

R = 484743


**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
(GRIEVANCE CELL)**

F.NO. 4-18/2018/Grievance Cell

Dated: - 08.08.2018

Subject: - Miscellaneous references regarding AIIMS, New Delhi-reg.

Please find enclosed herewith the Under Secretary to Govt. of India Ministry of Health & Family Welfare vide letter No. V-16020/189/2018-INI-I, dated 06.07.2018 regarding "Guidelines to be followed for holding of Conferences/Workshops/Seminars etc. (Domestic & International) and Print media design applet for MoHFW advertisements."


(S.L. CHAMOLI)
ASSTT. ADMIN OFFICER
(GRIEVANCES CELL), AIIMS

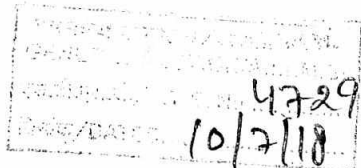
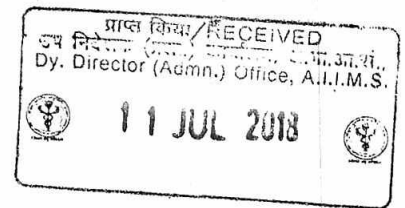
Distribution:

- (1) All Chief of Centres
- (2) All Head of Departments
- (3) Media and Protocol In-charge
- (4) All Administrative Officers/Sr. Admin Officer/DS/CAO
- (5) All Establishment Section- (DO)/Hospital/RPC/CNC/Dr.BRA-IRCH/JPNA Trauma Centre/
NDDTC Ghaziabad.

Copy to:

- PPS to Director
- PS to DDA
- Computer Facility – For uploading on AIIMS Website.

File No.V-16020/189/2018-INI-1

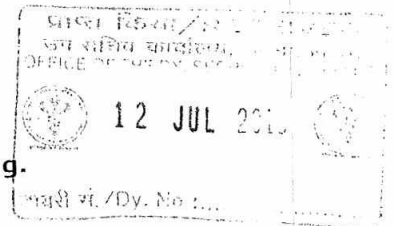


No. V-16020/189/2018-INI-I
Government of India
Ministry of Health & Family Welfare
(INI-1 Section)

Nirman Bhavan, New Delhi
Dated: July, 2018

To ✓
11/7/18
12/7/18

The Director,
All India Institute of Medical Sciences,
Ansari Nagar,
New Delhi-110029



Subject: Miscellaneous references regarding AIIMS, New Delhi-reg.

Sir
I am directed to forward herewith copies of the following miscellaneous requests, which are self-explanatory, for appropriate action:

Sl. No.	Letter Date	Name of the Sender(Sh./Smt.)	Subject
1.	07.06.2018.	Smt. Vandana Jain, MoHFW	Guidelines to be followed for holding of Conferences/Workshops/Seminars etc. (Domestic & International)-reg
2.	23.5.2018	Sh. Vishnu Kumar Sureka	To provide free medicines to patients in AIIMS and other hospitals.
3.	23.5.2018	Shri S.C. Rajeev	Cyber Security of Website/Web based Application/Portals hosted on NIC Cloud or outside NIC Cloud-reg
4.	22.6.2018	Shri S. K. Tanwar	Patronization and clearance of the names of the Societies under the Emblems and Names (Prevention of improper Use) Act, 1950
5.	19.6.2018	Shri D. K. Sahu	Print media design applet for MoHFW advertisements-reg

Encl: As above

Yours faithfully,
Signature valid

Digitally signed by SUNITA
DHANDIYAL
Date: 2018.07.09 13:39:35 IST
Reason: Approved

(Sunita Dhaundiya)
Under Secretary to Govt. Of India
Ph: 23061843

14/7/2018

AAO(C)
12/7/18

11/7

Dy. Secy

Sp. AO.

12-7

10/7

No.19(36)/E.Coord/2018
Government of India
Ministry of Finance
Department of Expenditure
E.Coord Branch

New Delhi, the 30th May, 2018

OFFICE MEMORANDUM

Subject: Guidelines to be followed for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International)

Ministry of Finance, Department of Expenditure has been issuing guidelines for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International) from time to time with the objective that Ministries/Departments undertake such events keeping in mind the absolute necessity of it and adhering to utmost economy. The extant guidelines have been reviewed and stand revised..

2. It has been decided that henceforth only proposals involving expenditure above Rs. 40 lakhs for International as well as domestic Conferences/ Seminars/ Workshops etc. will need to be referred to the Department of Expenditure.

3. International conferences/ workshops /seminars/ meetings etc:

i) All proposals involving expenditure of Rs. 40 Lakh or less for holding conferences/ workshops/ seminars/ meetings etc. involving participation of foreign delegates may be decided by the Ministry/ Department in consultation with their Financial Adviser. The approval of the Minister in Charge, political clearance from Ministry of External Affairs and clearance of Ministry of Home Affairs from security angle (wherever required) shall be obtained.

ii) All Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/ workshops/ seminars/ meetings etc. with international participation should be referred to the Department of Expenditure (DoE) with the approval of the Minister in Charge, political clearance from Ministry of External Affairs and clearance of Ministry of Home Affairs from security angle (wherever required) for obtaining approval of the Cabinet Secretary through Secretary (Expenditure).

iii) Commitment for bearing travel/ accommodation cost on participants from foreign countries should be kept to the barest minimum. Ministries/ Departments shall exercise utmost economy and austerity in this regard.

iv) "In-principle" approval of the Minister-in-charge should be taken sufficiently in advance before the event.

v) Priority will be given to those conferences that arise out of international agreements/ obligations. Other conferences etc. should be planned only if there is residual provision in the Budget.



vi) All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.

vii) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval or as per the powers delegated under this OM.

4. Domestic conferences/ workshops /seminars/ meetings etc:

Proposals involving Rs. 40 (Forty) lakh or less may be decided by the Ministry/ Department in consultation with their Financial Adviser. Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/ workshops/ seminars/ meetings etc. with participation limited to Indian delegates only may be referred to Department of Expenditure for approval of Secretary (Expenditure). Approval of Secretary of the Ministry/ Department may be obtained prior to the file being referred to Department of Expenditure.

5. Autonomous Bodies:

- i) Conferences held by Autonomous Bodies generally generate revenue from sponsorships and registrations and most of the time either they do not require government support or require in small portions. Administrative Ministries are competent to grant approval for holding the conferences (whether domestic or international) where no funds are required from Government.
- ii) However, if Government funds are required and the financial assistance required is more than Rs. 40 Lakhs for International as well as Domestic conferences/ workshops /seminars/ meetings etc. such cases shall be referred to Department of Expenditure.

6. General Instructions:

While referring the cases of Conferences etc., whether domestic or international, to Department of Expenditure, following may be strictly adhered to:

- (i) Holding of Exhibitions/ fairs/ seminars/ conferences/ workshops etc. abroad should be discouraged except for promotion of trade and business and for projection of 'Brand India'. For this purpose, depending on the nature of event, if more than one Ministry/ Department is involved, a Nodal Ministry/ Department should be identified to take the lead for coordinating and organizing the event.
- (ii) All proposals referred to Department of Expenditure on the subject should be sent at least one month in advance of commencement of the event and only through the Financial Adviser concerned. While referring the proposals to the Department of Expenditure, it may be ensured that necessary clearances viz. from Ministry of External Affairs, Ministry of Home Affairs etc. and approval of competent authority in the Ministry/ Department have been obtained and placed in the file. In the absence of these, the proposals will be returned without processing in the Department of Expenditure.