

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110 029

No.F.20-1/2010(CAO)-Estt.1

Dated: 06 APR 2015

MEMORANDUM

Subject:- Grant of permission to the Non-faculty employees of the Institute to attend various conferences/seminars/workshops etc. and other academic activities in India and abroad on duty terms with financial assistance (including TA/DA & Regn. Fee) from the Institute – Instructions regarding.

It has been observed by the competent authority that a large number of files from the Establishment Sections of Centres & Hospital and the Establishment Section (DO) are being received with the proposals to permit the various categories of Non-faculty employees to attend various conferences/seminars/workshops etc. of the concerned professional body and other academic activities in India and abroad on duty terms with financial assistance (including TA/DA & Regn. Fee) from the Institute.

In order to streamline the proposals for grant of permission to various categories of Non-faculty employees of the Institute for the purposes ibid, it has been decided that the following instructions should be strictly adhered to while submitting such proposals:-

- 1) All the organizers of such workshops/seminars/conferences/ training programmes etc. at this Institute whether holding such meetings within the premises of the Institute or in NCR of Delhi, should be permitted so to do only when they invite their fellow colleagues without levying any Registration Fee on them.
- 2) All the staff members of the Institute will be permitted to participate in such conferences/seminars/workshops/ training programme etc. only when they are invited individually to such meetings; with or without the financial assistance from the Institute, as the case may be, depending upon the eligibility and entitlement of the individual staff member. No generalize invitation/invitation enmasse would be entertained for permission to participate in such meetings.
- 3) The Guidelines as are applicable to the faculty members to participate in such conference/meetings/workshops/training programmes and other activities related to their professional/academic duties/activities, would continue to be enforced to other staff members of the institute on a case to case basis in consistence with the decision taken by the Standing Finance Committee under Item No.FC-197/28 in its meeting held on 11.11.2010 which is reproduced infra:-

"It was explained that formal guideline had been approved only for the faculty. For non-faculty that included both Scientists and Administrative Staff, there were no guidelines. The SFC felt that AIIMS should prepare formal guidelines. Director, AIIMS suggested that Scientists could be treated at par with Asstt. Professors for purpose of entitlement. Cases of other staff would be decided on a case to case basis by the Director/ DD(A). The SFC approved the formulation proposed by the Director."

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- 4) The austerity guidelines of the Government of India, if imposed on the faculty members restricting them from participation in such conference/meetings/workshops/training programmes and other activities related to their profession/academic duties/activities would be mutatis-mutandis enforced on other staff members of the Institute.

Besides, other Guidelines/instructions in vogue, in the above regard would remain in force as usual.

The above instructions are hereby brought to the notice of all concerned for strict compliance.



(K.K. Vaid)

Chief Administrative Officer (Actg)

DISTRIBUTION:-

- 1) The Dean (Academic/Research)
- 2) The Medical Superintendent (Main Hospital/Dr. R.P. Centre)
- 3) All Chiefs of Centres/Heads of the Deptts./Units/Sections/Branches
- 4) The Sub-Dean (Academic/Research/Exam.)
- 5) Dy. Secretary/Chief Procurement Officer//Financial Adviser/Registrar/Superintending Engineer
- 6) Establishment Sections (DO)/Main Hospital/Dr.R.P. Centre/Dr.BRA-IRCH/C.N.Centres/JPNATC/NDDTC/CDER.
- 7) The Accounts Section-II/III/Dr.RPC/Dr.BRA-IRCH/CNC/JPNATC/NDDTC/CDER
- 8) PS to Director/Dean(s)/DDA/Sr. F.A.
- 9) All Notice Boards and the Guard File.

