

**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:**