

**CHECKLIST FOR ATTENDING CONFERENCE/SYMPOSIUM/WORKSHOP, ETC.  
ABROAD**

**Part-A**  
**GENERAL INFORMATION**  
**(Applicant to fill in Part A & B of the checklist)**

1. Name of the Candidate

2. Designation

3. Post held and the date from which held

4. Name of the Institute/ Project Directorate/Centre/ Regional Station/SAU where working

5. Area of current operation (name the project/projects)

6. Scale of pay and pay drawn (Basic)

7. Date of Birth

(D D)

(M M)

(Y Y Y Y)

8. Category to which the applicant belongs

SC

ST

OBC

Gen.

9. Date of joining the ICAR/SAU/Govt. Service

10. Nature of employment

11. If on probation or on contract please state the period of probation or contract

12. Educational qualifications and field of specialization

13. List of major R&D publications during the last three years

(Sheet to be attached, if necessary)

**Part-B**

**INFORMATION ABOUT THE CONFERENCE/SYMPOSIUM/WORKSHOP/CONGRESS ETC.**

1. Title of the Conference/Symposia/Workshop/Congress etc.

a) Venue

b) Period of event

c) Period of connected excursion visit or visits (if any)

d) Nature of visit

e) Purpose of visit

Chairman

Key Note Speaker

State of the art Rapporteur

Panelist

Presenting Paper as

i) Author

(ii) Co-Author

(iii) Oral

(iv) Poster

Any other(to be specified)

f) Details of paper to be presented

g) i) Expected date of departure from India

ii) Expected date of return to India

2. Relevance of the theme to the Institute's thrust area of Emerging area or project and the benefit which is likely to accrue to the system through application of experience gained in the field.

3. Whether the conference is sponsored by recognized academic bodies or professional institute

4. The name of the authority/agency sponsoring the visit

5. If the authority/agency sponsoring the visit is other than the Government, whether there would be reciprocal liability

6. Any other additional visit/visits in conjunction with / continuation of the present visit

a) Purpose: Yes/No

b) Justification

c) Sponsorship

7. Details of foreign visits undertaken by the officer over the last three years (additional sheet may be used, if necessary)

Country Visited	Period		Purpose
	From	To	
1	2	3	4

8. Whether deputation report on each visit submitted Yes/No

9. If yes, please furnish reference and report on the follow up and utilization of previous visit/visit(s)

Date:

Signature of the Applicant

**Part-C**

**Funding Arrangement Etc.**

(to be completed by the Institute's office)

Item of Expenditure	Expenses to be borne by DARE/ICAR/Institute, if any	Fund committed by the sponsor/host/others
1. International Air Fare-		
(a) Conference/symposia/workshop/congress		
(b) Associated visits:		
2. Internal travel (to provide details):		
3. Other expenses-		
(a) Registration fee, if any		
(b) Per diem (at the rate prescribed by MEA)		
(c) Accommodation:		
(d) All inclusive DA (for additional visit, in Case the total expenses are to be borne by DARE/ICAR /Institute)		
Total :		
4. Ratio of the external funding to the Total expenses (expressed as %)		
5. Availability of Funds (to be certified by F&AO/CAO/SAO/AO/Dir.)		Yes/No
6. Whether the deputation is covered under the existing Guidelines from the administrative angle (wrt age, service, Duration of absence etc.)		Yes/No
7. Whether the officer is free from vigilance/disciplinary angle		Yes/No
8. Whether arrangements will be made to look after the work of the officer during the period of absence		
9. Whether other officials are also going and if so the details thereof		

- 10. a) Sanctioned strength of scientists
- b) Number of scientists in position
- c) Number of scientists on deputation/  
        training abroad

- 11. Whether all the documents referred to in  
    **Part-D** of the checklist have been attached
- 12. Remarks if any

Yes/No

Date:

Name & Signature of the concerned  
Officer of the Institute with Designation

**Part-D**

Recommendation of DG/DDG/Director, as the case may be, with reference to the following aspects, namely, (a) technical suitability of the candidate, (b) content of the paper to be presented, (c) IPR issue involved, if any, and (d) sensitive issue involved, if any.

Date:

Signature of the DG/DDG/Director

**Part-E**  
**SUPPORTING DOCUMENTS**

<b>Documents</b>	<b>Whether annexed</b>		
	Yes	No	Not required
1. Letter of Invitation			
2. Conference Brochure with Registration fee details, if any			
3. Acceptance of the paper			
4. External Funding (relevant documents may be attached)			
5. Funding from ICAR/Institute (certificate on availability of funding from Institute Administration/finance to be attached)			
<b>In respect of additional visits</b>			
1. Invitation letter(s)			
2. Funding arrangement(s) (attach relevant documents)			

**CHECKLIST FOR TRAINING ABROAD**

**Part-A**

**GENERAL INFORMATION**

**(Applicant to fill in Part A & B of the checklist)**

1. Name of the Candidate
2. Designation
3. Post held and the date from which held
4. Name of the Institute/ Project Directorate/Centre/ Regional Station/SAU where working
5. Scale of pay and pay drawn (Basic)

6. Date of Birth

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DD/MM/YYYY

7. Category to which the applicant belongs

SC/ST/OBC/General

8. Date of joining the ICAR/SAU/Govt. Service

9. Nature of employment

On probation /Temporary/ On Contract  
/Permanent/any other (to be specified)

10. If on probation or on contract please  
state the period of probation or contract

11. Educational qualifications and field of specialization

12. Area of current operation (name the project/projects)

13. List of major R&D publications during the last three years  
(Sheet to be attached, if necessary)

14. Whether conversant with any foreign language

Or languages other than English

Yes/No



**Part-B**

**INFORMATION REGARDING THE TRAINING PROGRAMME**

1. Physical Details of the Training Course
  - (a) Subject
  - (b) Venue
  - (c) Duration of the training
2. Technical details of the Training Course
3. Purpose/specific objectives of the Training course
4. Whether the training facility/study material is not available in India Yes/No
5. If yes, please give justification for  
the proposed training (on a separate sheet)
6. Whether the applicant has the professional  
background related to the area of the proposed training
7. Whether the training is connected with the purchase  
Of any equipment for research purposes
8. Whether the training is under any MoU/Work Plan
9. The name of the authority/agency sponsoring the training programme
10. If the authority/agency sponsoring the  
Training programme is other than Govt.,  
whether there would be reciprocal liability
11. Relevance of the training programme to  
the Institute's thrust area or emerging area or  
Projects being carried out in the institute and the  
benefit likely to accrue to the system  
Through application of skill/experience gained during  
the training
12. Requirements in respect of infrastructure  
for following up the research on the lines of training
13. Is there any likelihood of developing a farmer  
friendly technology out of the visit, specially the following
  - a) PHT, better utilization of crop and residues
  - b) Reduction in the cost of harvesting
  - c) Reduction of drudgery and toil in

- agriculture operations, particularly of women
- d) Enhancing the fertility of soil by other than fertilizers
  - e) Innovative methods of pest and disease control
  - f) Innovative methods of water harvesting and utilization
  - g) Innovative concepts in preservation of ecology
14. Details of training undertaken on an earlier occasion or occasions, if any
15. Whether deputation report of earlier Training has been submitted Yes/No
16. If yes, please furnish reference and Report on the follow up and utilization of Training undertaken on an earlier Occasion or occasions

Date:

Signature of the Applicant

**Part-C**  
**Funding Arrangement Etc.**  
(to be completed by the office)

Item of Expenditure	Expenses to be borne by DARE/ICAR/Institute, if any	Fund committed by the sponsor/host/others
1. International Air Fare		
2. Internal travel (to provide details):		
3. Other expenses-		
(a) Per diem		
(at the rate prescribed by MEA)		
(b) Accommodation:		
	Total	
4. Ratio of the external funding to the Total expenses (expressed as %)		
5. Fund Availability		Yes/No
6. Whether the deputation is covered under the existing Guidelines from the administrative angle (wrt age, service, Duration of absence etc.)		
7. If the case is not covered under the Existing guidelines justification/remarks For departure from the guidelines may be given		
8. Whether the officer is free from vigilance/disciplinary angle		Yes/No
9. Whether the applicant is free from bond/obligation		Yes/No
10. a) Sanctioned strength of scientists		
b) Number of scientists in position		
c) Number of scientists on deputation/ training abroad		
11. Whether all the documents referred to in <b>Part-D</b> of the checklist have been attached		Yes/No
12. Remarks if any		

Date

Name & Signature of the concerned  
Officer of the Institute with Designation

**Part-D**

1. Monitorable output of post training

(only those columns which are relevant/applicable may be filled in)

<b>Output</b>	<b>Year1</b>	<b>Year2</b>	<b>Year3</b>	<b>Year4</b>	<b>Year5</b>
i) Utilization of new skills/techniques/technology					
ii) Development of new projects/initiatives					
iii) Development of innovative procedures					
iv) Number of training programmes likely to be organized and number of persons to be trained					
v) Publications					
vi) Seminars/conference/presentation					
vii) Professional collaborations with individuals/ organizations					

2. Proforma for Assessment of preparedness to utilize trained human resources

(only those columns which are relevant/applicable may be filled in)

- (i) Name of the institute
- (ii) Subject matter division concerned
- (iii) Priority area

(to be filled and certified by the Director of the Institute)

Infrastructure facilities	Available	New planned with schedule	How required fund for optimal use of new skills will be ensured			What linkages exist already, and what more will be established?	Any additional remarks
			Core (NP) funds	Contract research	Ad-hoc scheme		
1. Equipment							
2. Contingency							
3. Space /lab/ field etc.							
4. Support staff (RA, SRF etc.)							

## **Part-E**

### **Proforma for evaluating the Impact of Foreign Training**

(to be submitted every year for five years on return from foreign training)

1. Name of the Institute
2. Subject Matter Division concerned
3. Name of the Scientist
4. Discipline
5. Core Research areas for foreign training
6. Institute/Lab/University where trained
7. Field of Training
8. Duration and date
9. Funded by
10. Skills acquired
11. Abstract of training

### **Assessment on return**

(Fill all the items below and write NA against an item that is not applicable)

1. Trainings organized on return
2. Number of persons trained
3. New research initiatives/projects
4. Publications in journals
5. Papers presented in seminar/conference
6. Improvement in communication/presentation
7. Professional collaborations developed with individuals/organizations
8. List new facilities like labs/instruments/ techniques established etc.
9. List new/innovative procedures developed
10. List of resource materials brought from abroad
11. Resource materials shared with others
12. Professional recognition/award/patents achieved

**Part-F**  
**SUPPORTING DOCUMENTS**

Documents	Whether annexed		
	Yes	No	Not required
1. Letter of Invitation			
2. Conference Brochure with Registration Fee details if any			
3. Acceptance of the paper			
4. External funding (relevant documents may be attached)			
5. funding from ICAR/Institute (certificate on availability of funding from Institute Administration/finance to be Attached) In respect of Additional visits			
1. Invitation letter(s)			
2. Funding arrangement(s) (attach relevant documents)			

**CHECKLIST FOR BILATERAL PROGRAMMES OF DARE/ICAR AND  
COLLABORATIVE PROJECTS**

(If the training period is for more than two weeks under a project Checklist-II shall be used)

**Part-A**

**GENERAL INFORMATION**

(Applicant to fill in Part A & B of the checklist)

1. Name of the Candidate
2. Designation
3. Post held and the date from which held
4. Name of the Institute/ Project Directorate/Centre/ Regional Station/SAU where working
5. Scale of pay and pay drawn (Basic)
6. Date of Birth DD/MM/YYYY
7. Category to which the applicant belongs SC/ST/OBC/General
8. Date of joining the ICAR/SAU/Govt. Service
9. Name of employment On Probation/ Temporary/ On Contract  
/Permanent /any other (to be specified)
10. If on probation or on contract please  
state the period of probation or contract
11. Educational qualifications and field of specialization
12. Area of current operation (name the project/projects)
- 13(a) List of publications to be attached indicating
  - (i) Title of the paper
  - (ii) Name of the Co-author, if any
  - (iii) Name of the journal
  - (iv) Page, volume, month and year  
of publication abstracts not to be included)
- (b) Patents :
- (c) Books :

**Part-B**

**INFORMATION REGARDING THE BILATERAL PROGRAMME/COLLABORATIVE PROJECT**

1. Details of the study/training proposed to be undertaken abroad:
2. How is it related to the project/work in the Institute
3. How is it going to benefit the project/thrust area/emerging area of the institute
4. Indicate the name and address of the Institute  
In the host country where the scientist would like to work/visit
5. Occupational/professional experience with specific achievement
6. Name of the programme under which the visit is proposed to be undertaken
7. Name of the authority/agency sponsoring the programme
8. If the authority/agency sponsoring the programme is other than govt., whether there would be reciprocal liability
9. Name of the country to be visited
10. Duration of visit
11. If the scientist has been deputed abroad for study/training under bilateral programme/ collaborative project, the following information may be furnished.

Duration of Visit		Purpose of visit and programme under which the visit was made	Country visited
From	To		
1	2	3	4

12. Whether the scientist has submitted the requisite deputation report or reports in respect of the visit/visits undertaken by him Yes/No
13. If yes, please furnish reference and report on the follow up and utilization of the visit Undertaken

Date:

Signature of the Applicant



**Part-C**

**Funding Arrangement**

**(to be completed by the Institute's Office)**

Item of Expenditure	Expenses to be borne by DARE/ICAR/Institute, if any	Fund committed by the sponsor/hosts/others
1	2	3

1. International Air Fare

2. Internal travel (to provide details):

3. Other expenses-

(a) Per diem

(at the rate prescribed by MEA)

(b) Accommodation:

Total

4. Ratio of the external funding to the  
Total expenses (expressed as %)

5. Availability of Funds

Yes/No

(to be certified by F&AO/CAO/SAO/AO/  
Director in respect of projects only)

6. Whether the officer is free from

Vigilance/disciplinary angle

Yes/No

7. (a) Sanctioned strength of scientists

(b) Number of scientists in position

(c) Number of scientists on deputation/  
Training abroad:

8. Whether all the documents referred to in

Part-E of the checklist have been attached:

Yes/No

9. Remarks, if any

Date:

Name & Signature of the concerned  
Officer of the Institute with designation

**Part-D**

**(to be filled by the Director/Head of the Institute)**

1. Is the Project in the priority area?
2. Programme of the Institute for expansion/  
Establishment of facility in the area of the visit
3. Exchanges so far under this item
  - (i) Visits of your scientist  
[Please indicate name(s) and period(s)]
  - (ii) Visits of their scientists to your Institute
4. Up-to-date progress on the  
implementation of this item along with  
justification for the present proposal keeping  
in view (3) above
5. If there have been no exchanges so far,  
collaborative work envisaged under the  
programme may indicate
  - (i) Objectives
  - (ii) Time Frame
  - (iii) Sharing of work
  - (iv) Future exchanges envisaged
6. Has the candidate been sponsored  
previously under this collaborative project/  
programme; if so, give details of the work  
done and follow up action
7. Follow up action on the  
recommendation/work done by the scientist  
during his previous visit/visits abroad
8. Has the candidate been sponsored for  
training/visit abroad under any other  
programme? If so, give details
9. Order of priority with reference to other  
candidate being sponsored under the same  
programme/item

10. Certified that the particulars furnished  
by the scientist/candidate are correct and  
provision for expenditure on travel exists in  
the project.

Date :

Signature of the Director

**Part-E**  
**SUPPORTING DOCUMENTS**

<b>Documents</b>	<b>Whether annexed</b>		
	Yes	No	Not required
1. Letter of Invitation			
2. Conference Brochure with Registration Fee details, if any			
3. Acceptance of the paper			
4. External Funding (relevant documents may be attached)			
5. Funding from ICAR/Institute (certIFICATE on availability of funding from Institute Administration/finance to be attached)			
In respect of Additional visits			
1. Invitation letter(s)			
2. Funding arrangement(s) (attach relevant documents)			