Policy, Research and Training Department

Our Ref: PRT/AR/G: 01   15.05.2020

Subject: Revised Proforma for submission of proposals for Action Research – Issue No. 2

This has reference to the Guidelines for Action Research dated 29 Apr 2020 hosted on BIS Intranet.

Proforma for "Proposal for Action Research" (PRTD/AR/PF: 01) is modified by adding Employee No. and revised Proforma (Issue No. 2 dated 13 May 2020) is attached herewith. To facilitate, filling the details, word file of the Proforma is also being sent through emails to all Deptts. at HQ/ROs/BOs/Labs/NITS.

Scientific Cadre Officers are requested to submit proposals in the revised proforma with immediate effect.

                                                                  (Sai Kumar Vedula)
                                                                  Scientist -C

Head (PRTD)

Circulated to: All Deptts. at HQ/ROs/BOs/Labs/NITS (through BIS Intranet)

Doc. No. : PRTD/AR/**PF:01**	Issue No. : 2	Issue Date 13 May 2020	**PROPOSAL FOR ACTION RESEARCH**

1.	**Employee No.**	
2.	**Name & Designation of Officer**	
3.	**Qualification**	
4.	**Discipline with area of specialization,** if any	
5.	**Deptt./BO/RO & Place of Posting**	
6.	**Title of Action Research Project**	
7.	**Objective of the Project**	
8.	**Relevance of the Project to BIS**	
9.	**Background of the Project** *(Give current status, based on Literature Survey or any other means, in about 500 words)*	*Attach separate sheet as Annex 1*
10.	**Research Methodology** *(Any or combination of Desktop, Field, Laboratory work etc., with Sampling Plan for Data Collection/Generation, Places to be visited with Purpose etc.)*	*Attach separate sheet as Annex 2*
11.	**Key Deliverables with Timelines**	
12.	**Support required from BIS** *(such as Funds for purchase of books&Technical journals, Cost of materials & consumables,etc.)*	*Attach separate sheet as Annex 3, if required*
13.	**Any other information relevant to the Project**	

Sign. of Officer
with Date

Head of Deptt./BO

Activity Head (DDG)

DDG(PRT)