date)	Requirement of Funds for next installment	Remarks
			1 <sup>st</sup> Instt.	2 <sup>nd</sup> Instt.	3 <sup>rd</sup> Instt.			
1	Salary							
2	Equipment							
3	Consumables							
4	Contingencies							
5	Travel							
6	Institutional overhead							
	Total							

Signature of Principal Investigator with date & seal	Signature of Head of the Institution with date& seal	Signature of Authorized Auditor of the Institute with date & seal
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**GFR 19 A**  
**FORMAT FOR UTILIZATION CERTIFICATE**  
**(ANNUAL / FINAL )**  
**(To be submitted in original)**

S. No.	Sanction No. & date	Amount Sanctioned	Certificate
			Certified that out of Rs. ....of grants- in – aid sanctioned during the year..... in favour of ....under Ministry / Department Letter no..... and Rs..... on account of unspent balance of the previous year, a sum of Rs. .... has been utilized for the purpose of ..... for which it was sanctioned and that the balance of Rs.....remaining unutilized at the end of the year has been surrendered to Ministry /Department letter no.....Dated...../ will be adjusted towards the grants- in- aid payable during the next year i.e.....
	Total		

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:-

1. Sanction order copy of Government of India.
2. Statement of expenditure
3. .

Signature of Principal Investigator with date & seal	Signature of Head of the Institution with date& seal	Signature of Authorized Auditor of the Institute with date & seal
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**NO FINANCIAL ASSISTANCE CERTIFICATE**

**(To be submitted on Institution letter head)**

This is certify that no financial assistance has been received from any other Department of central or state Government /Organization / Institutions etc. for the project entitled .....( Name of the Project) ..to .... ( Name of the PI & Co- PI) ..... of ( Name of the Institute).

Signature of Principal Investigator with date & seal	Signature of Head of the Institution with date& seal	Signature of Co- Investigator with date & seal
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