

C-168/076

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-29

No.F.20-14/2010-Estt. I

Dated:15.10.2024

OFFICE MEMORANDUM

Subject: Mechanism for granting permission to non-faculty employees (other than Scientists) to attend conferences, seminars, workshops and other academic activities in India and abroad on duty terms with /or without financial assistance from the Institute.

In continuation of this Memorandum No.F. 20-1/2010(CAO)-Estt.I dated 6.4.2015, to establish a standardized, objective, and transparent process for granting permission to non-faculty employees (**other than Scientists**) to attend conferences, seminars, workshops, and other academic activities in India and abroad on duty terms with or without financial assistance from the Institute, a Committee under the chairmanship of the Director, AIIMS, New Delhi, after extensive review of the existing mechanism, framed the mechanism on the subject as below:

1. **Eligibility:** Non-faculty employees will continue to be considered for participation in national/international academic events on a case-by-case basis, subject to the merit of their participation.
2. **Application Process:** Applicants will be required to submit information and documentation similar to that required for the faculty members and scientists. Additionally, the Head of the Department/Controlling Officer will provide specific details regarding the justification for participation, sources of funding for attending and other relevant information. The revised proforma to capture from AIIMS along with specific recommendations of HOD/Controlling Officer will be henceforth used for this purpose (**Copy attached**).
3. **Financial Assistance:** Financial assistance will be limited for various regions as below:
 - **America (North & South):** Rs. 3,00,000/-
 - **Europe:** Rs. 2,00,000/-
 - **Rest of the world:** Rs. 1,50,000/-

Financial assistance under various heads (eg. Travel, Hotel & Per diem), the employee's entitlement is subject to the cap, as this will be subject to the production of actual receipts/bills of expenditure & will be decided as per actual or, the cap, whichever is lower.

Further, participation of non-faculty employees (other than Scientists) will be allowed once in 3 years for International events & once in a year for events within India.


AIIMS is a premier institute of national importance & serving the academic and research needs of India's healthcare sector. Patient care is our priority thus it is imperative that clinical services are not compromised. Accordingly, the committee also decided that :

Permissions can be granted for conferences, CMEs, workshops, and seminars organized by various departments of AIIMS, New Delhi on their own or in collaboration with scientific associations and events outside, subject to specific recommendation of the HOD/Chief of Centre, as the case may be, for these events, employees need to apply and submit all required documents and obtain prior permission.

This revised mechanism aims to provide a fair, transparent, and efficient process for granting permission to non-faculty employees (other than Scientists) to attend conferences, seminars, workshops, and other academic activities. By adhering to these guidelines, the Institute can ensure that such activities contribute to its overall goals and objectives.

The above may be brought to the attention of all concerned.

This issues with the approval of the Director, AIIMS.


15/10/2024

(Anita Tete)

SENIOR ADMINISTRATIVE OFFICER

Encl. As above

DISTRIBJUTION:

1. All Chief of Centres/Head of Departments/Units/Sections.
2. All Sr. Admn. Officer/Administrative Officer of Establishment Section (Hospital /CNC /Dr.RPC /CDER/JPNATC/Dr.BRA, IRCH/CRHS Ballabgarh/NCI, Jhajjar /NDDTC/MCH/NCA/Surgical Block/B&PS/ESD/Faculty Cell/Rectt. Cell/Estate Section/Legal Cell/Co-ordination Cell/SC-ST-OBC-Women Cell/Hindi Section/ Academic Section/Examination Section/Hostel Section/ Computer Facility/Research Section
3. **The Computer Facility** – with a request to upload this on official website of the Institute
4. **The Sr. Hindi Officer** – with a request to provide the Hindi version of the same for uploading on AIIMS website.

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029**

Application form for seeking permission to attend Scientific Meeting /Conference /Symposium /Seminar/Workshop/Short Term Training or Course or Programme Abroad for Non-Faculty Staff (excluding Scientists)

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Only completely filled forms will be considered for further processing
In case, any column is not applicable, please write "Not Applicable" but do not leave any column vacant

1	Name of the Employee	
2	Designation Department Current posting	
3	Date of Birth	
4	Date of appointment [Regular Employee]	
5	Nature of leave requested (Duty leave/EL/CL/any other)	
6	Name of the event	
7	Nature of the Event: a. Conference/Meeting/Symposium/CME/ Workshop b. Training c. Other (Specify)	
8	City & country where the proposed event is to be held	
9	Duration of proposed event with dates	
10	Whether the applicant is attending the entire period of event. If not, indicate the actual period of participation with dates.	

11	Date of departure, FN/A	Date of return, FN/AN	Date of joining, FN/AN	No of days of leave (including Sundays/holidays)	
12	Nature of participation (attach evidence)		<ul style="list-style-type: none"> • Presenting paper • Invited Speaker • Trainee in a course • Others 		
13	Name of the organizer of the event				
14	Status of organizer: a Government/International's Organization (WHO etc.)/University. b Professional society/association (International) c Private organization d Others (Give the details)				
15	Name of the source/s of Funding to meet the expenditure for the proposed visit. <i>Specify the component of financial support required from AIIMS, New Delhi/other than AIIMS.</i> a. Full Funding From AIIMS: Yes/NO/Partial (If funding is from AIIMS, specify components to be covered from the same). b. LRA Full/Partial funding from LRA (specify components to be reimbursed from LRA)		In the case of funding from AIIMS/LRA, New components of funding & [Sources/AIIMS/LRA]		
			Regn Fee	Rs.	
			Air- Fair	Rs.	
			Visa Fee	Rs.	
			Hotel charges	Rs.	
			Per-diem	Rs.	
			Medi. Ins.	Rs.	
			Total : Rs.		
16	Source of funding - Project Fund/Govt. Source i Project Fund ii ICMR/DBT/DST iii Any other Govt. Source		Details of funding from Project/Other Govt Sources: <ul style="list-style-type: none"> • Reg. Fee • Air Fare • Boarding • Lodging • Honorarium/Remuneration Amt: 		
17	If funding from any other sources, then above nature of sources: a. Foreign Government/International Organization (WHO etc.) b. Foreign professional society/association c. Indian professional society/association d. Private organization e. Other: Specify f. Self g. Any Other (Specify)		Details of Funding from one of these sources:		

18	In case funding from AIIMS, furnish the following information:	
	a) Oral or poster presentation b) Acceptance letter from the organizers	
	c) Copy of the abstract of Scientific Paper, submitted to the organizers d) Has the same work/abstract already been presented by any member of the research team in any national/international conference?	
	e) Brochure of the event	
	f) Consent and NOC from all co-authors for presentation of scientific paper	
	g) Research Project details under which the work was carried out.	
	h) Ethical clearance for the said project work (Please attach a copy of EC clearance) i) Is the presenter's name was there in the research proposal submitted to the Ethics Committee?	
19	What is the likely benefit to the applicant and AIIMS from this participation?	
20	a. Name, dates and destination of the events attended abroad with financial support from AIIMS, New Delhi/LRA/Research Project in the current Financial Year. b. Name date & destination of events attended with funding other than AIIMS/LRA /Research Project in the current FY. c. Details of events attended with own Funds. d. Name, dates and destination of the events attended abroad in the last three years (irrespective of source of financial support) e. Details of publications resulting from papers /data presented during previous visits financially supported by the Institute	
21	Whether departure, joining and participation reports submitted in respect of last academic event attended	
22	Name of the person from the department who will look after the duties during the applicant's absence from headquarters..	

Certified that the information furnished above by me are true and correct to the best of my knowledge and nothing has been concealed. I also undertake that my participation in the aforementioned event is in accordance with the existing guidelines of the Institute and I will furnish the participation certificate as soon as I return from the same.

Date:

Signature of the applicant

Place

FOR HEAD OF THE CONCERNED DEPARTMENT/CONTROLLING OFFICER USE ONLY.

- A. In case more than one employee is attending the Conference etc., the following column may be filled up by the Head of the Department

S. No.	Names & Designations of the employees	Actual duration of participation

- B. Checklist

1	Reason of participation is valid/justifiable	Yes	NO
2	Funding is from AIIMS, the registration fee for the event is justifiable based on nature of event.	NA	Yes No
3	The event is organized by a recognized professional society/institution and in the area of specialization of the applicant.	NA	Yes No
4	Though the event is organized by a private entity/industry, the reason for participation is justified and no hospitality is being taken from it.	NA	Yes No
5	Funding is being provided by an Indian agency/society other than Indian government organizations, the applicant is unlikely to have an influence on approval of funding.	NA	Yes No

How the participation will help the Department and Institute (HOD/Controlling officer specific comments required):-

Recommendation of the Head of the Department/Controlling Officer with Signature & Office stamp

Recommendation of the Chief of the Center (if applicable)with Signature & Office stamp

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

ANSARI NAGAR, NEW DELHI-110029

**APPLICATION FORM FOR SEEKING PERMISSION TO ATTEND SCIENTIFIC
MEETING/CONFERENCE /SYMPOSIUM/SEMINAR/WORKSHOP/SHORT TERM TRAINING,
EXTERNAL EXAMINER OR COURSE (DOMESTIC)**

1	Name of the Faculty			
2	Designation & Department			
3	Date of Birth			
4	Date of appointment [as faculty member]			
5	Name of the event			
6	Nature of the Event: a. Conference/Meeting/Symposium/CME/ Workshop b. Training c. Other - Specify			
7	City/ SAARC Country where the proposed even is to be held			
8	Duration of proposed event with dates			
9	Whether the applicant is attending the entire period of event. If not, indicate the actual period of participation with dates.			
10	Date of departure, FN/AN	Date of return, FN/AN	Date of joining, FN/AN	No of days of leave
11	Categories of participation [Please encircle the relevant one]		Presenting scientific paper/to Chair/Co Chair/A scientific session/To deliver lecture as invited Speaker or Faculty in workshop/invited to participate the event [without financial support from AIIMS, New Delhi]/Invited for availing of training in a specified course or programme offered by Universities? [Please specify and attach documentary evidence]	
12	Name of the organizer of the event			
13	Name of the funding Agency to meet the expenditure for the proposed visit. Specify the component of financial support required from AIIMS, New Delhi.		Components of funding sought from AIIMS/LRA <ul style="list-style-type: none">• Regn. Fee• Travel Expense• Hotel Expense• Per-diem	
14	In case funding from other than AIIMS, New Delhi status of Funding Agency to meet the expenditure for the proposed visit. [Please encircles the relevant one]		Private/Govt./Govt. funded/Scientific Association/Non-profit, non-Govt. Organization/Other (In case of others, specify)	

	In case funding from parent Institute, furnish the following:	
	a) Acceptance letter of Scientific paper in PDF duty signed by the concerned authority of organizer	
	b) Copy of Abstract of Scientific Paper	
15	c) Invitation letter to participate in the event (in case of without financial support from AIIMS, New Delhi) or Invitation letter to Chair/Co-Chair the Scientific session or to deliver Lecture as in invite Speaker/Faculty in workshop or invitation letter for availing of training in a specified course or programme offered by University	
	d) Brochure of the event	
	e) Consent from all co-authors for presentation of scientific paper	
	f) Research Project under which the work was carried out.	
	g) Ethical clearance for the said project work	
16	Name, dates and destination of last even attended abroad with financial support from AIIMS, New Delhi	
17	Whether departure, joining & participation reports submitted in r/o last academic event attended	
18	Name the Faculty who will look after the duties during the applicant's absence from Head quarters for the purpose	
19	What is the likely benefit to you and AIIMS from this participation?	
20	Any other relevant information	

Certified that the information furnished above by me are true and correct to the best of my knowledge and nothing has been concealed. I also undertake that my participation in the aforementioned event is in accordance with the existing guidelines of the Institute and I will furnish the participation certificate as soon as I return from the same.

Date:

Signature of the applicant.

FOR HEAD OF THE CONCERNED DEPARTMENT/CHIEF OF CENTRE'S USE ONLY.

- A. In case more than one faculty members(s) is attending the Conference etc., the following column may be filled up by the Head of the Department

S. No.	Name & Designation of the Faculty member	Actual duration of participation

- B. Faculty member who will be available in the concerned Department/Centre during the period of participation of the faculty members as indicated at Part 'A' above

S. No.	Name & Designation of the faculty member	Duration

While forwarding the applications, the Head of the Department should ensure that 50% of the total strength of faculty (in position) of the concerned Department should be available in the Department during the duration of the Conference etc.

- C. Checklist

1	Reason of participation is valid/justifiable	Yes		NO
2	Funding is from AIIMS, the registration fee for the event is justifiable based on nature of event.	NA	Yes	No
3	The event is organized by a recognized professional society/institution and in the area of specialization of the applicant faculty.	NA	Yes	No
4	Though the event is organized by a private entity/industry, the reason for participation is justified and no hospitality is being taken from it.	NA	Yes	No
5	There is any pending work flagged by the Dean (Academic/Research/Exam) against the faculty.	YES		NO
6	Any other comment			

What are the benefits by participating in the event to:-

- i) Individual _____

- ii) Department/Centre _____

- iii) Institute _____

Signature of the Head of the Department with Signature & Office stamp.