

MONTHLY / QUARTERLY REPORT PROFORMA of R & D Project / Prog. /Pilot Study

Project code and title:

Project Investigators:

Duration: (Date of Start) – (Scheduled Date of Completion)

Objectives:

	Objective / goals	How far the goals have been achieved (In case of difficulty if any in achieving the goals, the same may be indicated with reasons)
i.		
ii.		

Milestones to be crossed during the period of report	Milestones actually crossed	Outcome expected by crossing the milestone	Actual outcome	Remarks (Please highlight any significant observations or difficulties in completing the scheduled work with reasons)	Observations of the Central Office (For Use of RC Section)