

No. L.21020/85/2000-IC  
Government of India  
Ministry of Health & Family Welfare  
Department of Health

Nirman Bhawan, New Delhi.  
Dated the 26 November, 2007.

To

All the participating Units  
of Central Health Service Cadre.

Subject: Grant of financial assistance to Central Health Service Officers for attending International/Conferences/Symposia abroad.

Sir,

In supersession of this Ministry's Order No.L.21020/85/2000-IC dated 1.6.2006 I am directed to say that it has been decided to revise the scheme regarding grant of financial assistance to Central Health Service doctors including Non-Medical Scientists/Technical Officers in the Directorate General of Health Services to attend International Conferences/Symposia abroad from time to time. In the case of Non-Medical Scientists/Technical Officer, the grant shall be restricted to 20% of the allocated funds for the year for the scheme.

2. The maximum amount of financial assistance to be provided to the officials in individual cases for attending international conferences/Symposia shall be Rs.1.00 lakh (Rupees one lakh only) or the actual expenditure whichever is less, subject to availability of funds.

3. The financial assistance is admissible to an officer once in two years who applies for the assistance in the prescribed proforma and shall be restricted to senior most officer when more than one officer attend the same conference/symposium.

4. The guidelines for grant of financial assistance are as under :-

- (a) The applicants should have Post Graduate degree in the relevant branch of medicine, surgery or Pharmacology, Radiology, Biochemistry etc.
- (b) The applicant should have put in at least ten years of service under the government and have at least three years or more before superannuation.
- (c) The applicant should be actively engaged in research work in the subject matter of conference/congress;
- (d) The organizers of conference/congress should have extended an invitation to the applicant.
- (e) The applicant is likely to make valuable contribution at the conference/congress (e.g. Presentation of paper etc. in case of presentation paper an extract of the same should be submitted).

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5. Preference will be given to applicants:

- (i) Who have been invited to organize the meeting/give a special lecture or to present a paper/chair/co-chair a scientific meeting.
- (ii) Who are members of the Executive Committee/Council of recognized International or Regional Scientific organization; and
- (iii) Female Officers who are doing outstanding work in their areas of work.

6. If the officer concerned has received financial support from any other sources (like University Grants Commission, Department of Science & Technology, Indian Council of Medical Research, etc.) also then the maximum amount to be received by him/her for the purpose would not exceed the actual expenses incurred for him/her to and fro air fare, registration and D.A. at the rates fixed by Government of India.

7. The officer who is granted the financial assistance must render the account of the amount received by him/her from this Ministry and from other sources, if any, within one month of his/her return from the conference/Seminar.

8. Candidates seeking financial assistance may apply through proper channel to the Director (International Cooperation), Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi at least one month before the date of the Conference.

9. The decision of the Ministry of Health & Family Welfare in regard to grant of financial assistance will be final. If the request is not agreed to by the Ministry, the applicant cannot make a claim for assistance at a later stage for the same purpose.

10. The participating units of CHS, while forwarding the applications of CHS officers to this Ministry for grant of financial assistance, may send the detailed bio-data of the candidates, containing their qualifications, experience, field of specialization, details of publications, past visits abroad, research, the invitation letter received to attend conference abroad, the amount of financial assistance required and any other relevant information that may help in examining the request.

11. The above scheme may be circulated amongst all CHS officers and Non-Medical Scientists/Technical Officers of the Dte.G.I.I.S. for their information.

12. This issues with the approval of Secretary (Health & Family Welfare).

Yours faithfully,

*Am*  
*26-11-07*

(A.M.PRASAD)  
DIRECTOR (IC)

Copy to:

1. Director General of Health Services.
2. Addl. Director General (II)
3. Director (CHS)
- ✓ 4. Finance Division
5. Budget (Health) Section.

NO.

**PROFORMA FOR OBTAINING INFORMATION IN RESPECT OF  
OFFICER WHO REQUIRES FINANCIAL ASSISTANCE FOR  
ATTENDING INTERNATIONAL CONFERENCES/SYMPOSIUM  
ABROAD (CHE OFFICERS)**

1. Name of Officer \_\_\_\_\_
2. Designation & Place of posting. \_\_\_\_\_
- 3(i). Whether belong to CHS Cadre \_\_\_\_\_  
(Write 'Yes or No')
- (ii) If yes give years of service rendered \_\_\_\_\_  
in CHS cadre till date (with date of  
joining in this cadre)
- (iii) Scale of Pay \_\_\_\_\_
- (iv) Basic Pay \_\_\_\_\_
- (v) Give details of service in case of \_\_\_\_\_  
Non-CHS officer in Dte.GHS \_\_\_\_\_  
Working as Technical Officer \_\_\_\_\_
- (vi) Scale of Pay \_\_\_\_\_
- (vii) Basic Pay \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Date of Superannuation \_\_\_\_\_
6. Qualification acquired (MBBS/P.G. \_\_\_\_\_  
Degree) if so in which discipline. \_\_\_\_\_
7. Whether actively engaged in research \_\_\_\_\_  
work relating to the Conference/  
symposium. \_\_\_\_\_
8. Please certify:-
  - (i) Whether the officer has been invited \_\_\_\_\_  
to organize the meeting give a \_\_\_\_\_  
a special lecture or to present paper/ \_\_\_\_\_  
Chair or Co-chair a specific meeting? \_\_\_\_\_
  - (ii) Whether he is a member of Executive \_\_\_\_\_  
Committee/Council or Recognized \_\_\_\_\_  
International or Regional Scientific \_\_\_\_\_  
Organisation. \_\_\_\_\_

9. The likely valuable contribution is to be made in the meeting / Conference projecting the image of his/her parents institute. \_\_\_\_\_
10. Whether Male or Female Officer \_\_\_\_\_
11. Whether he/she belongs to SC/ST category. \_\_\_\_\_
12. Amount of financial assistance require with break-up of expenditure item-wise i.e. Air Travel, Registration and accommodation etc. \_\_\_\_\_
13. The maximum amount of Rs. 1,00,000/- is admissible under this scheme, so the other sources to meet the expenditure over and above Rs. 1,00,000/- may also please be specified. \_\_\_\_\_
14. Details of past fellowship/visit/FA\* availed. \_\_\_\_\_

I undertake to furnish through proper channel the statement of accounts of expenditure/total grants from all sources with proofs thereof for the purpose within one months of my return from abroad and in default. I agree to refund to the government the entire amount of grant together with interest thereon in lumpsum. I also undertake to travel by Air India as per instructions issued by the Ministry of Civil Aviation amended from time to time.

Signature of applicant  
With designation and  
Place of posting

To be countersigned by Head of Office/Department with stamp.

\* FA - Financial Assistance.