

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

*(Format to be used for short closure / withdrawal of IHRD project by Project Leader)*

**1. Project details**

- a. *Title*
- b. *Project Leader*
- c. *Project Identification No:*
  - *R&D Management Code no*
  - *Accounts Code no*
  - *FAS (H.O) Project ID*
- d. *Date of start*
- e. *Duration (years)*
- f. *Date of close*
- g. *Financial outlay (Rs Lakhs)*
- h. *Expenditure incurred (Rs Lakhs)*
- i. *Balance / unspent grant (Rs Lakhs)*

**2. Objectives**

**3. Description of investigation done at the time of short closing**

**4. Reason for short closing the project**

**5. Further work suggested to improve upon the present work**

**6. Lessons learnt**

**Signature of Project Leader  
Date:**

**Signature of Divisional Head / Unit Head  
Date:**