

**APPLICATION FOR ATTENDING INTERNATIONAL
CONFERENCE/SYMPOSIUM/WORKSHOP/CONGRESS**

Part – A

GENERAL INFORMATION

1. Name of the Applicant :
2. Designation :
3. Post held and the date from which held :
4. Name of the College/Research Station /
Extension Unit presently working :
5. Area of current operation :
(name the project/projects)

6. Scale of Pay and Basic Pay Drawn :
7. Date of Birth :
8. Category to which the applicant belongs : SC/ST/OBC/Gen.
9. Date of joining the University Service :
10. Employment Status : Probation / Permanent
11. If on probation, state the period of
probation :
12. Highest educational qualification
and field of specialization :
13. List of major R&D publications during
the last five years
(attach additional sheet, if necessary) :

Part – B

INFORMATION REGARDING THE INTERNATIONAL CONFERENCE / SYMPOSIUM / WORKSHOP / CONGRESS

1. Title of the Conference/Symposia/
Workshop/Congress :
- (a) Venue :
- (b) Period of event :
- (c) Period of connected excursion
visit (s) (if any) :
- (d) Nature of visit :
- (e) Nature of participation : Chairman of a Session /
Invited Speaker
- (f) Presenting paper as : Author / Co-Author
- (g) Nature of presentation : Oral / Poster
- (h) Details of the paper to be presented
(enclose copy of paper)
- (i) Title :
- (ii) Authors :
- (i) Expected date of departure from India :
- (j) Expected date of return to India :
2. Relevance of the theme to the Institute's
thrust area or emerging area of 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 :

- (a) Purpose :
- (b) Justification :
- (c) Sponsorship :

7. Details of foreign visits undertaken by the officer since joining in the University (use additional sheet, if necessary) :

Country visited	Period		Purpose
	From	To	
1	2	3	4

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

9. If yes, please furnish reference and report on the follow-up and utilization of previous visit/visits :

Date:

Signature of the Applicant

Part – C
Details of Funding Arrangement

**(To be completed by the Office of Colleges/Research Stations/Regional
Agricultural Research Stations/Extension Units)**

Item of Expenditure	Expenses to be borne by ANGRAU (Amount in Rs.)	Fund committed by the sponsor / hosts /others (Amount in Rs.)
1. International Air fare:		
(a) Conference/Symposia/Workshop /Congress	:	
(b) Associated visits	:	
2. Internal travel (provide details)	:	
3. Other expenses:		
(a) Registration fee, if any	:	
(b) Per diem (at the rate prescribed by MEA/ Govt. of A.P)	:	
(c) Accommodation	:	
<div style="display: flex; justify-content: space-between; align-items: center;"> Total : </div>		
4. Ratio of the external funding to the total expenses (expressed as %) :		
5. Availability of funds (to be certified by head of colleges/ research stations / extension units) :		
		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 action : Yes / No
8. Whether arrangement will be made to look after the work of the officer during the period of absence : Yes / No
9. Whether other officials are also accompanying (if so, provide details) :
10. (a) Sanctioned strength of scientists :
(b) Number of scientists in position :
(c) Number of scientist on deputation/ training abroad :
11. Whether all the documents referred in the application have been annexed : Yes / No

CERTIFICATE

Certified that the enclosed paper is the result of the original work done by / a concept paper of the author (s) / co-author (s).

Date:

Signature, Name & Designation
of the Head of the Department /
Research Station / Extension Unit

Part – D

Checklist of Supporting Documents

List of 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. Source of External Funds (attach relevant documents)	:		
5. Source of funds from college / research station (attach certificate on availability of funds from Institute Administration / Finance)	:		
6. A certificate from the Head of the Department / Station that the paper to be presented is a result of the original work done by the Teacher / Scientist	:		
7. No Objection Certificate from the non-accompanying co-authors	:		
8. Copy of the paper including abstract	:		
In respect of Additional visits	:		
1. Invitation letter (s)	:		
2. Source of Funds (attach relevant documents)	:		

Part – E

Recommendation of Dean / Director

Recommendation of Dean / 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 Dean / Director

Part – F

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 College/Research Station/ Extension Unit):
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:

CERTIFICATE

Certified that the enclosed paper is the product/outcome/result of the original work done by / a concept paper of the author (s) / co-author (s).

Date:

Signature, Name & Designation
of the Head of the Department /
Research Station / Extension Unit