

Monitoring Format

[Title of Project] _____

Project Sanction Code: _____

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 _____

Duration _____ (months)

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
Inception
2nd Instalment
3rd Instalment
Final release

Recommended	Not Recommended	Reasons for not Recommending

Fund Release

	Inception		2nd Instalment		3rd Instalment		4th Instalment		Final Instalment	
	35%		30%		20%		10%		5%	
	Date	Amount	Date	Amount	Date	Amount	Date	Amount		
MoT Share										[This instalment shall be released after successful transfer of technology]
Milestone (As per Plan)										
(Actual)										
Industry Share										
Milestone (As per Plan)										
(Actual)										

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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