

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029

APPLICATION FORM FOR SEEKING PERMISSION TO ATTEND SCIENTIFIC
MEETING/CONFERENCE /SYMPOSIUM/SEMINAR/WORKSHOP/SHORT TERM TRAINING,
EXTERNAL EXAMINER OR COURSE

1	Name of the Faculty			
2	Designation & Department			
3	Date of Birth			
4	Date of appointment [as faculty member]			
5	Name of the event			
6	Nature of the Event: a. Conference/Meeting/Symposium/CME/Workshop b. Training c. Other - Specify			
7	City/ SAARC Country where the proposed even is to be held			
8	Duration of proposed event with dates			
9	Whether the applicant is attending the entire period of event. If not, indicate the actual period of participation with dates.			
10	Date of departure, FN/AN	Date of return, FN/AN	Date of joining, FN/AN	No of days of leave
11	Categories of participation [Please encircle the relevant one]		Presenting scientific paper/to Chair/Co Chair/A scientific season/To deliver lecture as invited Speaker or Faculty in workshop/invited to participate the event [without financial support from AIIMS, New Delhi]/Invited for availing of training in a specified course or programme offered by Universities? [Please specify and attach documentary evidence]	
12	Name of the organizer of the event			
13	Name of the funding Agency to meet the expenditure for the proposed visit. Specify the component of financial support required from AIIMS, New Delhi.		Components of funding sought from AIIMS/LRA • Regn. Fee • Travel Expense • Hotel Expense • Per-diem	
14	In case funding from other than AIIMS, New Delhi status of Funding Agency to meet the expenditure for the proposed visit. [Please encircles the relevant one]		Private/Govt./Govt. funded/Scientific Association/Non-profit, non-Govt. Organization/Other (In case of others, specify)	

	In case funding from parent Institute, furnish the following:	
	a) Acceptance letter of Scientific paper in PDF duly signed by the concerned authority of organizer	
	b) Copy of Abstract of Scientific Paper	
15	c) Invitation letter to participate in the event (in case of without financial support from AIIMS, New Delhi) or Invitation letter to Chair/Co-Chair the Scientific session or to deliver Lecture as in invite Speaker/Faculty in workshop or invitation letter for availing of training in a specified course or programme offered by University	
	d) Brochure of the event	
	e) Consent from all co-authors for presentation of scientific paper	
	f) Research Project under which the work was carried out.	
	g) Ethical clearance for the said project work	
16	Name, dates and destination of last even attended abroad with financial support from AIIMS, New Delhi	
17	Whether departure, joining & participation reports submitted in r/o last academic event attended	
18	Name the Faculty who will look after the duties during the applicant's absence from Head quarters for the purpose	
19	What is the likely benefit to you and AIIMS from this participation?	
20	Any other relevant information	

Certified that the information furnished above by me are true and correct to the best of my knowledge and nothing has been concealed. I also undertake that my participation in the aforementioned event is in accordance with the existing guidelines of the Institute and I will furnish the participation certificate as soon as I return from the same.

Date:

Signature of the applicant.

FOR HEAD OF THE CONCERNED DEPARTMENT/CHIEF OF CENTRE'S USE ONLY.

- A. In case more than one faculty members(s) is attending the Conference etc., the following column may be filled up by the Head of the Department

S. No.	Name & Designation of the Faculty member	Actual duration of participation

- B. Faculty member who will be available in the concerned Department/Centre during the period of participation of the faculty members as indicated at Part 'A' above

S. No.	Name & Designation of the faculty member	Duration

While forwarding the applications, the Head of the Department should ensure that 50% of the total strength of faculty (in position) of the concerned Department should be available in the Department during the duration of the Conference etc.

C. Checklist

1	Reason of participation is valid/justifiable	Yes	NO
2	Funding is from AIIMS, the registration fee for the event is justifiable based on nature of event.	NA	Yes No
3	The event is organized by a recognized professional society/institution and in the area of specialization of the applicant faculty.	NA	Yes No
4	Though the event is organized by a private entity/industry, the reason for participation is justified and no hospitality is being taken from it.	NA	Yes No
5	There is any pending work flagged by the Dean (Academic/Research/Exam) against the faculty.	YES	NO
6	Any other comment		

What are the benefits by participating in the event to:-

- i) Individual _____

- ii) Department/Centre _____

- iii) Institute _____

Signature of the Head of the Department with Signature & Office stamp.