**Project Monitoring and Evaluation Cell**

**भाकृअनुप–राष्ट्रीय पशुरोग जानपदिक एवं सूचना विज्ञान संस्थान**

 **ICAR–National Institute of Veterinary Epidemiology and Disease Informatics**

**(ISO 9001: 2015 Certified)**

**Proforma IV-R**

**Performa to be submitted to PME Cell by Scientist/STO/RA/SRF/JRF/YP/Admin staff for forwarding proposal for participation in conference/Seminar/Workshop/ etc.**

|  |  |
| --- | --- |
|  | **Name and Designation of Officer:** |
|  | Division/Section  |  |
|  | Name of scientific forum organizing the conference/seminar/symposium etc., |  |
|  | Are you a member of above organization?If Yes, mention the portfolio held | Yes/No |
|  | Whether the scientists have been invited by the organizers to chair a session/to present a Lead paper/to give a key note address/guest speak. | Yes/No |
|  | Whether the undersigned is the presenting author of the abstract/paper | Yes/No |
|  | Number of seminar/symposium/conference **attended** by the scientist during the current financial year and for each mention the source of fund. | Total-Institute-External- |
|  | Number of seminar/symposium/conference **applied** by the scientist during the current financial year and for each mention the proposed source of fund. | Total-Institute-External- |
|  | Has the research work proposed to be presented by you been conducted under an approved project in this Institute  | Yes/No |
|  | Has the work proposed to be present by you at the conference / seminar/ symposium etc., been done by you or by your student and is part of the thesis |  |
|  | Has one copy of the abstract been signed by all the Authors? All the authors contributed in this work have been figured in the abstract in due sequence\* | Yes/No |
|  | Whether the abstract/lead /full paper has an approval by competent authority | Yes/No |
|  | Whether the approval letter of abstract/full paper submission received from PME attached | Yes/No |
|  | Whether the acceptance letter of abstract/full paper received from organizer attached | Yes/No |
|  | The Expenditure of TA/DA and registration will be borne from which project? Institute/External Project- Project Code: |  |
|  | Whether the consent of the Institute where in scientist was actively working been obtained and enclosed? (This will be required if the abstract is from the work conducted outside this Institute? Enclose a copy of the consent) | Yes/No |
|  | Required documents listed in the checklist are attached (Annexure IV) | Yes/No |

\* *The responsibility in this regard lies with the author/staff and PME Cell will not be responsible as per the proforma for forwarding abstract/full paper to the seminar/symposia/conference etc.*

The information given above by me is correct to the best of my knowledge and belief.

 (Signature with name and designation)

 Recommended and forwarded by the PME cell In-charge

 (Signature of the PME Cell In-charge)

The proposal is approved/ not approved (Signature of the Director of the Institute)

**Annexure-IV R**

**Project Monitoring and Evaluation Cell**

**भाकृअनुप–राष्ट्रीय पशुरोग जानपदिक एवं सूचना विज्ञान संस्थान**

 **ICAR–National Institute of Veterinary Epidemiology and Disease Informatics**

**CHECKLIST**

The following documents/reference are required for forwarding/processing of the submitted proposal for participation in conference/Seminar/Workshop

|  |  |  |
| --- | --- | --- |
|  **S. No** | **Documents/Reference** | * **Tick**
 |
| 1.
 | Duly signed and completed proposal for participation in conference/ Seminar/ Workshop by the applicant |  |
|  | The approval letter of abstract/full paper submission received from PME attached, if not reason for that… |  |
|  | Duly signed and abstract by the author (s) with specified minimum requirements including format, for submission of the abstract/full paper and the authors contributed in this work have been figured in due sequence. Attach, if not compiled with S.No. 2, (if applicable) |  |
|  | The acceptance letter of abstract/full paper received from organizer attached, if not reason for that…. |  |
|  | Invitation by the organizers to chair a session/to present a Lead paper/to give a key note address/guest speak. Attach, if not compiled with S.No. 4 (if applicable) |  |

\* The incomplete application without the required checklist will not be processed further at PME Cell of ICAR-NIVEDI.

 **(Signature with name and designation)**

**OFFICE USE (PME Cell) Only**

Date of Receipt of application as per register in PME Cell……………….Provided Ref. No. ......................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Documents/Reference submitted by Author(s)** | **Verified by PME Cell**  | **Remarks/****Comments** | **Signature of the Verified officer**  |
| 1. |  |  |  |  |
| 2/3 |  |  |
| 4/5. | . |  |
| 6 | Number of seminar/ symposium/ conference attended by the Presenting/corresponding Author during the current financial year ------(if applicable) | Total –Institute –External – |

Date of submission/put of file to the CA /Director Cell:

Signature of Incharge

Date of receipt of file from the CA /Director Cell :……………………..

Date of clearance from PME Cell:……………… PME Cell Ref. No. with date:……………………….

Communication date: Soft copy through Email/ Hard copy:…………

Signature of PME Cell Incharge