

**UNIVERSITY OF HORTICULTURAL SCIENCES, BAGALKOT**

**CHECK LIST FOR ATTENDING TRAINING PROGRAMME**

1) Name of the Employee	:	
2) Designation	:	
3) Present Place of Working	:	
4) Date of Entry into UHS	:	
5) Total number of years of Service (including previous Govt. / University / ICAR service)	:	
6) Name of the Conference / Training / Symposium / Seminar intending to attend	:	
a. Date of training/conference	:	
b. Venue of the training / conference	:	
c. Name of the Organizer	:	
d. Registration Fees [If No registration fees mention - NA-]	:	Rs. _____ ( In words Rupees _____ )
e. Expenditure of TA / DA borne by (Please tick ✓ mark in the box)	Organizer	<input type="checkbox"/>
	University	<input type="checkbox"/>
f. Mention Ab.A/c.No. with DAC expenditure of Registration fee / TA / DA to be debited	:	Ab. A/c. No. _____ DAC No. _____
7) a) Title of Research Article / Abstract to be present in the Conference b) The article is out come of - i) Staff research project ii) PG research iii) Whether the same has been already presented / reported / published	:	
8) Mention specific outcome / result / knowledge (academic / research / extension) to be gained from this conference / training programme etc. in brief.	:	
9) Benefit / Profit to the University by the above programme	:	
10) Whether attended any such training programme in the previous year, if yes, give details	:	
10) Any other information	:	
Date:	Signature of the teacher	
<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	