IN-HOUSE R&D (IHRD)
Format for Record notes of Project Review Committee (PRC)

SL No	Particulars	Details / Information			
1	**Project Title:**				
2	**Project Leader**				
3	**Division**	Choose Division			
4	**CPRI Codes:**				
	a) R&D Management Code no				
	b) Accounts Code no				
	c) FAS (H.O) Project ID				
5	**Schedule of the project:**				
	a) Month & Year of project sanction	Choose date			
	b) Date of commencement of the Project	Choose date			
	c) Scheduled date of completion	Choose date			
	d) Project extension date (If any)	Choose date			
	e) Duration (Years)	Choose year			
6	**Project outlay** [*Year wise phasing (Rs Lakhs)*]	**I yr**	**II yr**	**III yr**	**Total**
7	**Subject area of the Project**	Choose subject area			
8	**Comments of Project Leader:**				
9	**Overall Progress Achieved:** (*Check the suitable box*) ☐ Good ☐ Satisfactory ☐ Unsatisfactory				
10	**Note** (*For further comments*):				

Signature of PRC members
Date:

 Signature of Chairman
 Date:

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