

*Annexure TR-1***Proforma for Submission of Proposal on Training Programme**

1. Title of the training programme: _____
2. Institute where the training programme will be conducted: _____
3. Objectives (attach a separate sheet if required): _____
4. Time Schedule (attach a copy of programme schedule): Dates From ____ to ____
5. Name and address of sponsoring/collaborating agency: _____
6. Status of sponsoring/collaborating agency:
 Indian: Central Government/Government Undertaking/State Government/Private organisation/NGO/other (specify): _____
 Foreign: U.N agency/CGIAR Institute/Private Organisation/other International Agency (specify): _____
7. Additional information on foreign sponsoring/collaborating agency (attach a separate sheet if required):
 - a) Genesis of the proposal:
 - b) Details of past collaborations, if any, by the collaborator/sponsor with the applicant Institute/other ICAR institutes/other Indian institution(s), whatever is known:
 - c) Justification/need for foreign sponsorship/collaboration and likely benefits (scientific, economic, societal, strategic etc.) for the Institute/ICAR/India:
 - d) Foreign support/collaboration (details): Financial support/Equipment support/Technical support/any other:
8. Programme Director for training (attach a brief CV indicating credentials in the content area(s) and/or training capabilities, in case programme is sponsored by foreign agency)
 Name & Designation:
 Address for correspondence:
 Telephone/Email:
9. Programme coordinator for training programme (attach a brief CV indicating credentials in the content area(s) and/or training capabilities, in case programme is sponsored by foreign agency)
 Name & Designation:
 Address for correspondence:
 Telephone/Email:
10. Resource persons for the training programme with their qualifications and justifications (attach list).
11. Whether the required facilities and equipments for conducting the training programme are available with the Institution. Yes/No
12. Any additional equipments/infrastructural facilities, if any, required for implementation of the training programme. Give their approximate cost and justification for inclusion in the costs.
13. Number of participants:
14. Nationality of participants: Indian/Foreign (Please give nos./details)

15. In case of foreign participants, has the required approval of MEA been taken (enclose the detailed application forms of the participants as given in Annexure TR-3):
16. Proposed budget for the training programme giving break-up for different operational heads as given below:

Operational Head	Approximate expenditure
Travel cost (if provision has to be kept)	
a. Travel for trainees and resource persons	
b. DA/per diem for trainees and resource persons	
c. Travel costs for educational tours, study visits, etc., where applicable.	
Boarding and lodging	
a. For trainees	
b. For outstation resource persons	
Training material (including resource material, stationery, etc.) to be provided to trainees	
Consumables/chemicals/glasswares/raw materials/components	
Resource person fee / Honorarium	
a. Resource persons	
b. Programme Director and Programme Coordinator (s)	
c. Other Staff	
External payment envisaged (cost of outsourcing for transport and other services)	
Contingencies	
Institutional Charges (Cost of physical inputs/services/utilities provided by the institute)	
Service tax/any other tax	

17. Whether a written Agreement has been entered into with the sponsoring agency incorporating the essential elements as indicated in Chapter I para 1.3.3.

(Signature)

Programme Coordinator/Director

(To be forwarded by Head of Division, in institutes where applicable)

18. Recommendation of PME cell:

Certified that the proposal is in conformity with the ICAR rules and guidelines.

Any other comment:

Date:

(Signature)

I/c, PME cell

Approval of the Director of the Institute:

Date:

(Signature)
Director of the Institute

The training programmes organized under the auspices of international organizations or under bilateral agreements between the Govt. of India/ICAR and other country/organizations and involving foreign nationals within the country; and those to be organized outside the country, require approval of the Director General, ICAR. These shall be submitted to concerned Subject Matter Division (SMD) in ICAR Headquarters along with endorsement and specific recommendations of Director of the Institute that the proposal is clear from technical/administrative/security/sensitivity angles.

(Signature)
Director of the Institute

The SMD along with their observations should send it for approval of the competent authority through the concerned unit in International Cooperation (IC) Division, Department of Agricultural Research and Education (DARE), who, in turn, shall process the proposal for approval of the competent authority.