**PROJECT COMPLETION REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| 01 | PROJECT NO. |  |  |
| 02 | DATE OF START |  |  |
| 03 | PROJECT DURATION APPROVED BY FUNDING AGENCY |  |  |
| 04 | DATE OF COMPLETION |  |  |
| 05 | PROJECT TITLE |  |  |
| 06 | NAME OF THE FUNDING AGENCY |  |  |
| 07 | SANCTION LETTER NO. |  |  |
| 08 | TOTAL AMOUNT SANCTIONED |  |  |
| 09 | TOTAL AMOUNT RECEIVED |  |  |
| 10 | TOTAL AMOUNT SPENT |  |  |
| 11 | BALANCE |  |  |

**CHECK LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| Slo. No. | Checks | Done/ Not Done | Remarks |
| 1 | All temporary advance settled |  |  |
| 2 | All PO Settled |  |  |
| 3 | **Stock Transferred** to Dept. Stock Register (as per format enclosed) a) Equipment b) Books c) Consumables remaining at the end of the project. |  |  |
| 4 | Unspent amount refunded to Funding agency |  |  |
| 5 | Copy of the **Final Technical Report** enclosed |  |  |
| 6 | Copy of the **Final Utilization Certificate** enclosed |  |  |

Signature of the Principal Investigator (Name:\_\_\_\_\_\_)

Signature of the Co-Investigator (Name:\_\_\_\_\_\_)

Signature of the HoD

Checked by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LIST OF CONSUMABLES AND NON CONSUMABLES TRANSFERRED TO DEPARTMENT OF \_\_\_\_\_\_\_\_ ON COMPLETION OF THE PROJECT NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| 02 | DATE OF COMPLETION OF THE PROJECT |  |  |
| 03 | DATE OF TRANSFER OF THE CONSUMABLES AND NON CONSUMABLES |  |  |
| 04 | PROJECT TITLE |  |  |
| 05 | NAME OF THE FUNDING AGENCY |  |  |

1. EQUIPMENT/ NON CONSUMABLES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Item, Model No. and Make | PO no. and dated | Name of the Vendor | Amount | Transferred to Stock Register No., Page and Sl. No.  / Remark |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. BOOKS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Item, Model No. and Make | PO no. and dated | Name of the Vendor | Amount | Transferred to Stock Register No., Page and Sl. No.  / Remark |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. CONSUMABLES REMAINING AT THE END OF THE PROJECT.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Item, Model No. and Make | PO no. and dated | Name of the Vendor | Amount | Transferred to Stock Register No., Page and Sl. No.  / Remark |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Signature of the Principal Investigator (Name:\_\_\_\_\_\_)

Signature of the Co-Investigator (Name:\_\_\_\_\_\_)

Entered By

Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Seal of the HoD/ HAC

Copy to AR- S&P, DR- F&A, HoD/ HAC