

**PROFORMA FOR SUBMISSION OF ANNUAL
PROGRESS REPORTS OF PROJECTS SUPPORTED UNDER
SEED DIVISION**

**INSTRUCTIONS FOR SUBMISSION OF PROGRESS
REPORT:**

1. Project report should be neatly typed in single spacing with all details as per the enclosed format in not more than 10 pages (A4 size), Coloured photographs (not more than 5) tables and graphs should be accommodated within the manuscript or should be enclosed with captions. Sketches and diagrammatic illustrations may also be given indicating stepwise details about the methodology followed in technology development/modulation, transfer and training. Documents/ manuals if any developed should also be enclosed with all technical details and techniques involved.

2. While requesting for release of next instalment, three copies of the annual progress report should be submitted along with up-to-date statement of expenditure and utilization certificate in the prescribed format.

**SEED DIVISION
DEPARTMENT OF SCIENCE & TECHNOLOGY
NEW MEHRAULI ROAD, NEW DELHI-110 016**

A. SUMMARY SHEET

1. TITLE OF THE PROJECT:
2. REFERENCE NO. OF SANCTION LETTER WITH DATE
3. PI NAME & ORGANISATION:
(COMPLETE ADDRESS WITH TELEPHONE NO. FAX & EMAIL
DETAILS)
4. DATE OF START:
5. DATE OF COMPLETION: SCHEDULED AND LIKELY
6. TOTAL COST OF THE PROJECT: SANCTIONED AND NOW ESTIMATED
7. STAFF SANCTIONED & IN POSITION:
8. TOTAL EXPENDITURE:
9. ASSETS DEVELOPED OR EQUIPMENTS ACQUIRED, IF ANY:
10. SUMMARY OF PROGRESS AGAINST APPROVED WORK-PLAN/TIME
SCHEDULE OF ACTIVITIES IN THE PROJECT:
11. ISSUES NEEDING ATTENTION OF GOVERNMENT/LOCAL BODIES:

B. DETAILED REPORT

(For the period from _____ to _____)

1. INTRODUCTION (NEED ASSESSMENT FOR S&T INTERVENTION IN PROJECT AREA):
2. APPROVED OBJECTIVES OF THE PROEJCT:
3. PROJECT AREA (BLOCK, VILLAGE, TOTAL AREA COVERED)
4. COMMUNITY BACKGROUND AND KNOWLEDGE LEVEL (CASTE, OCCUPATION, INCLUDING TRADITIONAL KNOWLEDGE & PRACTICES FOLLOWED)
5. METHODOLOGY & SYSTEMS APPROACH (SURVEY/ PRA EXERCISE; COMMUNITY MOBILIZATION & SOCIAL ENGINEERING; TECHNOLOGY IDENTIFICATION, MODULATION & DIFFUSION & TRAINING COMPONENT, ETC.):
6. TECHNICAL BACK-UP SUPPORT (NAMES OF SCIENTISTS INVOLVED AND SUPPORT RECEIVED & LINKAGES ESTABLISHED WITH S&T INSTITUTIONS):
7. SCIENCE & TECHNOLOGY COMPONENT (TECHNOLOGY PACKAGE DEVELOPMENT/ NEW INNOVATIONS/ OBSERVATIONS):
8. PEOPLE'S PARTICIPATION FROM PLANNING TO IMPLEMENTATION STAGE (WITH EMPHASIS ON THEIR INVOLVEMENT IN TECHNOLOGY GENERATION/ MODULATION/ TRANSFER/ ADOPTION; CO-OPERATIVE FORMATIONS/ SELF HELP GROUPS: GENDER PERSPECTIVE):
9. INDICATORS APPLIED FOR MONITORING (QUALITATIVE & QUANTITATIVE ANALYSIS/ STAKEHOLDER ANALYSIS):
10. OBJECTIVES ACHIEVED SO FAR:
11. WORK REMAINING TO BE DONE UNDER THE PROJECT:
12. AGENCIES/ INSTITUTIONS/ DEPT.'S LIKELY TO BE INTERESTED IN THE PROBLEM, METHODOLOGY, RESULTS, ETC.
13. CONSTRAINTS, IF ANY:
14. INTERVENTION OF DST REQUESTED FOR
15. DATE WHEN THIS REPORT WAS DISCUSSED WITH PROJECT TEAM/TARGET GROUP – AND BRIEF OUTCOME

DATE:

SIGNATURE OF PI & CO-I