



# भारतीय आयुर्विज्ञान अनुसंधान परिषद

**INDIAN COUNCIL OF MEDICAL RESEARCH**  
स्वास्थ्य अनुसंधान विभाग ( स्वास्थ्य एवं परिवार कल्याण मंत्रालय )  
DEPARTMENT OF HEALTH RESEARCH ( MINISTRY OF HEALTH & FAMILY WELFARE)

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली-110029  
V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX-4911, NEW DELHI-110029

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# भारतीय आयुर्विज्ञान अनुसंधान परिषद

## INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग ( स्वास्थ्य एवं परिवार कल्याण मंत्रालय )

DEPARTMENT OF HEALTH RESEARCH ( MINISTRY OF HEALTH & FAMILY WELFARE )

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली-110029

V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX-4911, NEW DELHI-110029

No.

Dated

The Director,

Subject: Termination of the enquiry entitled, “

Sir,

As you are aware, the Council has been providing financial assistance in respect of the above mentioned enquiry which is being carried out at your Institution.

As per planned duration of the project, the work of the enquiry was due to be terminated with effect from \_\_\_\_\_ (a.n.) No member of staff should be retained after that date. It is assumed that the staff employed on the enquiry might have been informed in writing that their services will not be required beyond the planned duration of the study.

A list (in duplicate) of non-expendable articles and of available expendable articles purchased for work of the enquiry together with the property register should be sent to the Council with suggestion as regards to their disposal.

An audit certificate from the auditors to the effect that the accounts have been audited and the money was actually spent on the object, for which it was sanctioned, may be sent to the Council. In case it is likely to take some time in getting the accounts audited by the authorized auditors of the Institute, a statement of account in respect of the grant available in termination of the enquiry should be refunded to the Council by means of a bank draft or cheques made out in the name of the Director-General, ICMR. The draft or cheque should be sent under registered cover.

A final report of work done on the enquiry since its inception duly prepared in the format given overleaf may please be sent (in quadruplicate) to the Council within one month from the date of the termination of the enquiry.

Reprints of the papers published, if any, should be sent to the Council. If it is proposed to publish the paper in a foreign journal prior permission of the Council should be obtained. The seeking the approval of the Council, the name of the foreign journal may also be intimated.

Due acknowledgement to the ICMR should be made in all publications based on the work done on the enquiry. Receipt of this letter may please be acknowledged.

Yours faithfully,

Administrative Officer  
For Director-General

Copy to: (1) Accounts Section-V (2) Finance Section (3) Audit Section (4) IRIS Cell (5) PI/Guide Dr.

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Administrative Officer  
For Director-General

## FORMAT FOR FINAL REPORT

1. Title of the Project:
2. Principal Investigator and Co-Investigators
3. Implementing Institution and other collaborating Institutions
4. Date of commencement
5. Duration
6. Date of completion
7. Objectives as approved
8. Deviation made from original objectives if any, while implementing the project and reasons thereof.
9. Experimental work giving full details of experimental set up, methods adopted, data collected supported by necessary tables, charts, diagrams and photographs.
10. Detailed analysis of results indicating contributions made towards increasing the state of knowledge in the subject.
11. Conclusions summarizing the achievements and indication of scope for future work.
12. S&T benefits accrued:

a) List of research publications with complete details: Authors, Title of paper, Name of Journal, Vol., page, year

b) Manpower trained on the project:

1. Research Scientists or Research Fellows
2. No. of Ph.Ds produced
3. Other Technical Personnel trained

c) Patents taken, if any:

d) Products developed, if any.

13. An Abstract (300 words for possible publication in ICMR Bulletin).

1) Procurement/usage of Equipment

Name of Equipment	Make/Model	Cost FE/Rs	Date of Installation	Utilization rate %	Remarks regarding maintenance/break down

b. Suggestions for disposal of equipment(s)

Name and signature with date

1. \_\_\_\_\_  
(Principal Investigator)

2. \_\_\_\_\_  
(Co-Investigator)