

Updated Rules regarding Eligibility, Leave and Financial Assistance for Attendance of Professional Conferences / Official Trips – NATIONAL & SAARC Countries (with effect from 01/07/2015) CL Minute No. 13166:1-15

Financial Assistance for Attendance of Professional Conferences / Official Trips – NATIONAL & SAARC Countries.

Revised vide Ac.Min.No. 179-i/9/23 dt. 28.09.2023

Effective from 31st August 2023.

A. Confirmed Staff

1. Eligibility:

a. The following contributions to a conference, CME, Seminar, Workshop or Task force may merit the grant of leave and financial support:

1. Guest Lecture
2. Spoken / Poster Presentation
3. Panelist *
4. Workshop faculty *
5. Chair/Co-Chair *
6. Executive Committee responsibilities * (as an office bearer).

*The contributions in items 3-6 should be at an international / national level meetings or the zonal / state chapters of national organizations

b. A staff member may attend a maximum of three such events in any one leave year with full support of the institution.[One of these could be a Workshop/CME/Seminar/Symposium without need to fulfill the role out listed in 1a-above].For subsequent applications, deputation leave may be granted, but funding shall not be provided from staff travel fund or departmental special fund. An alternate [external source] of funding would have to identified by the individual / HOU/ HOD.

c. For attendance to the above professional meetings without contributions defined above (Clause-a); deputation leave may be granted but not financial support.

d. The contributions to these meetings should be related to the speciality / responsibility fulfilled by the individual in the institutions, and this should be endorsed by the HOU / HOD by forwarding the application.

e. Staff may be permitted to avail deputation leave to attend Christian Leadership training seminar (maximum of one within the country & one International). Financial support shall not be provided.

f. Staff may also be permitted to attend management / leadership training programmes that are recommended as appropriate for staff, by the Directorate. Deputation leave with or without financial support may be granted, depending on the individual's need for such a training.

2. Process – before & after travel

a. Application for attendance to attend these meetings should be made in the online leave management programme. A copy of the full text or at least the abstract of the paper/poster to

be presented at the conference and relevant invitations / supporting documents should be uploaded and duly forwarded by the Head of the Dept. / Unit to the Appointing authority, who may forward it to the Associate Director (Medical) for approval and sanction. Applications should be made sufficiently early so as to reach the Directorate at least 1 week before departure.

b. An itemized list of anticipated expenses should be presented along with the application.

c. Reimbursement claims should be made within two weeks after the return of the applicant from the meeting.

d. In the case of air travel, receipt from authorized travel agent / evidence of direct settlement and boarding pass should accompany the claim (reimbursement shall not be processed without these enclosures).

e. All advances taken should be settled within two weeks after return from the event, failing which the salary may be withheld (after one reminder).

3: Conditions of Leave:

a. Leave availed for attending professional meetings & “On duty” requirements shall be treated as deputation leave for the duration of the event and the time for traveling to and from the venue. Any extra days of leave availed shall be treated as annual leave. When a staff member does not have deputation leave to his/her credit, the leave availed will be debited to their annual leave.

b. Leave shall be granted by Heads of the departments/units and leave granting authority, only after taking into consideration the available staff in the department; ensuring that teaching and services are not affected (normally at least 50% of staff should be on duty in the Department / Unit at any time)

4. Financial support Claim within India & SAARC Countries (Bangladesh, Bhutan, Maldives, Nepal, Pakistan, & Sri Lanka)

a) Normally, all expenses for travel, stay and incidental expenses are to be met by the sponsoring Host-Institution / Organization; if the staff member is invited.

b) Department special funds would have to be availed for conference expenses, with the permission of the department / unit head and the Associate Director (Medical).

c) For departments without special funds or with special funds which are insufficient to cover these costs, Staff travel fund may be requested. Normally, not more than two staff from a unit may be permitted full support from staff travel fund each year.

d) Normally travel may be undertaken by train or equivalent road transport. Air travel may be availed in the following circumstances:

➤ Medical Professor or equivalent (category A).

➤ Medical faculty who hold the title of Associate or Assistant Professor or the equivalent hospital post, an amount not exceeding 150% of the AC II tier train fare may be reimbursed on furnishing evidence for air travel [as per 2d].

➤ Project staff for whom air travel is budgeted from external funds.

Whenever possible, apex air fares should be availed. Taxi charges from residence at Vellore to the nearest airport [at institutional rates] may be claimed. Taxi trips should be pooled wherever possible.

- e) Financial support for travel and per diem allowance shall be as per existing rates (as per 5; below)
- f) Taxi charges cannot normally be claimed for intercity travel [except to the nearest railways station / bus stand/ airport].If taxi travel is inevitable, prior permission from the Directorate is essential.
- g) The actual registration fee will be sanctioned from the appropriate fund. Late registrants will bear the extra amount on their own.
- h) If a staff member obtains external grants or donations to cover the conference expenses, these funds should be credited to designated accounts and NOT to the department/unit special funds. This credit will be in that person's name, to be used only for that person or with his /her authorization, for conference expenses. Funds credited to special funds shall follow the guidelines stipulated for their use.
- i) Any fees, honorarium receivable by the staff member from the Host-Institution/ Organization for their contribution should be remitted back to the institution after deduction of all eligible expenses.
- j) When a staff member is invited by another institution or on project related travel, the reimbursement shall be done according to the budget sanction. However per diem allowances cannot exceed institutional rates (as per 5;below) and any excess payment should be returned (as per 4i)

* Category A	Medical Professor (or equivalent) - 45 days
* Category B	Medical Associate Professor (or equivalent) - 35 days
* Category C	Medical Assistant Professor (or equivalent) - 25 days
* Category D	Other categories - 15 days

Categories of cities:

- i) **Category W: SAARC countries, Delhi, Greater Delhi including Faridabad, Ghaziabad, Noida, Gurgaon, Mumbai, Greater Mumbai including Navi Mumbai.**
- ii) **Category X: Chennai and Mahabalipuram, Hyderabad, Kolkata, Bengaluru.**
- iii) **Category Y: See table below.**
- iv) **Category Z: All other places.**

No.	STATES	CITIES CLASSIFIED AS “Y”
1.	Andhra Pradesh	Vijayawada , Warangal , Visakhapatnam , Guntur
2.	Arunachal Pradesh	Itanagar
3.	Assam	Dispur, Dibrugarh, Guwahati , Tezpur, Jorhat
4.	Andaman & Nicobar	Port Blair
5.	Bihar	Patna
6.	Chandigarh h	Chandigarh
7.	Chhattisgarh h	Durg-Bhilai Nagar, Raipur
8.	Gujarat	Ahmadabad , Bhavnagar , Gandhi agar, Jamnagar, Rajkot , Surat , Vadodara
9.	Goa	Goa , Daman
10.	Himachal Pradesh	Shimla
11.	Jammu & Kashmir	Srinagar , Jammu
12.	Jharkhand	Jamshedpur , Dhanbad, Ranchi
13.	Karnataka	Belgaum , Hubli-Dharwad, Mangalore, Mysore
14.	Kerala	Alapuzha, Kozhikode , Kochi , Kottayam, Thiruvananthapuram, Thrissur
15.	Lakshadweep	Lakshadweep islands
16.	Madhya Pradesh	Gwalior , Indore , Bhopal , Jabalpur
17.	Maharashtra	Amravati , Nagpur , Aurangabad , Nashik, Bhiwandi, Pune, Solapur, Kolhapur
18.	Manipur	Imphal
19.	Meghalaya	Shillong
20.	Mizoram	Aizawl
21.	Nagaland	Dimapur, Kohima
22.	Orissa	Cuttack , Bhubaneswar

23.	Punjab	Amritsar , Jalandhar, Ludhiana
24.	Pondicher ry	Pondicherry
25.	Rajasthan	Ajmer , Bikaner , Jaipur, Jodhpur , Kota , Udaipur
26.	Sikkim	Gangtok
27.	Tamil Nadu	Coimbatore, Cuddalore, Namakkal, Kanyakumari & Nagercoil, Erode, Kodaikanal, Ooty, Salem , Tirunelveli, Tiruppur, Tiruchirappalli, Tuticorin
28.	Tripura	Agartala
29.	Uttarkhand	Dehradun
30.	Uttar Pradesh	Moradabad, Meerut, Aligarh, Agra, Bareilly, Lucknow, Kanpur, Allahabad, Gorakhpur, Varanasi
31.	West Bengal	Asansol, Bolpur-Santiniketan, Siliguri, Hooghly , Durgapur

B. Unconfirmed Staff

I. Post-graduates (Medical diploma / MD, MS / MCh, DM / MPhil, PhD / Dip NB)

Eligibility:

One CME/Workshop per Course, Conferences: If presenting Papers, one per year, per course.

MSc – Conference: One per course if presenting paper.

They are eligible for funding as per institution rates and only Departmental Special funds to be used.

II. Unconfirmed Faculty:

Eligibility:

- v) **Conference: one per year on Presenting a Paper/Poster,**
- vi) **CME/Workshop: From second year onwards one per year.**

III. PG Nursing Students:

Eligibility: One CME/Workshop per course.

Deputation leave for Post-Graduate and Fellowship students:

Seven days of deputation leave can be granted per year to Post-Graduate and Fellowship students to attend conferences, CME programmes, symposia and workshops(Senatus minute 2743 of April 30, 2013). Post-Graduate and Fellowship students do not need to apply for deputation leave to attend mandatory institutional activities for Post-Graduates such as the research methodology course, ethics workshop and basic science lectures; such activities are considered part of the course curriculum and Post-Graduate and Fellowship students may be permitted to attend them without applying for leave. Existingrules regarding funding for Post-Graduate and Fellowship students to attend conferences, CMEs etc. will remain unchanged