



PARB PROFORMA FOR OVERSEAS TRAINING

Training Project No. _____ (Assigned by PARB)

		PERSONAL INFORMATION	
1		NAME OF THE SCIENTIST	
2		DESIGNATION	
3		ORGANIZATION / INSTITUTION	
4		PARTICULARS	
	4.1	Designation/BPS/CNIC No.	
	4.2	Qualification	
	4.3	Relevance of the Training with applicant's Professional Career	
	4.4	Date of Joining the said Organization	
	4.5	Discipline (Agriculture, Livestock, Forestry, Fisheries, etc.)	
	4.6	Date of Birth/Age on the date of Application	
	4.7	Telephone No. Cell No.	
	4.8	E-mail	
	4.9	Address	
	4.10	Any other Personal Information Attach attested & verified CV	
		TRAINING DETAILS	
5		Subject and Type of Training	
	5.1	Scope of Training	

	5.2	Country (Place and Venue)	
	5.3	Ranking of the Training Institute (Attach Evidence)	
	5.4	Acceptance from the said Training Institute	
	5.5	Title of Training	
	5.6	Clearly Mention the Demonstrable values for the Department	
	5.7	Main Objectives of the Training	
	5.8	Dates/Schedule of Training (Attach schedule/program)	
6		OBJETIVES/JUSTIFICATION OF THE TRAINING	
	6.1		
	6.2		
	6.3		
	6.4		
	6.5		
7		NOC from the Administrative Department (Attach evidence)	
		TRAINING ORGANIZATION	
8		NAME	
	8.1	Name of Institution	
	8.2	Name of the Organization	
	8.3	Name/Head of the Organization	
	8.4	Ranking and Credibility of the Institution	
	8.5	Repute of the Organizers	
	8.6	Website	
9		RESOURCE PERSON	
	9.1	Name	

	9.2	Telephone/Cell	
	9.3	Postal Address	
	9.4	E-mail	
		COST AND BENEFITS	
10		ESTIMATED COST	
	10.1	From any other Funding Agency	
	10.2	From the Host Institution	
	10.3	Requested from PARB	
	10.3.1	Air Ticket	
	10.3.2	Registration Fee	
	10.3.3	Visa Fee	
	10.3.4	Perdiem (as per Govt. Rules)	
	10.3.5	Total	
11		PREVIOUS TRAININGS AWAILED	
	11.1	Training Title	
	11.2	Country	
	11.3	Month/Year	
	11.4	Cost incurred	
12		BENEFITS OF THIS TRAINING	
	12.1	Benefits to the Institution	
	12.2	Benefits to the Farmers/Stakeholders/Industry	
	12.3	Benefits to the Province/Country	
	12.4	Anticipated Long Term Collaboration	
	12.5	Any other	
		UNDERTAKING	
13		I undertake as under	
	13.1	to follow the PPRA rules for the procurement involved in this visit.	
	13.2	to submit a detailed post-visit-training report to PARB within one month	

	13.3	to submit the original Vouchers/Bills/Receipts/Boarding Passes alongwith the Expenditure Statement to PARB.	
	13.4	to pay all the applicable taxes including GST/ PST and Income Tax, etc. as per Govt rules.	
	13.5	to incur the expenditures/funds exclusively for the purpose for which these are released.	
	13.6	to clear the expenditures/vouchers of the foreign visit from internal and external audit. I will be solely responsible if any ambiguity arises during audit.	
14		SIGNATURES	SIGNATURE & SEAL OF THE CANDIDATE WITH DATE
15	15.1	RECOMMENDATIONS AND EBNDORSEMENT OF THE HEAD OF ORGANIZATION	
	15.2	SIGNATURES	SIGNATURE & SEAL OF THE HEAD OF ORGANIZATION

NOTE: Your application must reach PARB office at least 45 days before the training date/event otherwise it will be not entertained.