

DR. Y. S. FARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI, SOLAN  
" GENERAL ADMINISTRATION BRANCH "

No. UHF/REGR/GA/5-51/99/-42006-56

Dated:- 8/3/2000

NOTIFICATION

In supersession of this office notification No. UHF/Regr./GA/5-51/99-31190-230 dated 24.11.1999, the Vice-Chancellor, Dr. Y. S. Parmar University of Horticulture & Forestry, Nauni (Solan) is pleased to constitute the following committee to streamline the visits of teachers/scientists to foreign countries under Cultural Exchange Programmes/Study Tours/Fellowships/Scholarships/Trainings etc.:-

- |  |           |
|--|-----------|
| 1. Director of Research                      | -Convener |
| 2. Director of Extension Education           | -Member   |
| 3. Dean, College of Horticulture             | -Member   |
| 4. Dean, College of Forestry                 | -Member   |
| 5. Concerned Prof. & Head/Head of the Deptt. | -Member   |

The Director of Research will also function/act as Head of the Deptt., in the cases of Scientists/teachers at out-stations.

The above Committee henceforth will scrutinise the cases of teachers/scientists with regard to their visits to foreign countries under Cultural Exchange Programmes/Study Tours/Fellowships/Scholarships/trainings etc. and will also give its recommendations for the approval of the Vice-Chancellor. While recommending the cases, the following information may invariably be supplied :-

1. Usefulness of the visit for the University/teacher/scientist concerned.
2. Source of funding the visit.
3. Work arrangements to be made in the absence of concerned teacher/scientist.
4. Treatment of period of absence.
5. Last visit of the teacher/scientist abroad and the purpose of that visit.
6. Any other relevant information.

All such cases will be received in the office of the Director of Research, who will convene the meeting of the Committee whenever necessary. After scrutiny and obtaining the recommendation of the Committee, the Director of Research will send all the cases to the Registrar for the consideration of the Vice-Chancellor.

  
Registrar

Endst.No.Even/- 42006-56

Dated:- 8/3/2000

Copy of the above for information and further necessary action is forwarded to the following :-

DR. YSP UNIVERSITY OF HORTICULTURE AND FORESTRY, NAUNI, SOLAN  
" GENERAL ADMINISTRATION BRANCH"

No. UHF/REGR/GA/5-51/2k/-2007/-116 Dated:- 5-10-2000

NOTIFICATION

In partial modification of this office notification No. UHF/REGR/GA/5-51/99/-42006-56 dated 8.3.2000, the applications of the teachers/scientists for visit to foreign countries for attending cultural exchange programmes/study tours/fellowships/conferences etc. where no financial implications are involved shall henceforth be forwarded by the concerned Deans/Directors to the Registrar with their specific recommendations for consideration/approval of the Vice-Chancellor. However, such applications of teachers/scientists where University finance/ICAR Assistance is involved, may be routed through the screening committee constituted for the purpose vide aforesaid notification.

This has the approval of the Hon'ble  
Vice-Chancellor.

  
Registrar

Endst. No. Even/- 2007/-116 Dated:- 5-10-2000

Copy of the above for information and further necessary action is forwarded to the following:-

1. All the Statutory Officers/Professor and Heads of the Depts./Heads of the Offices, UHF, Nauni, Solan.
2. All the Associate Directors (R&E/E&T), RHRRS's/KVKs/ Sub-stations of the UHF.
3. The Deputy Registrar (Estt.-I), UHF, Nauni, Solan.
4. The Secretary to the Vice-Chancellor for kind information of the Vice-Chancellor.
5. The Private Secretary to the Registrar, UHF, Nauni, Solan.

  
Registrar



DR YASHWANT SINGH PARMAR  
UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI, SOLAN  
"ESTABLISHMENT BRANCH"

No. UHF/Reg/Estt/1-143/14/-16620-60

Dated: 28/10/2015

NOTIFICATION

The Board of Management vide item No. 11 of its 97<sup>th</sup> meeting held on 08.10.2015 has approved the guidelines formulated by the Committee to treat the period spent abroad by the teacher/scientist in connection with conference, seminar, symposium, workshop, presentation of paper and training etc, on duty, only in those case where the request from any of the institutions is received and considered by the University for nominating the teachers/ Scientists of the concerned discipline, and not through individual scientist/ teacher concerned. The Board also agreed for those Scientists who apply through proper channel by taking cognizance of various circulars endorsed by the University to attend conferences/ seminars/ symposia/ workshops/ presentation of papers and training, to treat them on duty.

The Guidelines formulated by the Committee is as under:

I Guidelines:

- a) Usefulness of the visit for the teacher/ scientist
- b) Source of funding the visit.
- c) Work arrangement to be made in the absence of concerned teacher/scientist.
- d) Last visit of the teacher/scientist abroad and purpose of that visit.
- e) Only two applications in calendar year of a teacher/scientist to visit abroad in connection with culture exchange programme/ study tour/ fellowship/ scholarship shall be forwarded which is required to be recommended by the committee constituted for the purpose.
- f) Only two applications in a calendar year of a teacher/scientist to visit abroad in connection with conference, seminar, symposium, workshop, presentation of paper and training etc, shall be forwarded.
- g) Where no financial implications are involved, the application of a teacher/ scientist for the above purpose shall be forwarded by the concerned Dean/Director to the competent authority for approval. Where University Finance/ICAR Assistance is involved the same will be routed through the Screening Committee constituted for the purpose.