

From

The Registrar
CCS Haryana Agricultural University,
Hisar

To

All Deans/Directors/HODs/Offices/Sections,
(including outstations),
CCS Haryana Agricultural University,
Hisar.

Memo.No.Admn.F3/2014/ 3494-3609

Dated: 6/06/14

Subject: Participation of teachers/scientists in Conferences/ Symposium/ Workshop/Seminar etc.

Comprehensive guidelines/procedure for grant of permission/ participation of the faculty members/scientists in National and International Conference/Symposium/ Workshop/Seminar etc. were issued from time to time. The instructions in this regard were reviewed by the Academic Council in its 452nd meeting held on 23.5.2014 vide item No.B-3 and the following decisions have been taken:

- a. Participation of teachers in National and International Conference/ Symposium/ Workshop/ Seminar/ Congress/Convention /Training etc. to be held within India.
1. Participation in National and International Conference/ Symposium / Workshop/ Seminar/ Congress/Convention etc.
 - i) Short listing for participation in the conference etc. will be guided by the following in order of priority:
 - a. Keynote speaker/ Invited lecture / lead lecture/ Chairing a session/ Panellist
 - b. Oral presentation
 - c. Poster presentation

Participation in the conference etc. without any of the activities listed from a to c above may not be considered / allowed.

Faculty members who are above or equivalent to the rank of Assoc. Professors, if invited for any activity listed in (a) above, will be considered for a maximum of two chances in a financial year. The controlling officer will allow them by granting duty leave without any financial liability whatsoever on the part of the University. The Director, HRM shall be informed accordingly by the Controlling Officer. Faculty members who have availed two such chances ~~earlier will not be~~ considered for participation in one more national / ~~international~~ conference.

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- ii) As far as possible, faculty members will be allowed to attend preferably one conference with a maximum limit of two in a financial year (2 only if attending an international conference etc. within or outside the country), related to his/her work/specialization. Out of these two conferences, international conference to be held abroad or within the country will not exceed one. Faculty members, who have never attended any conference etc. will get priority over those who have availed even one chance. More than two conferences in a year will not be encouraged, however, this practice will not be applicable for the faculty members who are office bearers or have to receive award/recognition of the professional society/congress/convention etc. of the subject. It should be the endeavour that the teachers are sent to these conferences in a rational manner. Some teachers are not sent at all, whereas some are sent to a large number of conferences, though there is need to encourage participation of teachers in the conference etc., yet it should be within proper limits of one or two in a year.
 - iii) The teachers under probation may be allowed to attend one conference etc. in a financial year during second year of their appointment.
 - iv) The recommendation of the DAC is obligatory for faculty members. The faculty members posted at places other than the parent department at campus/outstations will first submit the proposal to the parent / technical Head of the Department through proper channel for recommendation of the DAC before submitting the proposal to the Controlling Officer.
 - v) The STAs/TAs (with PG degree) RAs/SRFs/JRFs will be allowed to attend one conference etc. in a financial year provided the funds are available in the schemes in which they are working.
 - vi) The lowest/early bird registration fee meant for members of the society for attending a conference etc. may be considered for approval.
 - vii) In some conferences etc. there is a cut off date for the deposit of registration fee with early bird incentives, the proposals will be processed accordingly. If sufficient number of participants has already been approved in such cases, then the cases received afterwards, will not be entertained.
 - viii) The cases pertaining to a particular conference etc. as far as possible, be submitted in one lot, the cases received from different controlling officers will be processed only once and that too, two weeks in advance of the date of the

conference etc. The cases for the same conference received afterwards will not be entertained except in exceptional circumstances.

- ix) If the number of participants in a particular conference etc. is up to five, the DHRM will directly submit the case to the Vice-Chancellor for approval at his level. However, if the number of participants in a particular conference is more than five, it will be optimised on the recommendation of the committee consisting of the Director of Research, Director Extension Education and Dean of the college concerned, with DHRM as Chairman before submission of the case to the Vice Chancellor for approval.
- x) The prior permission of the competent authority is required to attend conference etc. in the field of specialization even by availing leave of the kind due without any financial liability on the university.
- xi) Once the permission for participation is granted by the Vice-Chancellor, the present practice of re-submitting such cases for minor changes in terms of change of date/or venue of the conference, name of scheme for financial support etc. to the Vice-Chancellor unnecessarily adds to the paper work. Therefore, the Controlling Officers are authorized to take appropriate action for such minor changes for already approved cases.
- xii) The Director, HRM will be the competent authority to approve cases for participation in Conference etc. where the registration fee is up to Rs. 2000/- per participant and the total number of participants is up to four in the same conference on the recommendation of DAC/Controlling Officer. Director, HRM shall send information to the Vice-Chancellor about the participation in Conference etc. approved by him.

Note: These guidelines will not apply in the cases for participation in the workshops/Group meetings of AICRPs, Agriculture Officers' Workshops, project related workshops/ meetings; and conferences etc. organised by CCS HAU, Hisar.

2. Participation in National and International Training/ Refresher Course/ Winter School /Summer School etc.
 - i) Faculty Members, in general, be allowed to attend two trainings etc. in three financial years, excluding induction training.
 - ii) No person on first probation as university teacher will be allowed training etc. outside the university.
 - a. The recommendation of the DAC is obligatory for faculty members. The faculty members posted at places other than the parent department at campus/

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- outstations will first submit the proposal to the parent / technical Head of the Department through proper channel for recommendation of the DAC before submitting the proposal to the Controlling Officer.
- b. The STAs/TAs (with PG degree) RAs/SRFs/JRFs will be allowed to attend one training etc. in two financial years provided the funds are available in the schemes in which they are working.
 - c. The cases pertaining to a particular training etc. as far as possible, be submitted in one lot, the cases received from different controlling officers will be processed only once and that too two weeks in advance of the date of the training etc. The cases for the same training etc. received afterwards will not be entertained except in exceptional circumstances.
 - d. The prior permission of the competent authority is required to attend training etc. in the field of specialization even by availing leave of the kind due without any financial liability on the university.
 - e. Once the permission for participation is granted by the Vice-Chancellor, the present practice of re-submitting such cases for minor changes in terms of change of date/or venue of the training etc. name of scheme for financial support etc. to the Vice-Chancellor, unnecessarily adds to the paper work. Therefore, the Controlling Officers are authorized to take appropriate action for such minor changes for already approved cases.
 - f. The Director, HRM will be the competent authority to approve cases for participation in training etc. where the registration fee is up to Rs. 2000/- per participant and the total number of participants is up to four in the same training on the recommendation of DAC/Controlling Officer. The Director, HRM shall send information to the Vice-Chancellor about the participation in training etc. approved by him.

Note: These guidelines will not apply in the cases for participation in the AICRP and other project related training etc.

B. Participation of teachers Conference/ Symposium/ Workshop/Seminar/ Congress /Convention /Training etc. to be held abroad.

For participation in International Conference/ Symposium / Workshop / Seminar/ Congress/Convention /Training etc. to be held abroad, the following instructions issued by the Registrar's office from time to time will continue to be operative:

1. Instructions issued by the Ministry of Finance, Govt. of India received from the ICAR and adopted by this University vide Endst. No. Adm. F2/2001/H-1/3216-315 dated 03.04.2001 provide as under:
 - i) If the invitation is received by the Govt. of India and the govt, of India selects an officer to attend such a workshop/ to present papers/ to deliver lectures etc., the officer will be treated as on official deputation.
 - ii) In cases where the invitation is received by the officer directly in his personal capacity, the officer should be treated as on a personal visit and he will be asked to proceed on leave.
2. Instructions issued by the Finance Department, Govt. of Haryana and adopted by this University vide Endst. No. Adm.F2/2010/V-37/8793-8943 dated 23.12.2010 provide as under:
 - i) No Officer/Official shall be allowed to undertake more than two official visits in a financial year irrespective of which agency bears the cost.
 - ii) Further, private visits from own sources shall also be restricted to one visit in a financial year.
3. Provision of partial financial assistance for participation in International Conferences/ Symposia/Workshops/Seminars/Trainings etc. held abroad

The Academic Council in its 429th and 430th meetings held on 31.5.2010 and 17.7.2010, respectively had approved the proposal for providing partial financial assistance in International Conference/Symposium/Workshop/ Seminar/Congress/ Convention /Training etc. held abroad. The salient features of the proceedings of the meeting are as under:

- i) The cooling period shall be three years instead of five years.
- ii) The partial financial assistance of Rs.45,000/- will be provided instead of equivalent to 1000 US \$.
- iii) Such an assistance be available to a maximum of eight participants a year and two, a quarter from the plan sources (B-XI-Plan (Agri.) "Provision for Unforeseen Academic Requirements"). The un-availed slots during a quarter would be carried over to the subsequent quarter(s).
- iv) Preference will be given to those faculty members who have never been abroad to attend any conference/ seminar/ symposia/ workshop/ training etc. under AHRD/UNDP/ICAR or funding from other outside agencies.

The above decision of the Academic Council was circulated vide Memo No.HRM/Plg./2010/6838-50 dated 06.07.10. The amount of partial financial assistance is enhanced from Rs. 45,000/- to Rs. 50,000/-.

4. Instructions issued by the Home Secretary, Govt. of India, New Delhi, conveyed to the University by Political and Parliamentary Affairs Department, Haryana Govt. and circulated by the University vide No. Admn. R-4/2013/M-300/8739-68 dated 8.10.13 provide as under:
 - (i) As per Section 6 of the Foreign Contribution (Regulation) Act (FCRA), 2010, no member of a Legislature or office bearer of a political party or Judge or Government servant or employee of any Corporation or any other body owned or controlled by the Government shall, while visiting any country or territory outside India, accept, except with the prior permission of the Central Government, any foreign hospitality.
 - (ii) Currently, the applications for grant of prior permission for accepting foreign hospitality have to be submitted in the form of hard copies along with the forwarding/recommendation letter of the concerned Ministry/Department, signed copy of the online FC-2 form and the invitation letter from the host or the host country.
 - (iii) To streamline the procedure, it has been decided that applications in respect of Government servants and employees of Corporations or any other body owned or controlled by the Government shall be accepted on the online system only. The online system is at www.fcraonline.nic.in.
 - (iv) Therefore, along with filing the online application form (FC-2 Form), the following documents should be scanned and uploaded:
 - Invitation letter from the host organization or country.
 - Administrative clearance of the concerned Ministry or Department of the Government (clearly mentioning the date, venue and purpose of the visit along with nature of visit i.e. official or private).
 - The signed application Form(FC-2 form)

With the submission and uploading of these documents in the online system an acknowledgement would be generated and this will constitute a complete application.

Documents to be attached for attending the National / International Conference/Symposium/Workshop/ Seminar/Congress/Convention /Training etc.

- i) Duly filled in prescribed proforma
- ii) Brochure of the conference etc.
- iii) Abstract of the paper
- iv) Acceptance letter from the organizers
- v) No objection certificate from the co-authors irrespective of the order of the authorship
- vi) Recommendations of Departmental Advisory Committee (DAC) of the parent department
- vii) Permission from Govt. of India if accepting foreign hospitality (in case of Conference, Training etc. abroad)

The proforma for participation in Conference/Symposium/Workshop/ Seminar/ Congress/Convention /Training etc. within India has been revised and is enclosed. For participation in Conference/Symposium/Workshop/ Seminar/Congress/ Convention/ Training etc. abroad, the earlier proforma issued by the ICAR and adopted by the University is also enclosed, please.

These guidelines will take effect immediately.

Sumit
5.6.14
Registrar

CC:

1. All Dy. Registrars/Dy. Comptrollers/Asstt. Registrar/A&AOs/ Supdt.
2. Secretary to Vice-Chancellor, CCSHAU, Hisar
3. Asstt. Registrar (Acad.) w.r.t. his Memo.No.Acad/13/FUA/A6/2441 dated 29.5.2014.
4. All Assistants (Internal)

In charge, Computer Centre, please upload these guidelines on the Univ. web-site.

Sumit
8.8.14

Assistant Registrar (Faculty)
CCS Haryana Agricultural University
Hisar-125004 (India)

In charge computer centre.

Sumit

**PROFORMA FOR ATTENDING NATIONAL AND INTERNATIONAL CONFERENCE/
SYMPOSIUM/WORKSHOP/SEMINAR/CONGRESS/ CONVENTION/TRAINING, ETC.
(WITHIN COUNTRY)**

1.	Personal Profile	
a.	Name of the applicant	
b.	Date of Birth	
c.	Designation	
d.	Discipline/Specialization	
e.	Basic Pay and scale on date	
f.	Date of initial appointment with the University	
g.	Date of joining the present post	
h.	Have you cleared probation as University teacher?	
i.	Place of Posting	
j.	Name of the establishment and scheme from where the salary is being drawn	
k.	Telephone Nos (with STD code):	Office :
		Residence:
		Mob.No.
l.	Fax No. (with STD code)	
m.	e- mail (for contact)	
2.	Particulars of the Conference /Symposium /Workshop/ Seminar/Congress /Convention/Training, etc. to be attended	
a.	Title of the Conference/Symposium/ Workshop/Seminar/Congress/ Convention/Training etc. along with venue and dates (Attach brochure)	
b.	Name of the society and organizing body	
c.	Provide evidence that the conference etc. is of National /International level (Attach Brochure)	
3.	Role of the participant in the Conference etc. (Attach proof)	
a.	To deliver a keynote address/ Invited talk/ plenary lecture	
b.	To act as Chairman/Co-chairman/ Rapporteur of the session.	

c.	Whether a member of Organizing Committee or executive body of the Society		
d.	If presenting a research paper, give title of the paper accepted for presentation. Also attach abstract and acceptance letter from organizers.		
e.	Mode of presentation	Oral	Poster
4.	Details of Conference/ Symposium / Workshop/ Seminar/ Congress/ Convention etc. attended during the preceding two financial years and current financial year (Including those which attended availing duty leave and no financial liability on the university:		
Sr. No.	Name of Conference/ Symposium / Workshop/ Seminar/ Congress/Convention etc. with date and venue	Source of funding (ICAR /OA Scheme/ ICAR Dev. Assistance	
a			
b			
c			
5.	Details of trainings/refresher courses/ Training/ Refresher Course/ Winter School / Summer School etc. attended during the preceding two financial years and current financial year (Including those which attended availing duty leave and no financial liability on the university:		
Sr. No.	Name of trainings with date and venue	Name the source of funding (ICAR/OA Scheme/ ICAR Dev. Assistance)	
1.			
2.			
6.	Break up of tentative expenditure (Rs.)		
a.	Registration Fee (for members only)		
b.	Mode of Journey		
c.	Tentative fare (including local mileage)		
d.	Dearness Allowance		
	Total		

7.	How this conference etc. would be useful to the you as well as department/ university (in brief)
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Certified that the above information provided is complete and correct and nothing has been concealed.

Signature of applicant

8.	Information to be furnished by the Head of the Department		
a.	i) Is it relevant and related to the work/specialisation of the teacher? ii) Has the paper/participation been approved by the DAC?		
b.	Source of financial Assistance (other than Non-plan/Plan state scheme) required for participation		
c.	Do you need financial assistance out of ICAR Development Assistance?	Yes	No
d.	If not, mention the name of ICAR/OA scheme from which expenditure (TA/DA/Registration Fee) will be met.* *The HOD will ensure that the scheme from which the expenditure for attending the conference is proposed, the funds will be kept reserved and the teacher after attending the conference may be impressed upon to submit the TA bill and registration charges as soon as possible, please.		

Certified that the above information provided by the applicant is complete and correct as per his/her service record and nothing has been concealed.

Head of the Department

Technical Head

Controlling Officer

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CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

**Checklist for attending Conference /Symposium /Workshop/ Seminar/Congress
/Convention/Training, etc abroad**

Part-A

GENERAL INFORMATION

(Applicant to fill in Part A & B of the checklist)

1.	Name of the Candidate	
2.	Designation	
3.	Post held and the date from which held	
4.	Name of the Institute/ Project Directorate/Centre/Regional Station/ SAU/name of Deptt. where working	
5.	Mandated area of present post (Name the project/projects), if any	
6.	Scale of pay and pay drawn (Basic)	
7.	Date of Birth	
8.	Date of joining the ICAR/SAU/Govt. Service	
9.	Educational Qualifications and field of specialization	

Part-B

Information about the Conference /Symposium /Workshop/ Seminar/Congress /Convention/Training, etc. abroad

1.	Title of the Conference/Symposium/ Workshop/Seminar/Congress/Convention/Training etc.	
	a) Venue	
	b) Period of event	
	c) Period of connected excursion visit or visits (if any)	
	d) Nature of visit	
	e) Purpose of visit:	Chairman
		Key Note Speaker
		Panelist
		Rapporteur
	Presenting paper as	Author
		Co-Author
		Oral
		Poster
	Any other to be specified	
	f) Details of the paper to be presented	
	g) i) Expected date of departure from India	
	ii) Expected date of return to India	
2.	Relevance of the theme to the Institute's thrust area or emerging area or project and the benefit which is likely to accrue to the system through application of experience gained in the field	
3.	Whether the conference is sponsored by recognized academic bodies or professional institutions	
4.	The name of the authority/ agency sponsoring the visit	
5.	If the authority/agency sponsoring the visit is other than the Government, whether there would be reciprocal liability	

6.	Any other additional visit/visits in conjunction with / continuation of the present visit			Yes	No
	Purpose				
	Justification				
	Sponsorship				
7.	Details of foreign visits undertaken by the officer over the last five years (Additional sheet may be used, if necessary)				
	Country visited	Period		Purpose	Source of funding
	1	From 2	To 3	4	5
8.	Whether deputation report on each visit submitted			Yes	No
9.	If yes, please furnish reference and report on the follow-up and utilization of previous visit/visits				

Signature of the Applicant

Date:

Part-C

Funding Arrangement etc.
(to be completed by the Institute's Office)

Item of Expenditure	Expenses to be borne by	Funds committed by the sponsor/hosts/others
1.	International Air fare –	
	a) Conference/symposia/workshop/congress	
	b) Associated visits	
2.	Internal travel (to provide details)	
3.	Other expenses-	
	a) Registration fee, if any	
	b) Per diem (at the rate prescribed by MEA)	
	c) Accommodation	
	d) All inclusive DA (for additional visit, in case the total expenses are to be borne by DARE/ICAR/ Institute)	
	Total	
4.	Ratio of the external funding to the total expenses (expressed as %)	
5.	Availability of funds (to be certified by Director/ Dean/HOD)	Yes No
6.	Whether the deputation is covered under the existing guidelines from the Administrative angle (w.r.t. age, service, duration of absence, etc.)	Yes No
7.	Whether the officer is free from vigilance/ disciplinary angle	Yes No

8.	Whether arrangements will be made to look after the work of the officer during the period of absence	
9.	Whether other officials are also going and if so the details thereof.	
10.	a) Sanctioned strength of scientists	
	b) Number of scientists in position	
	c) Number of scientists on deputation / training abroad	
11.	Remarks, if any :	

Head of the Department

Technical Head

Controlling Officer

PART-D

SUPPORTING DOCUMENTS

S.No.	Name of document	Whether annexed		
		Yes	No	Not required
1.	Letter of invitation			
2.	Brochure of conference etc. with Registration Fee details, if any			
3.	Acceptance of the paper			
4.	External funding (relevant documents may be attached)			
5.	Funding from ICAR/Institute (Certificate on availability of funding from Institute Administration/finance to be attached)			

In respect of Additional Visits

1.	Invitation letter (s)	
2.	Funding arrangement(s) (Attach relevant documents)	