

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Checklist for attending Conference /Symposium /Workshop/ Seminar/Congress /Convention/Training, 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/name of Deptt. where working	
5.	Mandated area of present post (Name the project/projects), if any	
6.	Scale of pay and pay drawn (Basic)	
7.	Date of Birth	
8.	Date of joining the ICAR/SAU/Govt. Service	
9.	Educational Qualifications and field of specialization	

Part-B

Information about the Conference /Symposium /Workshop/ Seminar/Congress /Convention/Training, etc. abroad

1.	Title of the Conference/Symposium/ Workshop/Seminar/Cogress/Convention/Training 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
		Panelist
		Rapporteur
	Presenting paper as	Author
		Co-Author
		Oral
		Poster
	Any other to be specified	
	f) Details of the 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 or 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 institutions	
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	Yes No
	a) Purpose	
	Justification	
	Sponsorship	
7.	Details of foreign visits undertaken by the officer over the last five years (Additional sheet may be used, if necessary)	
	Country visited	Period
		From To
	1	2 3
		Purpose
		Source of funding
		4 5

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/visits		
10.	Telephone Nos (with STD code):	Office :	Mobile :

Signature of the Applicant

Date:

Part-C

Funding Arrangement etc.
(to be completed by the Institute's Office)

Item of Expenditure	Expenses to be borne by	Funds committed by the sponsor/hosts/others
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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 Director/ Dean/HOD)	Yes No
6.	Whether the deputation is covered under the existing guidelines from the Administrative angle (w.r.t. 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.	Remarks, if any :		

Head of the Department

Technical Head

Controlling Officer

PART-D
SUPPORTING DOCUMENTS

S.No.	Name of document	Whether annexed		
		Yes	No	Not required
1.	Letter of invitation			
2.	Brochure of conference etc. 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)	