

## IN-HOUSE R&D (IHRD)

### QUARTERLY PROGRESS REPORT (QPR)

Report for the *Choose Qtrs* year *Choose year*

| SL No | Particulars                                                                                 | Details / Information |
|-------|---------------------------------------------------------------------------------------------|-----------------------|
| 1     | <b>Project Title:</b>                                                                       |                       |
| 2     | <b>Project Leader</b>                                                                       |                       |
| 3     | <b>Project Executing Division</b>                                                           | Choose Division       |
| 4     | <b>CPRI Codes:</b>                                                                          |                       |
|       | a) R&D Management Code no                                                                   |                       |
|       | b) Accounts Code no                                                                         |                       |
|       | c) FAS (H.O) Project ID                                                                     |                       |
| 5     | <b>Project Outlay (Rs Lakhs)</b>                                                            |                       |
| 6     | <b>Schedule of the project:</b>                                                             |                       |
|       | a) Month & Year of project sanction                                                         | Choose date           |
|       | b) Date of commencement of the Project                                                      | Choose date           |
|       | c) Scheduled date of completion                                                             | Choose date           |
|       | d) Project extension date (If any)                                                          | NA                    |
|       | e) Duration (Years)                                                                         | Choose year           |
| 7     | <b>Subject area of the Project</b>                                                          | Choose subject area   |
| 8     | <b>Aim / Objectives:</b>                                                                    |                       |
| 9     | <b>Brief description of physical progress up to date since sanction:</b>                    |                       |
| 10    | <b>Financial Progress up to date since sanction (Rs Lakhs):</b>                             |                       |
|       | a) Already spent                                                                            |                       |
|       | b) Order placed                                                                             |                       |
|       | c) Total (a + b)                                                                            |                       |
| 11    | <b>PHYSICAL PROGRESS:</b>                                                                   |                       |
|       | a) Progress as per target including the quarter                                             |                       |
|       | b) Progress actually achieved                                                               |                       |
|       | c) Nature of Slippage (if any) & causes                                                     |                       |
|       | d) Suggested action plan to overcome the slippage                                           |                       |
|       | e) Revised target date along with revised action plan quarter - wise for left over quarters |                       |

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|           |                                                                                       |
|-----------|---------------------------------------------------------------------------------------|
| <b>12</b> | <b>FINANCIAL PROGRESS:</b>                                                            |
|           | <i>a) Financial Progress Achieved and proposal in the next quarter (See Annexure)</i> |
|           |                                                                                       |
|           | <i>b) Target of expenditure envisaged during the quarter</i>                          |
|           |                                                                                       |
|           | <i>c) Actual expenditure</i>                                                          |
|           |                                                                                       |
|           | <i>d) Reasons for shortfall (if any) &amp; suggested remedial measures taken</i>      |
|           |                                                                                       |
|           | <i>e) Action taken to meet the target in the ensuing quarter</i>                      |
|           |                                                                                       |

**Signature of Project Leader**  
**Date:**

**Signature of HOD / Joint Director**  
**Date:**

**Signature of Additional Director / Group Head**  
**Date:**