

**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:**