

*Annexure-II*

**Proforma to be submitted to PME Cell by author(s) for forwarding abstract/full paper for presentation to the national/international seminar/symposia/conference etc.**

Date \_\_\_\_\_

To

Head of the Division/Regional Station/In-charge, PME Cell,

\_\_\_\_\_ Institute

**Subject:** Submission of abstract/full paper for presentation to the national/international seminar/symposia/conference etc.

Sir,

I/we are/am enclosing herewith an abstract/full paper entitled “ \_\_\_\_\_ ” with a request that the permission may kindly be granted for submission of the same in the “ \_\_\_\_\_ ” national/international seminar/symposia/conference/others (to specify).

S.No.	Item	Particulars
1.	Date/Location/Venue of the symposium/seminar/conference etc. to be organized	
2.	Dead line/last date of submission of abstract/full paper to the organizers	
3.	Name of the society/organization	
4.	Cost of travel/boarding & lodging/fee including registration fee borne by ICAR/Institute/organizer/sponsor/self	
5.	Whether care has been taken that the publication will not leave to premature disclosure in case filing of patent is envisaged	Yes/No
6.	Whether the issue of plagiarism has been taken care of	Yes/No
7.	Whether all minimum requirements including format, introduction, body, conclusion, works cited page, conventions' (grammar and spelling) etc. for submission of manuscript have been taken care of	Yes/No

I, Dr/Mr/Smt/Ms.....certify that: i) The data/results/schemes/ideas given in the abstract/paper is based entirely on the work of my/our research work and need not necessarily represent the views of the Institute/ICAR; and ii) Due credit of authorship has been given to each contributor of the abstract/paper.

(Signature with name and designation of Corresponding Author)

(Signature of available Co-authors, if any)

Recommended and forwarded by the HoD/In-charge

(Signature of the HoD/In-charge)

Recommended and forwarded by the PME Cell In-charge

(Signature of the PME Cell In-Charge)

Approval of the Head of the Institute (Director/JD/PC/PD)

(Signature of the Head of the Institute)

**PME Cell Reference No.** .....