

**UNIVERSITY OF HORTICULTURAL SCIENCES, BAGALKOT**

**CHECK LIST FOR ATTENDING INTERNATIONAL TRAINING / CONFERENCE / SEMINAR**

1) Name of the Officer / Teacher	:	
2) Designation	:	
3) Present Place of Working	:	
4) Date of Entry into UHS	:	
5) Date of Entry into the Farm University (Previous to UHS)	:	
6) Total number of years of Service in the Farm University	:	
7) Name of the Conference, Training / Seminar etc. with dates and venue	:	
8) Title of Research Article / Abstract paper to be presented	:	
9) Mention Authors (1 <sup>st</sup> / 2 <sup>nd</sup> /3 <sup>rd</sup> Author, in case of 2 <sup>nd</sup> & Subsequent authors, authorization of preceding authors to be enclosed)	:	
10) Whether the research is outcome of UHSB staff projects outcome	:	
11) Whether the article is routed through University	:	
12) Whether the papers accepted by the Organizers. If yes – Oral / Poster	:	
13) Whether the proposal is be sent through proper channel.	:	
14) Whether attended such seminars in the last 5 years, if attended furnish details seminar, date and place	:	
15) Required Fund i) Air Fair ii) Registration Fees iii) Total Amount	: : :	
16) Any other information Outside sponsorship / funding out of projects (outside funded) T.A. grants (Ab A/c & balance to be mentioned)	:	
Date:		Signature of the Teacher / Scientist
<b>From Controlling Office</b>		
i. Name of the substitute/ working arrangement to be made during training period		
ii. Specific recommendations with remarks from the Controlling Officer to forward the proposal		
Date:		Signature of the Controlling Officer with seal

