

**IN-HOUSE R&D (IHRD)
FORMAT FOR INTERIM REPORT**

1. Title of the Project
2. Project Details
 - a) *Project leader*
 - b) *Project Identification No:*
 - *R&D Management Code no*
 - *Accounts Code no*
 - *FAS (H.O) Project ID*
 - c) *Date of start*
 - d) *Duration (years)*
 - e) *Date of close*
 - f) *Financial outlay (Rs Lakhs)*
3. Brief Background
4. Objectives
5. End Use
6. Action Plan
7. Project Team
8. Work carried out during the period (*with elaborate technical details*)
9. Further work to be carried out
10. Hurdles, If Any
11. Remarks

Signature of PI
Date:

Signature of HOD / Group Head
Date: