

Monitoring Format

Project Sanction Code:	[Title of Project]
Research Institution	
Collaborating Institution (if any)	
Principal Investigator	
Sanctioned Cost (Rs. Lakh)	MoT Share
	Industry/Institute Share

Note: Industry share, if in kind, has to be monetized. Sanctioned Project Cost includes both components.

Capex	
Salaries and wages	
Consultancy	
Consumables	
Overheads & Travelling Expenses	
Promotion/ Proof of Concept	
Others	

Note: Salaries and wages relate to personnel employed for project on contract

Project Approval No.	Approval Date
Project Start Date	(months)
Duration	

Project Progress

Activity (as given in sanction and progress)	Quarter →												
	1	2	3	4	5	6	7	8	9	10	11	12	
[Activity 1]	Planned												
	Actual (%)												
	Actual												
[Activity 2]	Planned												
	Actual (%)												
	Actual												
[Activity 3]	Planned												
	Actual (%)												
	Actual												
[Activity 4]	Planned												
	Actual (%)												
	Actual												
[Activity 5]	Planned												
	Actual (%)												
	Actual												

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Note: This table should indicate the duration of each activity by a horizontal bar, as per Approved Project Proposal and as per actual progress (including assessed percentage of each activity).

Key Milestones

Milestone	Target date	Link with release
[Milestone 1]		
[Milestone 2]		2nd instalment (30%)
[Milestone 3]		
[Milestone 4]		3rd instalment (20%)
[Milestone 5]		
[Milestone 6]		4th instalment (10%)
[Transfer of Technology]		Final instalment (5%)

Note: At least four key milestones as identified during the approval of project should be provided.

Recommendation for Release	Recommended	Not Recommended	Reasons for not Recommending
Inception			
2nd Instalment			
3rd Instalment			
Final release			

Recommendation for Release	Recommended	Not Recommended	Reasons for not Recommending
Inception			
2nd Instalment			
3rd Instalment			
Final release			

Fund Release

	Inception		2nd Instalment		3rd Instalment		4th Instalment		Final Instalment	
	Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
MoT Share										
Milestone (As per Plan)										
(Actual)										
Industry Share										
Milestone (As per Plan)										
(Actual)										

[This instalment shall be released after successful transfer of technology]

Note: Milestones against which the instalments are to be released are to be inserted in the relevant boxes. Industry share, if in kind, has to be monetized. Successful transfer of technology would mean, identification of a partner and entering into a Technology Transfer Agreement with it.

Break up of Expenditure Incurred

Serial	Expenditure Head	Fund Sanctioned (Rs. lakh)	Expenditure till last Quarter	Expenditure in Review Quarter	Cumulative Expenditure	% of Total Sanctioned Cost
I	Capex					
II	Salaries and wages					
III	Consultancy					
IV	Consumables					
V	Promotion/Proof of Concept					
VI	Overheads & Travelling Expense					
VII	Others					
	Total					0%

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