

**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) <i>R&amp;D Management Code no</i>	
	b) <i>Accounts Code no</i>	
	c) <i>FAS (H.O) Project ID</i>	
5	<b>Project Outlay (Rs Lakhs)</b>	
6	<b>Schedule of the project:</b>	
	a) <i>Month &amp; Year of project sanction</i>	Choose date
	b) <i>Date of commencement of the Project</i>	Choose date
	c) <i>Scheduled date of completion</i>	Choose date
	d) <i>Project extension date (If any)</i>	NA
	e) <i>Duration (Years)</i>	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) <i>Already spent</i>	
	b) <i>Order placed</i>	
	c) <i>Total (a + b)</i>	
11	<b>PHYSICAL PROGRESS:</b>	
	a) <i>Progress as per target including the quarter</i>	
	b) <i>Progress actually achieved</i>	
	c) <i>Nature of Slippage (if any) &amp; causes</i>	
d) <i>Suggested action plan to overcome the slippage</i>		
	e) <i>Revised target date along with revised action plan quarter - wise for left over quarters</i>	

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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:**