AGRICULTURE UNIVERSITY JODHPUR

Application form to be submitted to the competent authority of Agriculture University, Jodhpur for attending training/ seminar/ workshop/ conference etc.

1.	Name of the Candidate/Officer :	
2.	Designation with full official address :	
3.	Contact No. and e-mail ID:	
4.	Date of Joining in the University:	
5.	Date of Joining in the present post:	
6.	Pay Band/Grade Pay and basic pay as on date:	
7.	Whether presentation has been declared and if so, the date of presentation of the paper entitled (Please enclose the acceptance letter):	
8.	(i) Title of the Training/ Workshop/ Seminar/ Conference etc. sought to be attended and date/duration and place:	
	(ii) Duration of being away from the headquarter (with date, including travel period)	
	(iii) Whether the research paper to be presented in the conf./seminar etc. was submitted through proper channel :	
	(iv) Whether the paper is based on the research work done at Agriculture University, Jodhpur:	
9.	Organizing Institution:	
10.	Purpose for attending the requested Training/ Workshop/ Seminar/Conference etc. and the benefit to the Centre/College/University:	
11.	Are you an office bearer of the association/ organizing body? If yes, give the name of the post held (attach proof):	
12.	Is the applicant presenting a paper or presiding a session or is to act as a Rapporteur in a session? If yes, please enclose the letter conveying appointment as a session Chairman/ Rapporteur:	
13.	Whether registration fee is required and is sought to be reimbursed? If yes, indicate the amount:	
14.	(i) Whether TA/DA has to be borne by any externally funded project of the University? If yes, indicate the name of project with approximate amount of TA/DA needed:	
	(ii) Whether TA/DA has to be borne by the University? If yes, indicate the approximate amount of TA/DA needed:	
15.	Have you attended any Training/Workshop/ Seminar/ Conference etc during the current financial year? If yes, indicate the following: (a)Topic : (b) Date & Duration: (c) Organizing Institution: (d) Source of Registration fee and TA/DA paid:	

16.	Training/ Workshop/ Seminar/ Conference/ Summer or Winter Institute, etc. attended during last 5 years – give details:				
	S.N.	Year	Duration	Training/workshop/ Seminar/ Summer or Winter School	Financial liability on the University

17.	Have you submitted the report of Training/ Workshop/ Seminar/ Conference etc last attended? If yes, indicate the date and reference:	
18.	How have you used the knowledge/ skill/ experience gained in the last attended Training/ Seminar/ Workshop/ Conference, etc for the benefit of the Centre/College/University:	
19.	Whether the faculty/scientist has given seminar within a month of attending the immediately preceding seminar/workshop/conference etc.	

20. List of Enclosures:

Date: Signature of the applicant

21. Forwarded and recommended with the following remarks:
        (Officer Incharge must fill the information given below)

(i)	Is he/she working in a project/ scheme?	………………………
	Whether sufficient provision for Registration Fee and TA/DA exists to meet out expenses of his journey?	………………………….
	Please indicate the budget Head (Keeping the requirements of other essential tours of the project/office)	…………………………
(ii)	Whether his work in his absence will suffer	………………………
(iii)	Whether the organizing body/ host institutions of international/ national repute.	………………………
(iv)	In what way this participation will help in the work in which he is engaged for the growth/ development of the discipline?	………………………

Official forwarding No. ………………………

Signature and seal of
Officer Incharge/Cashier

22. Comments of the Concerned Dean/ Director:

1.   Recommended/ Not recommended, Please write the   ……………………….
     comment

2.   There is none else who is being recommended for the same   ……………………….
     conference/refresher course/ seminar
                                             or
     ------------------more persons are being recommended and
     he is recommended at priority No. -----------------

3. Any other comments: …………………………………………………

                                                                    Signature and seal of the
                                                                    Dean/ Director

23. Permitted / Not permitted

     Sanctioning Authority