E-Office No…………………………..

FORMAT FOR ORGANIZING CONF./WORKSHOP/CME/SYMPOSIUM etc. at the AIIMS
(ALL DETAILS IN CAPITAL LETTERS ONLY)

1. Name of the Department………………: _____

2. Title of Programme……………………..: _____

   _____

   _____

   _____

3. Date(S):_____   VENUE :_____

        Please ✓ | Within AIIMS Premises | | Outside AIIMS Premises |

4. Nature of Programme i.e………………:
   (Conference/CME/Workshop/Guest Lecture/Symposium/ Seminars/Training Course/Skill Development Courses etc.)   _____

5. Name of Faculty organizing the : _____
   Programme

    Mobile No_____Internal No._____

6. Registration Fees (if any)……..………: _____

7. Source/Sources of Funding……………: _____

8. Audited accounts /Utilization Certificate   YES   NO
   of **previous** Conference / Workshop /
   CME / Symposium etc. submitted. :-   [   ]   [   ]

                         If Yes, please attach a copy   **If No, please clarify**

    Clarify the reason for not submitting _____

BANK ACCOUNT
- Whether Bank Account has been opened

   | YES | | NO | | NOT APPLICABLE |

- Whether Bank Account is required to be opened

   | YES | | NO |

**- If Yes, Please provide Name in which Bank Account is
required to be opened**_____

_____

   Signature……………………………………………………

   Name of the Organizer………….…..…………………………..

   Designation…………………….……..……………………..…..

   Department…………………………….…………….……………

   Mobile No……………………………Internal No………...

   Forwarded by:-

           Chief of Centers/Head of Departments of _____AIIMS.
                                                 (With Seal)

N.B.:- 1. **In case any financial transaction is involved then you should open bank account for this purpose. It is mandatory to submit Audited Accounts/Utilization Certificate for conduct of the conf./workshop/symposium/seminar/CME etc. in details within a period of Three Months but not later than 6 months of the event to the Sr. Financial Advisor, AIIMS under intimation to the Dean, AIIMS. A copy of brochure of the event may be submitted.**

    2. **If any foreign delegate is likely to participate/involve in performing live demonstration (including Patient) the approval/clearance of the Medical Council of India (MCI) is required for which the organizers of the event are required to submit the detailed information in the prescribed format of Medical Council of India along with all required document with fee, so that the Academic Section may send the same to MCI for their approval. The MCI forms and other details are available on MCI websites www.mciindia.org.**

    3. **Permission for conduct of the conf. / workshop / symposium / seminar / CME etc. should be obtained within 2-3 months prior to the event.**

    4. **The Institute PAN number cannot be used for opening the account and for Income Tax purpose.**

Please ensure that all columns of the form are filled (all fields are mandatory