

CHECKLIST FOR ATTENDING CONFERENCE/SYMPOSIUM/WORKSHOP 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 where working	: National Centre for Agricultural Economics and Policy Research, Library Avenue, Pusa, New Delhi - 110 012
5. Area of current operation (name of the project/projects)	:
6. Scale of Pay and Pay Drawn	
7. Date of birth	
8. Category to which the applicant belongs	
9. Date of joining ICAR/SAU/Govt. service	
10. Nature of employment	
11. If on probation or on contract please state the period of probation or contract	
12. Educational qualifications and field of specialization	
13. List of R&D publications during the last three years (sheet to be attached if necessary)	

Part- B

INFORMATION ABOUT THE CONFERENCE/SYMPOSIUM/WORKSHOP/CONGRESS. ETC.

<p>1. Title of the Conference/Symposium/Workshop/ Congress, etc.</p> <p>(a) Venue</p> <p>(b) Period of event</p> <p>(c) Period of connected excursion visit or visits (if any)</p> <p>(d) Nature of visit</p> <p>(e) Purpose of visit</p> <p>(f) Details of the paper to be presented</p> <p>(g) (i) Expected date of departure (ii) Expected date of return to India</p> <p>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.</p> <p>3. Whether the conference is sponsored by recognized academic bodies or professional institutions</p> <p>4. The name of the authority/agency sponsoring the visit</p> <p>5. If the authority/agency sponsoring the visit is other than the Government, whether there would be reciprocal liability</p> <p>6. Any other additional visit/visits in conjunction with/continuation of the present visit</p> <p>(a) Purpose</p> <p>(b) Justification</p> <p>(c) Sponsorship</p>	
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7. Details of foreign visits undertaken by the officer over the last three years

Country visited	Period		Purpose
	From	To	
1	2	3	4
8. Whether deputation report o-n each visit submitted			
9. If yes, furnish reference and report on the follow-up and utilization of the previous visit/visits			

Date:

Signature of the applicant

Part- D

Recommendation of DG/DDG/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 issues involved, if any, and (d) sensitive issue involved, if any.

- (a) The candidate has been engaged in research on technology and food policy and sustainable agricultural development for the last 30 years. He is competent enough to put views of Government of India on agricultural policies, and agricultural research and education in the meeting.
He has been deputed by DARE to attend the said meeting.*
- (b) The programme does not require any paper to be presented but only oral seminars and holding of discussion*
- (c) No IPR issues are involved in this*
- (d) There are no sensitivities involved in his participation in this meeting.*

Date

Signature of the DG/DDG/Director

Part –E
Supporting Documents

Documents	Whether required		
	Yes	No	Not required
<ol style="list-style-type: none"> 1. Letter of Invitation 2. Conference brochure 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) <p>In respect of additional visits</p> <ol style="list-style-type: none"> 1. Invitation letter (s) 2. Funding arrangements (attach relevant documents) 			