

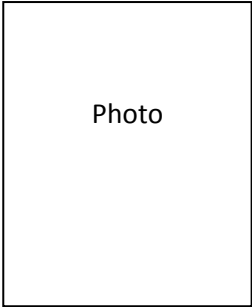


**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE  
THE UNIVERSITY OF BURDWAN**

BURDWAN, WEST BENGAL – 713 104

Website: www.buruniv.ac.in

E-mail: office@hrdc.buruniv.ac.in



**Application Form for Orientation Programme / Refresher Course /  
Summer School/ Winter School / Workshop/ Short-Term Course**

<b>Name of the Course (as per Tentative Schedule) for which Application is made</b>	
<b>Period (as per Tentative Schedule)</b>	

1. Name of the Applicant (Block Letters) : .....

2. Sex (Please tick) : Male / Female / Transgender

3. Community (GEN/ST/SC/OBC/BC) : .....

4. Qualification : .....  
(M.A/M.Sc/M.Com/M.Ed/LLM/MLIS/M.Tech/Others)

5. Highest Qualification : .....  
(Ph.D/M.Phil/Others)

(a) Date/Month/Year of Award : ...../...../.....  
of highest qualification

(b) University from which degree is awarded : .....

6. Present Designation : .....  
(Asst. Professor: Stage – I, II or III/Associate Professor/Professor/Others)

7. Present College / University Address : .....  
(Whether Private/State/Central/State Aided) .....

Office Phone No. : STD Code ..... No.....

8. Name of the Affiliating University : .....

9. Residential Address : .....  
.....  
.....

Residential Phone No. : STD Code ..... No.....

10. Mailing Address with Pin Code : .....
- Mobile Number : .....
- E-Mail (Call Letter to be sent) : .....
11. Subject/Discipline of appointment (Block Letters) : .....
12. Nature of Appointment (Permanent / Full Time Contractual / Full Time Ad-hoc / Part Time) : .....
13. Teaching Experience (in Years) [Since First Regular Appointment] : UG ..... PG ..... Total .....
14. Details of Previous participation in attending Orientation / Refresher Course/Summer/Winter School:
- (a) Orientation Course : From To At
- (b) Refresher Course : From To At
- (c) Summer/Winter School : From To At
15. Date of First Regular Appointment (DD/MM/YYYY) : ...../...../.....

16. Details of Promotion received (till date):

From	To	Date of Promotion (DD/MM/YYYY)
Stage-I (AGP Rs.6000/-)	Stage-II (AGP Rs.7000/-)	
Stage-II (AGP Rs.7000/-)	Stage-III (AGP Rs.8000/-)	
Stage-III (AGP Rs.8000/-)	Associate Professor (AGP Rs. 9000/-)	
<b>Important! : For supporting documents see **Note.</b>		

17. Details of Next Career Advancement:

Due Date (DD/MM/YYYY)	From Stage with AGP	To Stage with AGP
<b>Important! : For supporting documents see **Note.</b>		

18. Are you a resident of Burdwan Municipality (Please tick) :  YES  NO
19. Accommodation Required (Please tick) :  YES  NO

*I do hereby declare that the entries made in this application form are true to the best of my knowledge and belief and I shall abide by the rules and regulations of the UGC-HRDC, BU during the course.*

Date:

.....  
Signature of the applicant

**\*\*Note:** To substantiate the Due Date of Promotion claimed in the form, the following documents are to be submitted along with the application:

- i. For private college: Appointment letter, documents in support of Promotion at various stages (if any)
- ii. For Govt.-aided college: Appointment letter & Pay fixation memo(s), documents related to previous Career Advancement Date (if any).
- iii. For Govt. College: Appointment letter, Govt. Order / Pay fixation memo(s), documents related to previous Career Advancement Date (if any)..
- iv. For University: Appointment letter & Order issued by the Registrar, documents related to previous Career Advancement Date (if any).
- v. Others: Relevant documents of appointment, documents related to previous Career Advancement Date (if any).
- vi. Document in support of M. Phil and/or Ph. D certificate (if any).

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**Certificate of 'Recommendation' and 'No Objection' from the Registrar of the University/Principal/ Officer-in-Charge /Teacher-in-Charge/Head of the Institution**

This is to certify that the applicant (Name) .....  
(Present designation with AGP) ..... is a Permanent / Full Time Contractual / Full Time Ad-hoc / Part Time teacher in this institution and is serving for ..... years. I do hereby recommend her/his application for (name of the course applied for)..... I also certify that the information provided by the participant has been checked and verified to best of my knowledge & all necessary supporting documents are attached herewith. If selected, she/he will participate in the above mentioned course.

Date:

Place:

*Signature of Registrar of University/Principal/  
Teacher/Officer-in-Charge/Head of the Institution  
(With Seal)*

**Note:**

1. Applications will be accepted only in HARD COPY.
2. The last date for receipt of an application form is 30 days before the commencement of the course.
3. Selected applicants will be intimated through e-mail.
4. BANK DRAFT has to be sent by participants ONLY AFTER INTIMATION OF SELECTION.
5. Participants will not be entitled for TA and/or any other allowances if the College/University/Institution is not admitted under 2(f) & 12 B of UGC Act.
6. No TA is admissible for attending Short Term Courses.
7. Candidates are no longer entitled for DA as per UGC guideline of 2018.
8. It is mandatory for candidates to submit filled up ANNEXURES at the time of registration.
9. Incomplete applications and forms containing incorrect information will be rejected.

## For the use of the office of UGC-HRDC, BU only

- Documents relating to Career Advancement Due Date.
- Documents in support of M.Phil / Ph.D
- Remark/s (if any)

Checked with Signature

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### Application Procedure

1. Hard copy of application may be submitted throughout the year.
2. Complete application (Hardcopy) must reach us 30 days before the commencement of a Programme. ***No application will be entertained after that date and incomplete application will not be accepted.***
3. (a) In case of **OP/RC/SUMMER SCHOOL/WINTER SCHOOL/STC/WORKSHOP**, a **non-refundable** demand draft of Rs. 1,000/- (Rupees One thousand only) should be sent in favour of **“UGC-HRD Centre, The University of Burdwan”** payable at **BURDWAN only after a candidate is selected for the course.** The crossed demand draft should be sent along with confirmation letter within the date specified in the e-mail. Draft should not be purchased before 45 days of commencement of a Programme.  
  
(b) The confirmation letter should be sent through email/hardcopy only after a candidate is selected for the course within the date specified in the call letter / e-mail.
4. **It is mandatory for candidates to submit filled up ANNEXURES at the time of registration.**  
**Note:** As per XII Plan of UGC, Teachers working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit to be included under Section 12(B), may be invited to participate in the Orientation Programmes and Refresher Programmes. The teachers of colleges that do not yet come within the purview of Section 12(B), but have been affiliated to a university for at least two years, will be permitted to participate in the programmes/courses. However, they won't be paid TA and/or any other allowances for attending these courses.
5. Outstation Teacher Participants may be paid AC III tier railway fare (all trains) or AC Deluxe Bus fare ***on production of tickets in original.*** Reimbursement will be restricted to shortest route.
6. **Participants are requested to look into Burdwan University Website ([www.buruniv.ac.in](http://www.buruniv.ac.in)) regularly for Selection List and for any other important information, including change of dates of a Programme.**

#### **Address for all Correspondence:**

The Director  
UGC HUMAN RESOURCE DEVELOPMENT CENTRE  
THE UNIVERSITY OF BURDWAN  
GOLAPBAG, BURDWAN  
PIN – 713104  
WEST BENGAL, INDIA  
Tel: 0342-2657938 / 0342-2658050 (D)  
Fax – 0342-2657938  
EPABX – 0342-2634975 (Extn. 461)  
E-mail: [office@hrdc.buruniv.ac.in](mailto:office@hrdc.buruniv.ac.in)  
Website: [www.buruniv.ac.in](http://www.buruniv.ac.in)

ANNEXURE- A

BANK DRAFT DETAILS

Name of applicant : .....

Name of course applied for : .....

Name of College/University : .....

Mobile No. : .....

Bank Draft No. : .....

Date of Draft drawn  
(MM/DD/YYYY) : .....

Name of Bank : .....

Branch : .....

*Applicants Full Signature*

## ANNEXURE- B

### CERTIFICATE FOR CLAIMING TA

To  
The Director  
UGC-Human Resource Development Centre  
The University of Burdwan  
Burdwan

#### **Subject: Certificate for Claiming TA**

Dear Sir,

This is to certify that our college/institution/organization  
(Name of the Institution) ..... is affiliated to  
..... University since ..... and  
recognized under Section 2(f) & included under Section 12(B) of UGC Act 1956, vide letter No  
..... dated ..... received from University Grants  
Commission, New Delhi.

The above information provided is true to our knowledge, and if found to be otherwise, the  
concerned teacher Mr./Mrs./Ms./Dr. .... who is attending the  
Course / Programmes organized by UGC-HRDC, Burdwan University will not be entitled for his/her TA as  
per the new UGC Guidelines for HRDCs.

Yours sincerely,

Date:

Place:

**Principal/Head of Institution**  
**(Signature with seal)**

**Note: As per XII Plan of UGC, Teachers working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit to be included under Section 12(B), may be invited to participate in the Orientation Programmes and Refresher Programmes. The teachers of colleges that do not yet come within the purview of Section 12(B), but have been affiliated to a university for at least two years, will be permitted to participate in the programmes/courses. However, they won't be paid TA and/or any other allowances for attending these courses.**

ANNEXURE- C

RELEASE ORDER

To  
The Director  
UGC-HRDC  
The University of Burdwan  
Golapbag, Burdwan - 713104

Sub: Release order of

Mr/Ms/Dr..... for joining the  
(name of the course applied for).....

Sir/Madam,

With reference to the above, I am to inform you that

Dr. / Mr. / Mrs. Ms.....  
is hereby released today (DD/MM/YYYY)...../ ...../ ..... to enable him join the (name of  
the course applied for) .....being  
conducted by UGC-HRDC, The University of Burdwan from  
(DD/MM/YYYY)...../ ...../ ..... to (DD/MM/YYYY)...../ ...../ .....

He / She shall attend the course full time and shall not avail any kind of leave during the  
programme and his/her period of absence shall be treated as per rule.

**Signature & Seal of  
Registrar of University/Principal/  
Teacher or Officer-in-Charge /Head of the Institution**