

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI - 110 029

No.F.14-3/69(2009)-Estt.I

Dated the: 13th May, 2017

OFFICE MEMORANDUM

Sub:- Instructions to the faculty members regarding submission of requests for attending various academic/scientific events within India and abroad - reg.

Attention is invited to this Office Memorandum of even number dated the 16th October, 2009 and its subsequent reminders dated the 14th December, 2010 & 22nd August, 2014 and the guidelines circulated vide OM No. F.14-3/69(1999)-Estt.I (F.Cell) dated 17.10.2015 & 16.11.2015 (available in public domain www.aiims.edu/notices) on the subject cited above.

The Guideline No. 1-A (v) provides that "the faculty members are required to submit participation certificate and a report in respect of his/her participation in Scientific meeting/Conference/Symposium/Seminar/Workshop/CMEs/Short-term training or course of programme (not more than two weeks) in India or abroad with Institute financial support. The participation certificate and report should reach to the Faculty Cell within a period of 15 days on return and should be in the following format:

- i) What was his/her contribution/presentation during the event?
- ii) How the participation in the particular event is going to benefit the Institute?
- iii) Specific recommendations of the faculty member, if any.

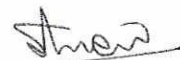
Further, as per the clause (ix) under the General Condition, "the faculty members are required to submit their requests for participation in academic activities well in advance i.e. 2-3 weeks prior in case of visits within India and 4-6 weeks prior in case of visit abroad, from the date of commencement of the events, so that the outcome of the applications could be communicated well before proceeding for the events."

It has, however, been observed that these instructions are not being adhered to by many of the faculty members which causes administrative difficulties for examining their further requests and communicating the outcome of their applications before proceeding for the events. The competent authority has taken a serious view to this.

It has, therefore, been decided by the competent authority that every faculty members will be required to submit a participation certificate and a report after attending Scientific Meetings/Conferences/Symposium/Workshops/CMEs/Short Term Training or Course or Programme (not more than two weeks) within India and abroad within a period of fifteen days. Further, the faculty members are also requested to submit their requests for participation in academic activities (within India or abroad) well in advance keeping in view the instructions issued to this effect as per OM No. F.14-3//69(1999)-Estt.I dated 17.10.2015. Without adherence to these instructions, it would be administratively not feasible to process their requests for next visit(s).

The Chiefs of Centres/Heads of the Departments are requested to kindly bring the content of this OM to the notice of the concerned faculty of their department for compliance.

This issues with the approval of the Director.



(G.R. Pillai)

Asstt. Administrative Officer

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1. All Chief of Centres
2. All Head of the Departments
3. The Medical Superintendent
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9. The Admn. Officer (Dr. R.P. Centre)
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