

**APPLICATION FORM FOR THE MEMBERS OF THE FACULTY FOR  
PARTICIPATION IN CONFERENCE/SYMPOSIUM/SEMINARS ETC.  
ABROAD AT THE INSTITUTE'S TRAVEL COSTS**

- NOTE :** (1) This facility will be available only to those faculty members who have served this Institute for a minimum period of three years at the Institute.
- (2) This facility will be granted to those faculty members who have not availed of the same during the current financial year and will be **on the pattern, i.e. Registration fee, Air Fare and per diem as per entitlement according to Govt. Rules would be paid to Assistant Professor & Associate Professor – once in two years and in respect of Additional Professor and Professor – once a year. Funding would however, be subject to a proper invitation and acceptance of the paper must be printed in conference brochure. The research paper must be an outcome of the research conducted at the Institute.**
- (3) The members of the faculty/scientific/technical staff availing of the institute financial support will be required to submit a report in the prescribed format to the administration after it is discussed in the departmental faculty meeting of the concerned department so that the experience gained by the concerned faculty members may also be utilized by other faculty members of the Department, failing which concerned faculty members will not be eligible for financial grant for the next **5 years**. The report is required to be submitted within one month after joining the duty from the conference etc. duly forwarded by the H.O.D. concerned.

01.	Name & Designation of the Officer	
02.	a. Date of Birth b. Date of Joining at the AIIMS	
03.	Country to be visited	
04.	Purpose of visit	
05.	Actual date of Conference/Meeting (Documentary evidence to be attached)	
06.	Proposed date of departure from India	
07.	i. Category of Conference a. Is an international conference/ seminar etc. b. Is it an annual event of that particular country/region?  ii. Is he/she presenting paper (oral/ poster)/delivering a lecture?  iii. Is he/she chairing a session?  iv. Whether the event related to	<b>i. BASIC SCIENCE ii. PARA – MEDICAL iii. CLINICAL ( Please tick one of the above)</b>
08.	Whether he/she is actively engaged in research in the subject matter of the Conference/Symposium/Seminar alongwith the brief description of the research in which he/she is engaged and the subject matter of the Conference/Seminar/Symposium.	

09.	Whether the abstract is an outcome of the research conducted at the Institute.	
10.	How will his/her participation in the Conference/Symposium/Seminar in question make a valuable contribution at the Conference/Symposium/Seminar projecting the image of the Institute abroad.	
11.	How will his/her participation in Conference/Symposium/Seminar in question help in his/her work at this Institute.	
12.	The specific details of travel costs, registration fee and per diem etc. (separately) travel by shortest route to be arranged directly with Air India is permissible.	- <b>Air fare</b> <b>By Air India</b> <b>Rs.</b> _____ - <b>Regn. Fee (if any)</b> <b>Rs.</b> _____ - <b>Per diem</b> <b>Rs.</b> _____  <b>T O T A L</b> <b>Rs.</b> _____
13.	Indicate whether he/she has applied for financial assistance to any other Governmental agencies for the purpose. If so, furnish the details.	
14.	Indicate the month and year when he availed financial assistance from the Institute last.	
15.	Evidence of invitation letter and acceptance of his/her paper must be printed in the conference brochure for the above conference etc. should be enclosed. The invitation letter/acceptance of paper must be in PDF file of the Conference organizers duly signed by one of the organizers i.e. Secretary/President, if through an e-mail. In case no invitation letter or acceptance of paper has so far been received, please indicate the date by which the same is likely to be received.	
16.	Whether a copy of the abstract of paper submitted for presentation at the Scientific Meetings/Congress etc. is enclosed? If not the reasons therefore.	

Certified that the particulars furnished above by me are correct to the best of my knowledge and nothing has been concealed.

*Signature of applicant*

Date :

Remarks of the forwarding Officer

**S I G N A T U R E**

**D A T E**

**NOTE : Please ensure that all the above columns are filled properly.**