

APPLICATION FOR TRAINING ABROAD

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 (work) :
(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 in the University :
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 Research publications during
the last three years :
(attach additional sheet, if required)
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 : Yes / No
7. Whether the training is connected with the purchase of any equipment for research purposes : Yes / No
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 training :

14. Details of trainings undertaken on an earlier occasion or occasions, if any :

15. Whether deputation report of earlier training has been submitted :

16. If yes, please furnish reference and report on the follow-up and utilization of the training undertaken on an earlier occasion or occasions :

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	:	
2. Internal travel (provide details)	:	
3. Other expenses		
(a) Per diem (at the rate prescribed by Govt. of A.P)	:	
(b) Accommodation	:	
<hr/>		
Total	:	
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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 (w.r.t. age, service, duration of absence, etc.)	:	Yes / No

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 action : 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 scientist on deputation/training abroad :
11. Whether all the documents referred to in Part – D have been annexed : Yes / No

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. Training Brochure with Registration Fee details, if any :			
2. Selection letter for the training from competent authority :			
3. External Funding (relevant documents may be attached) :			
4. Funding from research station / college (certificate on availability of funds from Institute Administration / finance to be attached) :			
In respect of Additional visits :			
1. Invitation letter (s) :			
2. Funding arrangements (s) (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, technical suitability of the candidate for the training programme and usefulness of the programme to the University's thrust areas)

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 Institute (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: