

FORMAT FOR COMPLETION OF REPORT

1. Title of the project:.....
2. Details of the Institute:
 - i. Name:.....
 - ii. Postal Address:.....
 - iii. Telephone:.....
 - iv. Fax:.....
 - v. E mail:
3. Name, Designation and Address of PI:
4. Name, Designation and Address of Co PI:.....
5. Duration of the Research project:
6. Date of commencement of Project:
7. Date of completion of Project:.....
8. Summary of the Progress.
9. Milestones with deliverables achieved during the reporting period:
10. Applied value of the project
11. Objectives of the proposal:
 - i.
 - ii.
 - iii.
 - iv.
12. Progress made/ Target achieved as per timeline given in MOU.
 - 9.1 Introduction.
 - 9.2 Review of Literature
 - 9.3 Material and method
 - 9.4 Results & Discussion
 - 9.5 Summary & Conclusion

Note: Use separate page, if required.

10 Project's outcome and its application:

Note: Use separate page, if required.

11 Publication made

- 11.1 Publication made in individual group.
- 11.2 Publication to be made (in brief outlined)

12 Patent Registration Status:

13 References:.....

Enclosure:

- 1. Final Statement of Expenditure (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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FORMAT FOR FINAL STATEMENT OF EXPENDITURE
(To accompany the Final Report)
(To be submitted in original)

1. Sanction letter No.....
2. Total Project cost.....
(Sanctioned /revised project cost if applicable)
3. Date of Commencement of project:.....
4. Date of completion of project:.....
5. Grant received in each year (financial):....
 Rs. 1st Installment : Date of release of grant.....grant received.
 Rs. 2nd Installment: Date of release of grant.....grant received.
 Rs. 3rd Installment: Date of release of grant.....grant received.
6. Statement of Expenditure:

S. No.	Sanctioned/ Head (Mention all item under each head)	Fund allocated	Expenditure incurred : Financial Year wise					Balance as on (Date)	Remarks
			1 st Inst t.	2 nd I nstt.	3 rd I nstt.	Remaini ng amount	Withhe ld amount		
1	Salary								
2	Equipment								
3	Consumables								
4	Contingencies								
5	Travel								
6	Institutional overhead								
	Total								

Amount to be refunded/reimbursed (whichever is appropriate) :Rs.

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 ofunder 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		

1. 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. .
4. .

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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