**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) |

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**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%