

REVISED CHECK LIST TO BE SUBMITTED TO THE COMPETENT AUTHORITY OF CENTRAL AGRICULTURAL UNIVERSITY (CAU) FOR ATTENDING TRAINING/SEMINAR/WORKSHOP/CONFERENCE ETC.

1. Name of the Candidate/Officer :
2. Designation with full official address :
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3. Contact No. and e-mail, if any:
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):
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8. i) Title of the Training/Workshop/Seminar/Conference etc. sought to be attended and date/duration and place :
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ii) Whether the research paper to be presented in the conf./seminar etc. was submitted through proper channel :
- iii) Whether the paper is based on the research work done at Central Agricultural University :
9. Organizing Institution:
10. Purpose for attending the requested Training/Workshop/Seminar/Conference etc. and the benefit to the College/University:
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11. Is the applicant presenting a paper or presiding a session or is to act as a Rapporteur in a session? Yes/No
If yes, please enclose the letter conveying appointment as a session Chairman/Rapporteur:

- 12. Whether registration fee is required? If yes, indicate the amount :
- 13. Whether TA/DA has to be borne by the University? If yes, indicate the approximate amount of TA/DA needed. :
- 14. Have you attended any Training/Workshop/Seminar/Conference etc. during the current financial year? If yes, indicate the following:
 - (a) Topic :
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 - (b) Date & Duration:
 - (c) Organizing Institution:
 - (d) Source of Registration fee and TA/DA paid:
- 15. Training/ Workshop/Seminar/Conference/Summer or Winter Institute, etc. attended during last 5 years – give details:
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- 16. Have you submitted the report of Training/Workshop/Seminar/Conference etc. last attended?
If yes, indicate the date:
- 17. How have you used the knowledge/skill/experience gained in the Training/Seminar/Workshop/Conference, etc for the benefit of the College/University:
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- 18. Whether the faculty/scientist has given seminar within a month of attending the immediately preceding seminar/workshop/conference etc.

Date:.....

Signature of the candidate

**Counter-Signature and seal of the
Controlling Authority with recommendation**