

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

No.F.14-3/69 (09)-Estt. I.

Dated the : 16/10/09

MEMORANDUM

Subject: Instructions to the faculty members regarding submission of requests for attending various assignments outside the Institute including participation of meetings/conferences/workshops/congress/symposium etc. in India & abroad.

Instructions has been issued to the faculty members from time to time regarding working arrangement of Centres/Departments during the absence of Chief of Centres/Head of the Departments and submission of requests for undertaking various assignments outside the Institute including participation of meetings/conferences/workshops/congress/symposium etc. in India & abroad. It has been noticed by the Director that these instructions are not being followed by the faculty members. As a result, a lot of administrative difficulties are faced. The instructions issued have been compiled as under, for ready reference & compliance:-

1. WORKING ARRANGMENTS:-

- i) When Head of the Department proceeds **on leave or goes out of station**, the next senior most faculty member available in the Department should invariably be informed in writing to look after the work of the Department, under intimation to the Director, AIIMS. While doing so, the Heads of Clinical Departments should endorse a copy of the communication containing working arrangements of their departments during their absence, to the Medical Superintendent to enable him to contact the appropriate person during the absence of the Head of the Department. However, where some policy matters or important matters are involved such as filling up of ACRs, if the period of visit is less than three months, etc., the Acting HOD should await the return of the Head of the Department. However, such policy matters which are of urgent nature and cannot await the return of the Head of the Department, may be taken in consultation with the Director/Dean/MS as the case may be and the Head of the Department should be informed immediately on his/her return.

- ii) No, permission is necessary in such cases where the involvement of the faculty member is for short duration, say about one to two hours for attending the meetings/delivering lectures **at the AIIMS only**, subject to the condition that **no financial commitment** would devolve on the part of the Institute. However, the faculty member concerned will be required to inform the Head of the Department about his/her absence. In case of participation by the Head of the Department, the intimation should be given to the Director, AIIMS.

(P.T.O.)

2. SUBMISSION OF REQUESTS FOR VARIOUS ASSIGNMENTS OUTSIDE THE INSTITUTE:-

- i) The request for participation in various assignments outside the Institute including conferences/meetings/symposium/workshops, etc. in **India** should reach the Administration in the prescribed proforma through proper channel at least 15 working days prior to the commencement of the event to complete various documentation & necessary approval, as per Government procedures. However, urgent/immediate visits may be accepted in exceptional circumstances on case to case basis.
- ii) Similarly, the request for attending various assignments especially conferences/meetings/symposium/workshops, etc. in **Abroad** should be received by the Administration (Faculty Cell) in the prescribed proforma duly filled along-with all relevant information/documents, through proper channel, at least 6 weeks prior to the commencement of the journey as it usually takes about 4 weeks time to process and get the approval of the Government of India. While all efforts are being made to obtain the approval of the Ministry of External Affairs well in time, there are occasions when permission is not received before the date of departure and in such cases, it is not desirable that the faculty members proceed abroad without due permission.
- iii) The faculty members are required to submit all their requests for various assignments outside the Institute well-in-time in the prescribed proforma with complete details of their assignments such as copies of invitation/brochure of the meeting/workshop/ conference, etc. invitations received from Universities/Institutions for conducting Examinations/Selection Committee etc. The request should include the information/documents to the effect that the funding agency for such visits & the status of the organizing agency i.e., Private/Foreign Government.
- iv) The application/requests/representations of the faculty members for availing leave/attending meetings/conferences etc. are to be forwarded to the Administration (Faculty Cell) directly in order to make the procedure more conducive instead of forwarding to Office of Deputy Director (Administration) or Office of the Director. It should be kept in mind that adequate strength of faculty members remains behind to cope up with the workload in the Centre/Department and equal opportunity is conceded to everyone to develop their professional skills and update themselves with the emerging techniques. The guidelines/instructions issued in this regard from time to time should be adhered to strictly. The Chief of Centres/Head of the Departments should also create congenial atmosphere in the Centres/Departments, so that no one in the Centres/Departments has the feeling of injustice, discrimination, exploitation etc.

- v) The request of Faculty Members of the Institute for attending the various meetings/assignments outside of the Institute and any other request is required to be forwarded by the concerned Head of the Department/Chief of Centre to the Administration (Faculty Cell). In case the same is not forwarded by the concerned Head of the Department/Chief of Centre to the Administration **within a period of 3 days**, then the Administration will treat it that the concerned Head of the Department/Chief of Centre has no objection for the concerned requests of the Faculty Member and action will be taken by the Administration on the Advance Copy submitted by the individual concerned, according to the Rules. However, it will be desirable that Head of the Department should forward the applications immediately to the Faculty Cell with their comments i.e. recommended/not recommended to avoid taking decision in advance copy without remarks of Head of the Department.
3. **For attending various assignments outside the Institute.** The faculty members should not enter into direct correspondence with any companies/organizers of scientific meetings/conferences/symposia/ congress/workshops etc. All correspondence from the organizers of such events should be with the institute and the institute will consider their requests for grant of permission to the concerned faculty member.
4. In case, there is a provision to impart training outside the country to nominees of the Institute at the time of purchase of instruments and equipments, it is clarified that the matter will be put-up to the Director for a decision. All correspondence with the principle supplier of the equipment for arranging such training should be made through the Stores Officer/Administration of the Institute.
5. **DUTY LEAVE FOR ATTENDING CONFERENCES/ETC. IN INDIA/ABROAD:-**
- i) A faculty member can be permitted to attend National/International meetings on duty terms for a maximum period of 28 days in a financial year.
- ii) A faculty member may attend additional meetings beyond the limit of 28 days, but not more than 42 days in a financial year. The period of absence for attending such meeting beyond the limit of 28 days, but not more than 42 days will be treated as leave of the kind due to the faculty member concerned. The period of meetings attended by a faculty member during his/her vacation, will not be counted within the limit of 28 days duty leave.

Invitation for lectures to be delivered in these meetings will be treated at par with attending the meetings themselves.

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- iii) The faculty members shall not be permitted to attend any conferences/meetings/symposium/seminar/workshop/other Academic activities organized by a Private Hospital/Medical Centre/Institution which are running on commercial basis and where the financial support is offered by such organizations to a faculty member. However, faculty members can be permitted to attend such meetings, if the financial assistance is received by the faculty members through various Scientific Association/Governmental Institutions. Further, faculty members can be permitted to attend such meetings if the financial assistance is received by the faculty members through various Scientific Association and non-profit Educational and Research foundations.
- iv) While proceeding outside the Institute for attending various assignments/ with due permission, all faculty members are required to submit their departure report mandatorily in the prescribed proforma with all required information through the concerned Head of the Department/Chief of Centre.

6. GUIDELINES FOR ATTENDING THE INVESTIGATOR'S MEETING ETC. IN INDIA AND ABROAD:-

The Guideline No. 13 regarding grant of permission to attend the Investigators' meeting inter-alia states as under:-

“The faculty members may be also be permitted to attend the meetings related to the Research Project in India and Abroad which may be funded by private research institutions/foundations/companies in which the concerned faculty member is either Co-Investigator or Investigator. There may be no objection of the TA/DA only for attending such meeting from these funding agencies.

However, the faculty members are making requests for grant of permission to attend the Investigators' meeting related to the Research Projects in India and/or abroad funded by private research institutions/foundations/companies, without the approval by the Ethics Committee of the Institute, of their projects/studies. Consequently, such faculty members are not being permitted for the same.

It has now been decided that the faculty members may ensure that the concerned project/study:-

- i) Firstly has to be agreed and an expression of interest to be signed between AIIMS and the concerned company/organization.
- ii) Project-Protocol has to be first approved by the Ethics Committee of AIIMS and then administrative approval given by AIIMS.
- iii) There has to be adequate budgetary provision in the project in question for any foreign travel. All these above guidelines are to be fulfilled and only then Private Funding Visits could be allowed.

7. ATTENDING IN VARIOUS COURTS

It has also been observed that large number of Faculty/officials/employees of AIIMS are engaged in Court Cases against the AIIMS itself. The person concerned with these are visiting the court along with some friends, who are also an employee of the Institute. Further, various Departments/Centres which are defending the cases are also deputing the officials for court cases regularly. It hampers the smooth functioning of the basic work of the Institute. It is, therefore, hereby directed to comply with the following instructions before attending the courts:-

- i) Person going to court on behalf of AIIMS will give prior information to Legal Cell.
- ii) Officials/employees going in pursuance of their own case may get proper leave from the competent authority for appearance/pursuance of their respective court cases.
- iii) No officials/employees will attend court except the aforesaid circumstances.

The above instructions/guidelines are to be strictly adhered to by all the faculty members in future. In case, any faculty member proceeds for attending any activities outside the Institute without prior approval of the Competent Authority, then the period of his/her absence will be treated as **EXTRA ORDINARY LEAVE WITH-OUT PAY and other action as deemed fit will be initiated against such faculty member.**

All the proforma may be downloaded from the official website of the Institute.

www.aims.ac.in & www.aiims.edu.

If any further information/clarification is required, may be contacted to the FACULTY CELL.

Sd/-

(SHAILESH KUMAR YADAV)
DEPUTY DIRECTOR (ADMN.)

Distribution to:-

1. All Chief of Centres
2. All Head of the Departments/Units.
3. The PPS to Director, AIIMS
4. The PS to Dean, AIIMS
5. The PS to Deputy Director (Admn.)