

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

(Format used for closure of the project when IHRD project is completed before furnishing detailed Technical Report)

1. **Project details**
 - a. *Title*
 - b. *Project Leader*
 - c. *Date of start*
 - d. *Duration (Years)*
 - e. *Date of close*
 - f. *Financial outlay (Rs lakhs)*
2. **Report Summary**
3. **Objectives**
4. **Description of investigation carried out**
5. **Further work required**
6. **Benefits visualized** (*indicating proposed results, achieved results, beneficiaries, technology transfer, patents financial benefits*)
7. **Reason for time and cost over-run, if any** (*indicating sanctioned cost, actual Expenditure, deviation and reasons for deviation, reference to approval of Competent authority*)
8. **List of publications year wise - conference / seminars / work shop, Journals** (*Peer reviewed*)
9. **Lessons learnt**
10. **Distribution list to whom Executive Summary is to be sent**

Signature of Project Leader

Date:

Signature of Divisional Head / Unit Head

Date: