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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name** | ABC | | | | | | | |
| **Govt. Sanction letter Number** | 123243445 | | | | | | | |
| **Development Agency (DA)** | PQR (MSME/Startup/Large Industry) | | | | | | | |
| **Consortium Partner (if any)** | DEF | | | | | | | |
| **Academic Partner (if any)** | XXX | | | | | | | |
| **Total Cost of the Project** | Rs. X Lakhs | | | | | | | |
| DRDO Share | | | | DA Share | | | |
| Rs. (%) | | | | Rs. (%) | | | |
| **Date of start of the Project** | Date of MoU/Contract or First Installment, whichever is applicable | | | | | | | |
| **PDC of the Project (Months)** |  | | | | | | | |
| **Total number of Milestones** | 1 | 2 | | 3 | | | 4 | 5 |
| T0+ X1 | T0+ X2 | | T0+ X3 | | | T0+ X4 | T0+ X5 |
| **Details of Milestone getting Completed** | Milestone Number | | Description of Milestone as per Government Sanction Letter | | | | | |
| **Amount of Payment Sought** | Rs……………………/-  (in numerals) | | | | | Rs………………………/-  (in words) | | |
| **Submission Date** | Date of submission of contingent bill | | | | | | | |

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| --- | --- | --- | --- |
| **Technical Closure / Document** | | | |
| **Milestone closure report to be submitted by PMMG along with following Enclosures** | | | |
| **Sr. No.** | **Enclosures** | **To be furnished by** | **Checklist Submitted** |
| 1 | Milestone Closure Certificate (covering completion of activities and approval of deliverables as per GSL/agreement and milestone IPR if any | Approved by PMMG |  |
| 2 | Essentiality certificate for equipments | Duly vetted and issued by PMMG | Not Signed |
| 3 | MoM of PDR/CDR / another committee (if any) | Duly signed by PMMG |  |
| 4 | MOM of PMMG held for closure of current milestone no.- | Approved by PMMG |  |
| 5 | Documents (if any) | Approved by PMMG |  |

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| --- | --- | --- | --- |
| **Financial Closure / Documents** | | | |
| **Milestone closure report to be submitted by DA along with following Enclosures** | | | |
| **Sr. No.** | **Enclosures** | **To be furnished by** | **Checklist Submitted** |
| 1 | Utilization Certificate /Statement of Expenditure  **(Head wise as per annexure)** | **Signed and sealed by Industry and audited by CA**  **\*Bills within the stipulated time period of current milestone-(bills upto closing date of MS)** | Yes |
| 2 | CA Certificate | On CA’s Letter Head  Sign and Seal by CA |  |
| 3 | List of equipments and their bills/invoice (if any) | signed and sealed by Industry  (True certified copy and round stamp)  (Only invoices during the duration of current milestoneneeds to be submitted.For foreign equipments, submit Bank statement and remittance letter) |  |
| 4 | Request for release of BG (if any) |  |  |
| 5 | Bank Account Details and copy of Cancelled Cheque | **(Details of New Bank Account opened at the T0 of the project)** | Yes |
| 6 | Contingent Bill | **(Two Original copies ink signed with revenue stamp and company’s round stamp)** |  |
| 7 | Copy of PAN Card |  |  |
| 8 | Request Letter for release of payment | (Company seal & signature by authorized signatory) | Yes |
| 9 | Copy of old Contingent Bill, if any |  |  |

To initiate the process, please submit the above listed financial and technical documents in the given manner. Kindly note that DTDF might require some additional documents at later stage of milestone closure process depending upon the requirement, the same will be informed via mail to the industry.

The approval of completion of Milestone is given by Technical Committee. The Contingent Bill can be initiated only after approval of Technical Committee.

The signed documents sent by Industry must have round stamp