



MEMORANDUM

It has been learnt that the Faculty Member, Sr. Resident and DNB Trainees/etc. of the Institute, used to submit application for attending Conference/Symposia/Work-shop etc just before proceeding on leave. It is creating problem in processing their application.

In the above circumstances and with the approval of the competent authority, it is hereby notified that application for attending Conference/Symposia/Work-shop etc. must be submitted 30 days in advance, before the date of such Conference/Symposia/Work-shop etc. Failing which application of such Faculty Member, /Sr. Resident and DNB Trainee/etc. shall not be entertained without intimating any reasons to the applicant.

They are also directed as :-

1. To fill up all the columns in prescribed form downloaded from Institute website.
2. After availing the duty leave must submit report in prescribed format within 15 days. (downloaded from Institute website.)
3. To enclose the full detail of the conference/Symposia/Work-shop etc.
4. Work arrangement must be made with full Name & Designation.
5. To mention date and time of departure in their application.
6. Application should be forwarded by HOD.

In the absence of above formalities your application will not be entertained.

Sd/-

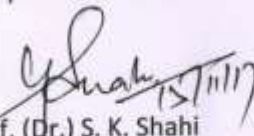
Prof. (Dr.) S. K. Shahi
Dean

Memo No. ~~49~~ /Acad.

dated- 15/11/2017

Copy to:-Director Cell/ All HODs & Officer In charge/Medical Superintendent/Adm. Section/ Accounts Officer/Notice Board for Faculty Member, Sr. Resident, DNB Trainees, etc. for information & needful.

2. Sr. BME for uploading Conference application form & Report on institute website. (Copy enclosed).


Prof. (Dr.) S. K. Shahi
Dean



OFFICE OF THE DEAN

**Report on participation in State / Zonal / National / International
Conference / Workshop / Seminar / Training
by the Faculty / Resident Doctor of IGIMS, Patna**

1. Name of the Doctor (in capital letter)
2. Designation & Department
3. Name of the Conference/ Workshop / Seminar/
training Course
4. Place of the Conference / Name of Organization
visited for training with date.
5. Total duration of the Conference / Training
(Enclose a copy of certificate of participation
In Conference / Training Programmed)
6. Conference details:-
 - a. Organization of Conference, Number of sessions
Number of papers presented etc
(not more than 100 words)
 - b. Academic highlights of the Conference,
including major recommendations
 - c. New developments presented at the conference
(200 - 500 words)
 - d. Participants contribution to the conference
(100 - 200 words)
 - e. Visit to other scientific Institute, University
& Labs during your participation in the
Conference or after the conference (give details)
7. In case of training received through Clinical
attachment please submit the detail
of training (500 words)
8. How this training would be utilized in the
development of medical science and improvement
in patient management (200 - 500 words)
9. Title of the Paper / Lecture / Workshop presented
by you in Conference (enclose certificate)
10. List of authors of paper (full list)
11. If chaired a session of delivered lecture
Give detail.

Note: - Give information on separate sheet, where ever applicable
as shown against different items .

Signature with date


INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES: SHEIKHPURA: PATNA-14

(AN AUTONOMOUS INSTITUTE OF GOVT. OF BIHAR)

OFFICE OF THE DEAN
**Application form for participation in Regional / National / International
Conference / Workshop / Seminar / Training**

(To be submitted in minimum 30 days in advance to the office of the Dean, IGIMS, Sheikhpura, Patna -14. failing which application of such Faculty Member, Sr. Resident and DNB Trainee shall not be entertained without intimating any reasons to the applicant)

1. Name of Doctor (in Capital)
2. Designation & Department.
3. **Details of the Conference 1st / 2nd (✓)**
 - A. Name of the Conference
 - B. Place of the Conference
 - C. Date of the Conference
(Please enclose circular of the Conference)
 - D. Is it Annual Meeting of Your Parent Society YES/NO
If it not a meeting of your Parent Society
4.
 - A. Whether presenting a paper.
 - B. Title of paper with authors name
(Please enclose a copy of abstract)
5.
 - A. Whether chairing a session /
Giving a lecture/ faculty
 - B. Please enclose letter/details in support.
6. It above to point 4 & 5 is No,
Then that is the relevant of your
Participation in this conference
(not more than 100 words)
7. Have you attended any National Conference?
In this Calendar year (Please give details)
8. When did you attend International Conference/
Training abroad, before this application (give details).
9. Journey & Leave details.
 - A. Date & Time of departure from Patna -
 - B. Date of joining the duty -
 - C. Total period of absence -
10. Management of work in your absence.
 - A. Name of the Faculty members. -
 - B. If you are the HOD, who will
Heading the dept. During your absence.
 - C. Signature of the Concerned
Faculty member for a & b.
11. Do you need financial assistance?
From the institute.
If, yes - give details

A.	Registration fees	(1 st cut off)	
B.	Fare to & for (Train / Air / Bus)		Rs.
C.	D. A.		Rs.
	Total		Rs.

12. Whether local hospitality.
Financial assistance is likely to be obtained by -
Organizer / any other sources.

13. **The terms and conditions as notified by the Medical Council of India,
New Delhi Dated 10th December-2009 shall strictly be followed.**

Sir,
I may please be permitted with/without financial support for attending this conference.

Dated _____ (Signature of the applicant)

Forwarded to the Dean, IGIMS, Patna. He may be permitted and financial
Supported for attending the conference as applied.

**The Paper being presented in the conference has been duly
Approved by the Departmental Research Committee.**

(Head / Officer In-charge of Dept. with
date)

Recommended / not recommended.

(Dean)

Sanction by competent authority.

(Director)

Copy forwarded to Accounts section for payment of advance of 70% at least 25 days (one
month in case of going abroad) before joining after verification of rates.

(Dean)

**Note: - Final settlement of T.A. will be only when certificate of participation registration receipt in
prescribed format is submitted to academic.**