**BIHAR AGRICULTURAL UNIVERSITY: SABOUR**

**PROFORMA FOR SANCTION OF JOURNEY OUTSIDE STATE:**

 **PART ‘A’**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | Name of Scientists | **:** |  |
| **2.** | Designation | **:** |  |
| **3.** | Department / College | **:** |  |
| **4.** | Name of scheme from where the salary is being drawn | **:** |  |
| **5.** | Details of Workshop / Symposium / Conference / Training to be attended.  |
| a. | Status / topic ……………………………………………………………………………..………………………………………………………………………………………………………………………………………………………………………………………… |
| b. | Has he / she been invited in the capacity of some office bears of the society / workshop if so give details.  |
| c. | Whether research paper accepted for presentation.(Yes / No) |
| d. | Place :  |
| e. | Date: …………………. to ……………………… |
| **6.** | Number of Workshop / Seminar / Symposium / Conference / Training attended by the concerned Scientists in the year under reference.  |
|  |  | (Signature of the Scientists) |
| **PART ‘B’** |
| 1. | Provision of Contingencies under TA/DA head in the scheme (PI. specify) |  | Rs. …………………………………... |
| 2. | Balance available under ICAR Head at the concerned unit |  | Rs. …………………………………... |
| 3. | Balance of amount under TA/DA head in the current financial year |  | Rs. …………………………………... |
| 4. | Specific recommendation of the controlling officer regarding working arrangement in absence of the scientist |  | Rs. …………………………………... |
|  |  | (Signature of the Controlling Officer) |

**-2-**

**Appendix-2**

1. Date of joining
2. How many winter / summer school he / she has attended so far
3. Relevance of the subject / topic theme
4. Name of the Scientist / teacher who will look after the duties during the period of his / her absence.
5. Benefit to be obtained by the training programme.
6. Source of funding
7. The proposed T.A. advance should not be more than 50%