

**PROFORMA FOR ATTENDING NATIONAL AND INTERNATIONAL CONFERENCE/
SYMPOSIUM/WORKSHOP/SEMINAR/CONGRESS/ CONVENTION/TRAINING, ETC.
(WITHIN COUNTRY)**

1.	Personal Profile	
a.	Name of the applicant	
b.	Date of Birth	
c.	Designation	
d.	Discipline/Specialization	
e.	Basic Pay and scale on date	
f.	Date of initial appointment with the University	
g.	Date of joining the present post	
h.	Have you cleared probation as University teacher?	
i.	Place of Posting	
j.	Name of the establishment and scheme from where the salary is being drawn	
k.	Telephone Nos (with STD code):	Office :
		Residence:
		Mob.No.
l.	Fax No. (with STD code)	
m.	e- mail (for contact)	
2.	Particulars of the Conference /Symposium /Workshop/ Seminar/Congress /Convention/Training, etc. to be attended	
a.	Title of the Conference/Symposium/ Workshop/Seminar/Congress/ Convention/Training etc. along with venue and dates (Attach brochure)	
b.	Name of the society and organizing body	
c.	Provide evidence that the conference etc. is of National /International level (Attach Brochure)	
3.	Role of the participant in the Conference etc. (Attach proof)	
a.	To deliver a keynote address/ Invited talk/ plenary lecture	

b.	To act as Chairman/Co-chairman/ Rapporteur of the session.	
c.	Whether a member of Organizing Committee or executive body of the Society	
d.	If presenting a research paper, give title of the paper accepted for presentation. Also attach abstract and acceptance letter from organizers.	
e.	Mode of presentation	Oral Poster
4.	Details of Conference/ Symposium / Workshop/ Seminar/ Congress/ Convention etc. attended during the preceding two financial years and current financial year (Including those which attended availing duty leave and no financial liability on the university:	
Sr. No.	Name of Conference/ Symposium / Workshop/ Seminar/ Congress/Convention etc. with date and venue	Source of funding (ICAR /OA Scheme/ ICAR Dev. Assistance
a.		
b.		
c.		
5.	Details of trainings/refresher courses/ Training/ Refresher Course/ Winter School / Summer School etc. attended during the preceding two financial years and current financial year (Including those which attended availing duty leave and no financial liability on the university:	
Sr. No.	Name of trainings with date and venue	Name the source of funding (ICAR/OA Scheme/ ICAR Dev. Assistance)
1.		
2.		
6.	Break up of tentative expenditure (Rs.)	
a.	Registration Fee (for members only)	
b.	Mode of Journey	
c.	Tentative fare (including local mileage)	
d.	Dearness Allowance	
	Total	

7.	How this conference etc. would be useful to the you as well as department/ university (in brief)
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Certified that the above information provided is complete and correct and nothing has been concealed.

Signature of applicant

8.	Information to be furnished by the Head of the Department		
a.	i) Is it relevant and related to the work/specialisation of the teacher? ii) Has the paper/participation been approved by the DAC?		
b.	Source of financial Assistance (other than Non-plan/Plan state scheme) required for participation		
c.	Do you need financial assistance out of ICAR Development Assistance?	Yes	No
d.	If not, mention the name of ICAR/OA scheme from which expenditure (TA/DA/Registration Fee) will be met.* *The HOD will ensure that the scheme from which the expenditure for attending the conference is proposed, the funds will be kept reserved and the teacher after attending the conference may be impressed upon to submit the TA bill and registration charges as soon as possible, please.		

Certified that the above information provided by the applicant is complete and correct as per his/her service record and nothing has been concealed.

Head of the Department

Technical Head

Controlling Office