Project Closure Formats

Title of the Project

Date of sanction:	**PDC:**
Sanction Cost:	**Sanction Letter No:**

Submitted By

PI – Prof Principal Investigator

Institute Name

Institute Address

In Association with

DIA COE Institute Name

Research Vertical

Contents

Guideline-cum-Checklist for Project Closure

(Forward the filled checklist with all forms to DRDO for seeking administrative closure of the project)

S. No.	Items	Please tick
1.	Project to be evaluated by TEC at least 30-45 days before the PDC for project closure	**Evaluated/ Not Evaluated**
2.	RAB and GC approval to be obtained for project closure	**Obtained/ Not obtained**
3.	Enclose Evaluation Committee minutes with closure recommendations and RAB Minutes with closure approval	**Enclosed/ Not Enclosed**
4.	PI to fill and submit hard and soft copies of following forms within 60 days of expiry of PDC: **Project Closure Summary Form with Annexures:** i. Annexure-I: Project Closure-Lab Recommendation Form (04 Copies) ii. Annexure-II: Feedback from TEC Members at Closure (01 Copy) iii. Annexure-III: Technical Report (TR) (04 Copies) iv. Annexure-IV: Deliverable Artefacts- Firmware, software etc. on digital media (04 Copies) v. Annexure-V: Financial Report (FR) with Enclosures (04 Copies) **Financial Report (FR) Enclosures** • Year-wise and Consolidated Statement of Expenditure Accounts and Utilization Certificate • Equipment Purchased Form **Equipment and Facility Retention/ Disposal (01 Copy) (if applicable)**	**Filled/ Not Filled** **Filled/ Not Filled** **Filled/ Not Filled** **Filled/ Not Filled** **Filled/ Not Filled** **Filled/ Not Filled** **Filled/ Not Filled** **Filled/ Not Filled**
5.	The unspent balance to be returned back by DD/MRO/eMRO in favour of PCDA (R&D), New Delhi.	**DD/MRO/eMRO Enclosed/ Not Enclosed**
6.	The accrued interest to be returned back by DD/MRO/eMRO in favour of PCDA (R&D), New Delhi.	**DD/MRO/eMRO Enclosed/ Not Enclosed**
7.	Delivery of Technology component / module, process/ protocol/ methodology, prototype (s) for demonstration/ integration of developed technology	**Delivered/ Not Delivered**

Project Closure Summary Form with Annexures:

- Annexure-I: Project Closure-Lab Recommendation Form
- Annexure-III: Technical Report (TR)
- Annexure-IV: Deliverable Artefacts list and soft copies- Firmware, software, tools, sample prototypes, test data, data sets, codes etc.
- Annexure-V: Financial Report (FR) with Enclosures

DFTM- 02 Copies
Collaborating Lab- 01 Copy
Centre- 01 Copy

- Annexure-II: Feedback from TEC Members at Closure
- Equipment and Facility Retention/ Disposal

DFTM- 01 Copy

I. Project Closure Summary Form by PI

1.	Title of the Project:	
2.	Research Vertical:	
3.	Name of PI:	Name of Co-PI:
	Contact Details: 1. Department 2. Address 3. Phone (office& mobile) 4. E-mail	Contact Details: 1. Department 2. Address 3. Phone (office& mobile) 4. E-mail
4.	Type of Closure: (Successfully closed/Partial success/Stage closure/Short closure)	
5.	Project Sanction letter no. and date:	
6.	Start Date of the Project: (receipt of first grant by PI)	
7.	PDC and Revision: (if any)	
8.	Cost: Original/ Revised: Utilized/ Unutilized:	
9.	Objective: (as per sanction letter)	
10.	Deliverables: (as per sanction letter)	
11.	TEC, RAB and GC recommendation on final closure of project: (enclose minutes)	
12.	Dissemination of Research Work: (details of workshop etc. organized)	

<table>
<tr><td rowspan="4">13.</td><td colspan="3">Brief of objectives and deliverables envisaged vis- a- vis achieved:</td></tr>
<tr><td>Targets as envisaged</td><td>Targets as achieved/ shortfall</td><td rowspan="2">Justification</td></tr>
<tr><td>Targets technology/ Deliverables/ Products/ Learning Knowledge as envisaged in the project proposal</td><td>Targets technology/ Deliverables/ Products/ Learning Knowledge as achieved against each objective</td></tr>
<tr><td>(a)

(b)

(c)</td><td></td><td></td></tr>
<tr><td>14.</td><td colspan="2">Name of Collaborating DRDO Lab(s) and Sci-entist:</td><td></td></tr>
<tr><td>15.</td><td colspan="2">List of papers and impact factor published:
a) National journal
b) International Journal
c) National Conference
d) International conference</td><td></td></tr>
</table>

16.	List of Patents filed: (if any)	
17.	Man power Trained Details: (Nos., Name and contact details) a) Ph. D b) M.Tech c) JRF/SRF/PDF d) Technician Trained	
18.	Title and details of thesis for Ph. D/ M. Tech realized under the project:	
19.	Facilities Created/ Equipment Procured:	
20.	Suggestions for way forward of research outcomes:	
21.	Proposed utilization of developed technology in immediate/ future projects:	
22.	Name and details of Development Cum Production Partner (DCPP) / Production Agency (PA)/ Development Partner (DP) industry(ies), if associated or identified:	
23.	**Project Closure-Lab Recommendation:**	**Annexure- I**
24.	**Feedback from TEC Members at Closure:**	**Annexure- II**
25.	**Technical Report (TR):**	**Annexure- III**
26.	**Deliverable Artifacts:**	**Annexure- IV**
27.	**Financial Report:**	**Annexure- V**

Signature of Principal Investigator **Signature of Centre Director**

Date: **Date:**

Annexure-I

II. Project Closure-Lab Recommendation Form

<table>
<tr><td>1.</td><td>Title of the Project:</td><td colspan="3"></td></tr>
<tr><td>2.</td><td>Name of PI:</td><td colspan="3">Name of Co-PI:</td></tr>
<tr><td></td><td>Contact Details:
1. Department
2. Address
3. Phone (office& mobile)
4. E-mail</td><td colspan="3">Contact Details:
1. Department
2. Address
3. Phone (office& mobile)
4. E-mail</td></tr>
<tr><td>3.</td><td>Project Sanction letter no. and date:</td><td colspan="3"></td></tr>
<tr><td>4.</td><td>Absorption of the research outcomes in Lab Project:
(Detailed Comments)
Refer DRDO Project No.</td><td colspan="3"></td></tr>
<tr><td>5.</td><td>Is the above outcome suitable for:
• TOT with stakeholder
• Next phase research with or without industry</td><td colspan="3"></td></tr>
<tr><td>6.</td><td colspan="4">Lab Comments/ Remarks on:
• Accomplishment of project objectives and deliverables
• Research Impact
• Technical Report</td></tr>
<tr><td>7.</td><td colspan="4">The projects to be graded according to following attributes by the collaborating DRDO lab</td></tr>
<tr><td></td><td colspan="2">Attributes</td><td>Maximum Weightage</td><td>Assigned Weightage</td></tr>
<tr><td></td><td colspan="2">(i) Achievement of Technical Objectives</td><td>40</td><td></td></tr>
<tr><td></td><td colspan="2">(ii) Absorption /utilization of research output in the laboratory</td><td>20</td><td></td></tr>
<tr><td></td><td colspan="2">(iii) Research Impact (technology improvements/ break through, cost effectiveness etc.</td><td>05</td><td></td></tr>
<tr><td></td><td colspan="2">(iv) Timely completion of the project</td><td>10</td><td></td></tr>
<tr><td></td><td colspan="2">(v) Periodical submission of progress report</td><td>05</td><td></td></tr>
<tr><td></td><td colspan="2">(vi) Deliverables</td><td>20</td><td></td></tr>
<tr><td></td><td colspan="2">Total</td><td>100</td><td></td></tr>
</table>

Signature of Collaborating Scientist

Date:

Signature of Collaborating Lab Director

Date:

Annexure-II

III. Feedback from TEC Members at Closure

DIA CoE:

1.	Project Title:			To be filled by Dte/RB
2.	Principal Investigator: & Co PI:			
3.	Grantee Institute:			
4.	Sanctioned Cost:	5.	PDC (date):	
6.	DRDO Domain Lab:	7.	Funded by: **DFTM**	
8.	Feedback for Milestone_____/ Project Closure:			

Deliverables Status **(Please tick as applicable)**

a)	**Technical Outcomes** Applicable ☐ Yes ☐ No		Received ☐ Yes ☐ No
	Utilization (Select all options that apply)		**Qualitative** (Select any one)
	☐ Guidance for present activities	☐ Useful for present activities	☐ Impressive Breakthrough
	☐ Important for future R&D	☐ Indigenization of Technology	☐ Meets Expectation
	☐ Generation of Alternative to Present Technology	☐ Verification of approach	☐ Can be Better
			☐ Not useful/relevant
b)	**Designs/ Formulae/ Process Definition** Applicable ☐ Yes ☐ No		Received ☐ Yes ☐ No
	Utilization (Select all options that apply)		**Qualitative** (Select any one)
	☐ Guidance for present activities	☐ Useful for present activities	☐ Impressive Breakthrough
	☐ Important for future R&D	☐ Indigenization of Technology	☐ Meets Expectation
	☐ Generation of Alternative to Present Technology	☐ Verification of approach	☐ Can be Better
			☐ Not useful/relevant

c)	**Data (Collected or Generated)** Applicable ☐ Yes ☐ No		Received ☐ Yes ☐ No
	Utilization (Select all options that apply)	**Qualitative** (Select any one)	
	☐ Stored for future use	☐ Meets Expectation	☐ High Quality and exceeds Expectations
	☐ In use for present activities	☐ Can be Better	☐ Insufficient/ Inadequate
	☐ Not useful		
d)	**Source Code and Build/ Install** Applicable ☐ Yes ☐ No		Received ☐ Yes ☐ No
	Utilization (Select all options that apply)		**Qualitative** (Select any one)
	☐ Guidance for present activities	☐ Useful for present activities	☐ Impressive Breakthrough
	☐ Important for future R&D	☐ Indigenization of Technology	☐ Meets Expectation
	☐ Generation of Alternative to Present Technology	☐ Verification of approach	☐ Can be Better
			☐ Not useful/relevant
e)	**Prototypes** Applicable ☐ Yes ☐ No		Received ☐ Yes ☐ No
	Utilization (Select all options that apply)		**Qualitative** (Select any one)
	☐ Guidance for present activities	☐ Useful for present activities	☐ Impressive Breakthrough
	☐ Important for future R&D	☐ Indigenization of Technology	☐ Meets Expectation
	☐ Generation of Alternative to Present Technology	☐ Verification of approach	☐ Can be Better
			☐ Not useful/relevant
f)	**Infrastructure Establishment** Applicable ☐ Yes ☐ No		Received ☐ Yes ☐ No
	Utilization (Select all options that apply)		**Qualitative** (Select any one)
	☐ Guidance for present activities	☐ Useful for present activities	☐ Impressive Breakthrough
	☐ Important for future R&D	☐ Indigenization of Technology	☐ Meets Expectation
	☐ Generation of Alternative to Present Technology	☐ Verification of approach	☐ Can be Better
			☐ Not useful/relevant
g)	**Test & Measurement Rig. or Application Test Suite.** Applicable ☐ Yes ☐ No		Received ☐ Yes ☐ No
	Utilization (Select all options that apply)		**Qualitative** (Select any one)
	☐ Guidance for present activities	☐ Useful for present activities	☐ Impressive Breakthrough
	☐ Important for future R&D	☐ Indigenization of Technology	☐ Meets Expectation
	☐ Generation of Alternative to Present Technology	☐ Verification of approach	☐ Can be Better
			☐ Not useful/relevant

h)	**Technical Report**	Applicable ☐ Yes ☐ No	Received ☐ Yes ☐ No
	Presentation and Flow of information **(Select any one)**	**Readability** (Format/Font/Indexing/Referencing etc) **(Select any one)**	
	☐ Difficult to Understand	☐ Good	
	☐ Engaging to read	☐ Average	
	☐ Complete Coverage	☐ Below Expectation	

Note : (i) Additional comments may be annexed as desired.

(ii) Feedback form to be understood in context of Project Assessment and Project Closure norms issued separately.

Feedback : a) Time taken to assess deliverables _____

b) Time taken to fill feedback _____

Date : **(Name & Signature of Domain Expert/Reviewer)**

COUNTERSIGNED

(Project Director/Group Head/Lab Director)

Annexure-III

IV. Technical Report (TR)

Technical Report to include:

A. Executive Summary

(Briefly describe the background, objective, summary of achievements and future course of action – max 500 words)

B. Detailed Technical Report

The detailed Technical Report would include:

1. Introduction

(State the background (content and importance) of the problem being investigated (citing previous work by others), the purpose of the project, define key terms, identify the problem to be investigated, and highlight the significance of the project)

1.1. Background

1.2. Key Definitions

1.3. Purpose

1.4. Problem Statement

1.5. Significance

2. Objectives and Scope

(Outline the goals of the research, the specific questions or hypotheses to be investigated, and the boundaries of the study. It should also define the scope of the research, including the methods, data sources, and time frame)

3. Measurable Milestones and Deliverables

(As outlined in the project proposal)

(Track progress by outlining key achievements, innovations, and how they align with project goals. List the deliverables produced (reports, prototypes, etc.), facilities/ equipment (used/procured) and explain any shortfalls if any in Objective and Deliverables

3.1. Achievements Summary of Achievements

3.2. Innovations in the research work

3.3. Objective vis-à-vis Achievements

Objective	Achievements
…	…

3.4. Deliverables envisaged vis-à-vis achieved (Completed/ Delivered/ Not Delivered) indicating the Artefacts

- Code (CFD Tools/ Matlab etc)/ Data/ Prototypes/ Equipments/ Process Diagrams/ Software/ Material Samples/ Application & Code/ Support Tools/ Report/ Component/ Subsystem
- Prototype development document with all required specifications, data sheets, COTs, standard parts, design and system details, integration document etc.
- Manufacturing process sheets (if applicable)

Deliverable	Achievements
…	…

3.5. Technical justifications/reasons for shortfall in Objective and Deliverables

3.6. Major Facility/ Infrastructure Created

3.7. Equipments/ Facilities Used for the Project

- New Equipments/ Facilities Procured (to be enclosed as Annexure)

S.No	Name of Equipment	Quantity	Location	Custodian	Specification	Proposed Long Term Utilization

- Existing Equipments/ Facilities with the Institute and industry (if any)
- Equipments/ Facilities with DRDO Laboratory used in project

4. Research Scenario

(Provide a comprehensive overview of the theoretical foundation for the research, including relevant conceptual models and empirical studies. It should also analyze the current state-of-the-art research viz-a-viz research capabilities developed through project, both nationally and internationally, highlighting the strengths and weaknesses of existing literature and the contributions of the project to advancing the field.)

4.1. Conceptual / Empirical Studies/ Theoretical Framework

4.2. State-of-art (National/International) at project initiation

4.3. Current State-of-art (National/International) viz-a-viz research capabilities developed through project

5. Research Methodology/ Approach

(Outline the research problem, the chosen research design, and data sampling, collection, and analysis methods. Include descriptions of the equipment and tools utilized (whether existing or newly acquired for the project) and detail the steps taken to ensure research validity and reliability. Describe data collection instruments, equipment, facilities, and procedures, and specify the methods and tools, such as software or statistical packages, used to analyze the data. Present the design approach, including empirical details and any governing equations, with detailed calculations included in an appendix. Provide technical setup details, initial conditions, algorithms, formulations, data formats, data reduction methodology, and related inferences or interpretations. Summarize lab and field test results, modeling and simulation data, prototypes, material design processes, and any fabrication and subsystem integration performed. Also, include information on characterization processes and design software or tools. Acknowledge contributions from the PI, Co-PI, associated labs, collaborating institutes, student interns, and industry partners.)

6. Raw Material and Supply Chain

(Provide information about the raw materials used in the project, their specifications, suppliers, and original manufacturers.)

Table to be enclosed as Annexure

S.No	Raw Material	Brief Specification	Supplier	Original Manufacturer

7. Result & Discussion

(Present the key findings of the research, address each research question individually, and support the findings with relevant data, statistics, or visuals. It should also summarize the main takeaways, FoMs, address any challenges or limitations, and discuss the research's impact, technical maturity, and potential applications.)

7.1. Inferences/ Interpretations

7.2. Simulation Results

Modelling and simulation results (with input files, necessary user manual)

7.3. Experimental Results

Lab and field test results

7.4. Figures of Merit

7.5. Research Impact

7.6. Technical Maturity / TRL

7.7. Technical Challenges/ Bottlenecks & Solution

8. Publications/ Patents

8.1. Details of Publication (enclose)
(National/ International journals and Conferences)

8.2. Details of Patent (enclose)

9. Pathways for Absorption of Outcomes

Post project support and responsibility/ hand-holding by PI

9.1. Absorption by DRDO
Proposed utilization of developed technology in immediate and future projects

9.2. ToT by DRDO/ Institute
Technology transfer document to include necessary documents and technical details as required to document and transfer knowledge in sufficient details from the research team to DRDO lab project team. The content and detailing will be such that the experimentation data could be reproduced with sufficient closeness or reasonable deviations at a later date by any other competent team

10. Way Forward

10.1. Brief Analysis

10.2. Next phase project by academia

10.3. Technology Enhancement with industry

Annexure-IV

V. Deliverable Artefacts

In Addition to the Technical report deliverable artefacts to be listed and submitted:

a) Pointers to Tactical knowledge generated and soft copy on media.
b) Technology component / module, process/ protocol/ methodology, prototype (s) for demonstration/ integration of developed technology.
c) Firmware, software, datasets, installation manual, user manual or user codes for demo. Detailed design document, Flow charts for, PCB layout details, Datasheet of components, FEM analysis- input & data files, simulation results along with test cases.
d) Software architecture design document, firmware, software source code with comments, software tools, installation manual & setup procedures, libraries used, executable.

Annexure-V

VI. Financial Report (FR)

(i) Total sanctioned cost & yearly breakup

S. No.	*Expenditure on ↓ (Rs in lakh) during→*	Year-1	Year-2	Year-3	Line Total
a)	Staff: ___ JRF @ _____+ HRA=_____/- p.m. ___ SRF @ _____+ HRA=_____/- p.m				
b)	Equipment (including spares thereof)				
c)	Operation and maintenance of equipment or modification of equipment				
d)	Expendables				
e)	Travel				
f)	Contingencies				
g)	Visiting Faculty				
h)	Procured Services				
i)	Institutional Overhead				
	Column Total				

(ii) Total Funds received by PI
(iii) Re-appropriation, if any
(iv) Cost Revision
(v) Unspent balance
(vi) Interest Accrued

Signature of Principal Investigator

Date:

Signature of Administrative Authority of Institute with seal

Date:

Signature of Centre Director

Date:

(vii) Enclose with Financial Report:
- Project Sanction Letter
- Corrigendum
- PDC Revision Letter
- Cost Re-appropriation letter
- Copy of Interest refund
- Refund of unutilized amount
- Equipment Purchased Form
- Year wise and Consolidated Utilization Certificate and Audited Statement of Accounts

A. Equipment Purchased Form

Assets acquired wholly for substantially out of government grants register maintained by grantee institution block account maintained by sanctioning authorities

Name of Sanctioning Authority: **Directorate of Futuristic Technology Management**
DRDOHQ, Ministry of Defence, Government of India, New Delhi

S. No.	Name of Institution	No. and date of sanction	Amount of sanctioned grant	Brief purpose of the grant	Whether any condition regarding the right of ownership of Govt. in the property or assets acquired out of the grant was incorporated in the grant-in-aid sanction	List of equipment as per approved proposal	Particulars of assets/equipment actually created or acquired
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Value of the assets as on **……(date of submission)**	Purpose for which utilized at present	Encumbered or not	Reason if encumbered	Disposed of or not	Reasons & authority if any, for disposal	Amount realized on disposal	Remarks
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Signature of Principal Investigator

Signature of Administrative Authority of Institute with seal

B. Audited Statement of Accounts and Utilization Certificate

Instructions to fill the Statement of Accounts &Utilization Certificate (UC):

These forms to be filled for release of second/third years grants after completion of First/second year along with Technical Report and Contingent Bill and at the end of the project along with final completion report. The accounts to be submitted financial year wise:

Example:

Date of start of the project : June 15, 2007

PDC : 3 yrs

Accounts to be submitted after completion of **first year** i.e. in June/July 2008

Two sets (3 pages) to be filled for the period 15.06.2007 to 31.03.2008
This should be **Audited**

Another two sets (3 pages) to be filled for the period 01.04.2008 to 14.06.2008
This can be **provisional**

Accounts to be submitted after completion of **second year** i.e. in June/July 2009

Two sets (3 pages) to be filled for the period 01.04.2008 to 31.03.2009
This should be **Audited**

Another two sets (3 pages) to be filled for the period 01.04.2009 to 14.06.2009
This can be **provisional**

Accounts to be submitted after completion of **third year** i.e. in June/July 2010

Two sets (3 pages) to be filled for the period 01.04.2009 to 31.03.2010
This should be **Audited**

Another two sets (3 pages) to be filled for the period 01.04.2010 to 14.06.2010
This should be **Audited**

Audited/Provisional Statement of Expenditure Accounts

For the Financial Year (_____to _____)

(a) Title of the Project:

(b) Sanctioned letter no. & date:

(c) Principal Investigator :

(d) Date of Start of the Project:

(e) Total Sanctioned cost of the Project: in Rs._____

(f) Grant received (Rs.) in **Ist yr**_____ **IInd yr**_____ **IIIrd yr**_____

(g) Total Grants received so far: _____

S. No.	Sanctioned Heads	Funds Sanctioned for the year Rs.	Funds released Rs.	Carried forward from Previous year Rs.	Funds available (iv+v) Rs.	Expenditure incurred during the FY Rs.	Commitments Rs.	Total Expenditure (vii+viii) Rs.	Balance (vi-ix) Rs.
i	ii	iii	iv	v	vi	vii	viii	ix	x
(a)	Staff								
(b)	Equipment								
(c)	Operation & Maintenance								
(d)	Expendables								
(e)	Travel								
(f)	Contingencies								
(g)	Visiting Faculty								
(h)	Procured Service								
(i)	Overhead								
(j)	Interest earned, if any								
	TOTAL								

Signature of Principal Investigator **Signature of Administrative Authority of Institute with seal** **Signature of Accounts/ Finance Officer**

C. Consolidated Statement of Expenditure Accounts

Submitted for period (_____to _____)

(a) Title of the Project:

(b) Sanctioned letter no. & date:

(c) Principal Investigator :

(d) Date of Start of the Project:

(e) Total Sanctioned cost of the Project: in Rs._____

(f) Grant received (Rs.) in **Ist yr**_____ **IInd yr**_____ **IIIrd yr**_____

(g) Total Grants received so far: _____

S. No.	Sanctioned Heads	Funds Sanctioned	Funds released by DRDO			Funds returned to DRDO	Total funds available during the period _____to_____ (4+5+6)	Expenditure (Financial Year wise)				Balance 8-12
			1st year during period from ___to__	2nd year during period from ___to___	3rd year during period from ___to___			1st year during period from ___to___	2nd year during period from ___to___	3rd year during period from ___to___	Total (9+10+11)	
1	2	3	4	5	6	7	8	9	10	11	12	13
(a)	Staff											
(b)	Equipment											
(c)	Operation & Maintenance											
(d)	Expendables											

(e)	Travel											
(f)	Contingencies											
(g)	Visiting Faculty											
(h)	Procured Service											
(i)	Overhead											
(j)	Interest earned, if any											
	TOTAL											

Signature of Principal Investigator **Signature of Administrative Authority of Institute with seal** **Signature of Accounts/ Finance Officer**

D. Utilization Certificate

For the Financial Year _____(*From* ____ *to* _____)

1.	Title of the Project / Scheme	
2.	Name of the Institution	
3.	Principal Investigator	
4.	Sanction Letter No. and date	
5.	Date of Start of the Project	
6.	Head of account as given in the original sanction letter	**Major Head – 2080** **Minor Head – 004**
7.	Amount brought forward from the previous financial year quoting DRDO letter No. & date in which the authority to carry forward the said amount was given.	
8.	Amount received during the financial year (Please give no. and date of DRDO sanction letter for the amount)	
9.	Amount of interest accrued, if any, from the grants	
10.	Total amount that was available for expenditure (excluding commitments) during the financial year (SL. No 7 +8+9)	
11.	Actual expenditure (excluding commitments) incurred during the financial year (upto…….)	
12.	Balance amount available at the end of the financial year.	
13.	Unspent balance refunded, if any (Please give details of Cheque No. etc.)	
14.	Amount allowed to be carried forward to the next financial year	

Consolidated Utilization Certificate

FY _____(From _____ to _____)

1. Certified that sum of Rs. _____was sanctioned as grants-in-aid during the year_____ in favour of _____(Institute) vide DRDO letter No. _____dated_____.

A sum of *Rs.*_____*released* vide Letter No._____dated_____, an amount of Rs. _____accrued as interest (if any) during the year and Rs._____ on account of unspent balance of the previous year, a sum of Rs._____has been utilized for the purpose for which it was sanctioned and that the balance of Rs._____remaining unutilized at the end of the year will be refunded/adjusted toward the grants-in-aid payable during the next year i.e._____.

Signature of Principal Investigator	**Signature of Accounts/ Finance Officer**	**Signature of Administrative Authority with seal**
Date:	**Date:**	**Date:**

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Signature of Audit Authority of Institute
Date:

VII. Equipment and Facility Retention/ Disposal

(Assets acquired out of government grants to be retained/ disposed by grantee institution)

Sanction Letter No. _____Date_____

S. No.	Particulars of Facility Established/ Equipment(s) Procured	Particulars
1.	Value of the asset	
2.	S. No. of Equipment purchased	
3.	Name of PI Contact Details (Email, Phone, Fax, Mobile No.)	
4.	Name and Address of Grantee Institution	
5.	Amount of Sanctioned grant	
6.	Purpose for which utilized	
7.	Justification for retaining/ disposal of assets created or acquired	
8.	Installation site/retention location of the Equipment:	

It is also certified that:

(i) The maintenance cost will be borne by the institute. The equipment will be available for use by DRDO without any payment.

(ii) The equipment will be disposed with due approval of DRDO and salvage value of the equipment will be reimbursed to DRDO within one month through MRO/eMRO/ DD of the disposal.

A. Assets Retaining Requisition Form

DRDO grant of Rs._____(Rs in words_____) sanctioned vide letter No. _____dated_____received for project on the subject/ topic_____for a period of _____years.

Permission is being sought to retain the Assets procured under the grant-in–aid project. Particulars are mentioned in the 'Retaining Facilities created/Equipment procured Form' attached herewith.

Signature of Principal Investigator

Date:

Signature of Administrative Authority of Institute with seal

Date:

B. Assets Disposal Requisition Form

DRDO grant of Rs._____(Rs in words_____) sanctioned vide letter No. _____dated_____received for project on the subject/ topic_____for a period of _____years.

Permission is being sought to retain the Assets procured under the grant-in–aid project. Particulars are mentioned in the 'Disposal of Facilities Established/Equipment procured Form' attached herewith.

Signature of Principal Investigator

Date:

Signature of Administrative Authority of Institute with seal

Date: