

Proforma to be submitted to PME Cell by author (s) for Forwarding Research Manuscript for Publication in Research Journals

To _____ Date _____

Head of the Division/Regional Station/In-charge, PME Cell, ICAR- VPKAS, Almora, Uttarakhand, India

Subject: Submission of Research Manuscript for publication in scientific journals

Sir,

I/we are/am enclosing herewith manuscript of an original scientific research article entitled “_____” with a request that permission may kindly be granted for submission of the same in the “_____” journal national/international/others (to specify).

We would like to submit the manuscript online/ submit manually/ mail by out self/ 3 copies of the manuscript submitted for onward submission to the Journal by PME Cell.

I hereby certify that the information given for each of the items listed below is correct.

S.No.	Item
1.	The article/paper/manuscript is based on bona fide research and/or miscellaneous observation conducted in the Institute, and is related to mandated activities as per details below.
2.	Project title: Project Ref No.: Type of project: Institute project/ Externally funded/ Contract research/ M.Sc./ Ph.D. research/ any other scheme
3.	Title/ Topic/ Name of the activities of the Institute of which the publication is an output.
4.	The manuscript has been thoroughly checked by all the authors (including the authors from other organization, if any) and is satisfied with its form and content.
5.	Due credit of authorship has been given to each contributor of the article.
6.	The sequence in which the authors' names appear has been decided by consensus.
7.	The article has not been submitted simultaneously for publication in any other journal.
8.	Due acknowledgment has been given to funding agencies or for assistance received from individuals/ institutes/ sponsoring agencies for carrying out this work.
9.	Care has been taken that publication will not lead to premature disclosure in cases where filling of patent is envisaged.
10.	Data/ Results/ Scheme/ Ideas given in the paper are entirely the outcome of my/ our research work and the Institute and ICAR are not responsible for any liability arising out of this publication.
11.	Internal Citing: The required number of secondary sources has been cited parenthetically in the proper format; and credit is given each time the information is used, even if it is paraphrased or summarized.

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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.

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To

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

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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).

Project Title:

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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	
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Proforma to be submitted to PME Cell by author (s) for forwarding popular article/ review article etc.

To

Head of the Division/ Regional Station/ In-charge, PME Cell,
ICAR-VPKAS, Almora-263601, Uttarakhand, India**Subject:** Submission of popular article/ review article etc.

Sir,

I/ we are/ am enclosing herewith an popular article/ review article entitled “_____” with a request that the permission may kindly be granted for submission of the same in the “_____”.

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3.	Whether all minimum requirements including format, introduction, body, conclusion, works cited page, convention' (grammar and spelling) etc. for submission of manuscript have been taken care of	Yes/No

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The Data/ Result/ Schemes and ideas given in this paper are entirely the outcome of my/ our research work and the institute and ICAR are not responsible for any liability arising out of this abstract/ presentation.

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ICAR - Vivekananda Parvatiya Krishi Anusandhan Sansthan, Almora - 263601, Uttarakhand, India
Forma to be submitted by Scientists(s)/ Technical Officer on Transfer/ Resignation/ Superannuation

STATUS OF RESEARCH PROJECTS

Sl. No.	Project No.	Project Leader	Project Associate(s)	RPF-I	RPF-II	RPF-III	Annual Report	No. of Research paper/ published/ presented*	Whether Data (Hard & Soft copy) has been submitted to PI, Nodal Person & PME Cell	Remarks	Signature of Scientist Taking over charge
1.											
2.											
3.											
4.											
5.											

**A Separate list of publications/abstracts/popular/ review articles etc. to be attached as well as a copy of publications (hard/ soft) & Abstract should be provided to PME Cell*

Annual Reports and completed RPF's submitted to the Technical Cell on _____.

Charge handed over

Charge taken over

Verified

(Signature of the Scientist to be relieved)

(Signature of taking over the charge)

Officer-In-Charge (PME Cell)

(Raw data hard & soft copy has been received by the PI/ Co-PI)

Signature of the Head of Division/ Section

DIRECTOR

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