



भारत सरकार Government of India

स्वास्थ्य और परिवार कल्याण मंत्रालय Ministry of Health and Family Welfare

प्रधान मंत्री स्वास्थ्य सुरक्षा योजना PMSSY

अखिल भारतीय आयुर्विज्ञान संस्थान All India Institute of Medical Sciences

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F No/AIIMS/MG/Admin/Academics/09/Office Circular/Conference Leave Policy/2018-19

Dt: 07/02/2019

OFFICE CIRCULAR 03 of 2019

Sub: Guidelines for grant of permission to the faculty members of the institute to attend various Scientific Conferences, and other assignments in India and abroad.

Following guidelines will apply for grant permission to the faculty members of the institute to attend various Scientific Conferences, and other assignments in India and abroad:

- AIIMS, Delhi guidelines dated 17th Oct 2015 No. F.14-3/69(1999) - Estt.I (F.Cell) are being adopted by AIIMS Mangalagiri.(enclosed)
- A Proforma (enclosed) has to be filled by the respective faculty member in Computer printed format & submitted to Head of the Department. The HOD shall offer comments/ approval and forward to the Dean, AIIMS, Mangalagiri for the necessary action.
- Wherever it is proposed by Dean (in consultation with respective HOD) that AIIMS, Mangalagiri will bear the expenditure of the faculty concerned, the recommendations shall be submitted to the Director, AIIMS Mangalagiri for approval.
- The Director, AIIMS Mangalagiri upon being satisfied that the expenditure is in the Interest of AIIMS, Mangalagiri, may approve the application. The establishment division will assist the Director in this task.
- Instructions from Government of India regarding TA/DA entitlements, booking of tickets and selection of agents/ airlines, etc. shall be followed by respective faculty members for expeditious processing of bills/ advances/ reimbursement applications.
- Whenever a faculty member represents AIIMS Mangalagiri in academic deliberations/ invigilation duties/ examination duties and/or excursions of professional pursuits; the Director, AIIMS, Mangalagiri should be intimated in advance through proper channel.

This Circular is issued with the approval of the Director, AIIMS, Mangalagiri.

Enclosed: a/a

(Shramdeep Sinha, IRS)

Deputy Director (Admin)

Copy to:

- The Dean, AIIMS Mangalagiri
- The Medical Superintendent, AIIMS, Mangalagiri
- All HOD's and Faculty AIIMS, Mangalagiri
- IT cell in charge, AIIMS, Mangalagiri for uploading.
- Notice Board, AIIMS, Mangalagiri
- Guard File.

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Deputy Director (Administration)
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