



- vi. In case of training program or courses, either the invitation letter should be addressed to the Director, SGPGI or the application for training/course should have been routed through proper channel.

**B. Abroad, other than SAARC countries**

The Director may, at his discretion, permit a member of faculty to participate in scientific meetings/ conferences/ congress/ updates/ symposia/ seminars/ workshops/ teaching courses / master class /CMEs/ short-term trainings or courses or programs (not exceeding 14 days for each event) on duty terms abroad (other than SAARC countries) with or without any financial commitment by the institute. However, registration fee, air-fare, visa fee, hotel accommodation charges, per-diem, as per rules, and actual medical insurance premium (subject to a ceiling of Rs.3000 per visit) will be provided to present scientific papers, or to chair/co-chair a scientific session/ panelist/ convening a panel discussion/ meet the professor session/ judging a paper or poster session or to deliver a lecture as an invited speaker, as faculty / participant in workshop/ teaching courses / masterclass / CMEs / short-term training courses or programs / meeting of academic working groups and for availing training in a specified course or program offered by universities. Applications from faculty members for such purpose will be considered provided that:

- i. In case of financial support from the Institute, he/she should have completed probation period as a faculty member and should have at least one year's service left before commencement of the event.
- ii. Entitlement for financial support shall be: Assistant Professor or Associate Professor -- once in two financial years, and Additional Professor or Professor -- once in every financial year.
- iii. Where a scientific paper is to be presented, it must be the outcome of research conducted at the Institute or a collaborative research work, and should have been accepted for presentation. For chairing/co-chairing a scientific session or to deliver a lecture as an invited speaker or faculty for workshop, he/she should have been invited for the same.
- iv. He/she will be required to submit participation certificate and a report within a period of 15 days of return.
- v. For participation in such events without financial support from the Institute, the faculty member should have been invited by the conference organizer. He/she should furnish a clear statement about the source of funding to meet the expenditure for such visits and to submit documentary evidence to this effect. Funding from any private companies for such visits will not be allowed.
- vi. In case of training program/courses, the invitation letter should be addressed to the Director, SGPGI or the application to attend such training/course should be routed through proper channel.

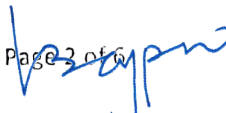
**Guideline No. 2: Participation In meetings of decision-making bodies, such as executive boards, organizing committees, scientific programme committees, review committees, meetings of journal editorial board, etc.**

The Director may, at his discretion, permit a member of the faculty to participate in meetings of decision-making bodies, such as Executive Boards, Organizing Committees, Scientific Programme Committees, Review Committees, Meetings of Journal Editorial Board and/or an administrative activity/ policy-making activity within India or abroad (excluding fellowships & foreign assignments), subject to the condition that no financial commitment would devolve on part of the Institute.

**Guideline No. 3: Attendance at meetings on expert advisory groups, advisory panels, steering committees and task forces, etc. of World Health Organization (WHO) and other UN agencies.**

The Director may, at his discretion, permit a member of faculty to attend meetings such as Advisory Panels, Steering Committees, Task Forces etc. of the WHO and other UN agencies. Attendance in such meetings will not be considered for the purpose of grant of permission for participation under guideline no. 1. The period of absence for attending such assignment will be considered as 'On duty', provided the faculty member gets only TA/DA for such assignments. Where honorarium/remuneration is paid to a member of the faculty, the period of absence will

  
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be treated as leave of the kind due and provisions  
availed of.

**Guideline No. 4: Foreign Visits for availing of assignments (Job) OR training for more than two weeks OR Fellowships OR Scholarships**


- i. Faculty members should route their applications for availing of assignments (job) or training for more than two weeks or fellowship or scholarships through the Director. The Director may, at his discretion, withhold any such application in public interest. In case of online submission of an application for such purpose, the faculty member should intimate the fact to the Director, immediately after online submission of the application.
- ii. Only regular/permanent faculty members are eligible
- iii. Probation period or at least 2 years' continuous service should have been completed by the faculty member before availing of an assignment (job), training for more than two weeks, fellowships or scholarships.
- iv. Entitlement should accrue at the rate of one year for every completed five years of service, and be for a total period not exceeding 5 years during entire period service as faculty member, but not more than two years at a stretch.
- v. Foreign assignment (job)/ training for more than two weeks, fellowships, scholarships for a maximum period of up to six months will be termed as 'short-term foreign visits' and those beyond six months as 'long-term foreign visits'.
- vi. At least 50% of faculty should be available on duty in the concerned department.
- vii. No substitute will be asked for by the head of department, who will also ensure smooth functioning of the department.
- viii. Request from the faculty member for either resignation or voluntary retirement will not be entertained while on aforesaid assignments.
- ix. Period of absence from the Institute for availing any foreign assignment (job) will be treated as extraordinary leave without pay, and the provision of SR-12 will not apply on them.
- x. For fellowships/trainings/scholarships sponsored or awarded by Government-controlled departments/agencies, and for fellowships/scholarships such as WHO, Commonwealth, INSA, DST, ICMR, etc., the period of absence will be treated as on duty.

Period of absence for availing rest of all fellowships/scholarships/trainings will be treated either as leave of the kind due with the provision of SR-12 where any fee/ honorarium/ salary/ remuneration is received from such fellowship/scholarship/training, or as extraordinary leave without pay. Other fellowships/scholarships training up to a duration of 42 days in a financial year, shall be considered as on duty within the permissible limit of 42 days' leave on duty in a financial year, provided that the individual faculty member makes a specific request for the same and no fee/ honorarium/ salary/ remuneration is received from such fellowship/ scholarship/ training.

- xi. For the period of extraordinary leave without pay availed for such purpose, the faculty member will be required to deposit contributions towards group insurance and employee health scheme in advance, and pension contribution on return from abroad. However, if the faculty member is a member of New Pension Scheme, he/she should deposit the requisite contribution every month.
- xii. There will be no bond for availing a fellowship/ training/ assignment for up to 42 days. For assignments (jobs)/ fellowships/ scholarships/ trainings exceeding 42 days but up to 6 months' duration, a faculty member is required to execute a bond for a sum of Rs. 5 lakhs on a non-judicial stamp paper of Rs. 50 binding him/her to serve the Institute for a minimum period of one year from the date of re-joining at the Institute. For availing of assignments (jobs)/ fellowships/ scholarships/ trainings exceeding six months'

  
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duration, he/she is required to execute a bond for a sum of Rs. 10 lakhs on a non-judicial stamp paper of Rs. 50 binding him/her to serve the Institute for a minimum period of 3 years from the date of re-joining at the Institute.

- xiii. There will be a cooling period of one year between two short-term foreign visits. Similarly, the cooling period between two long-term foreign visits will be three years.
- xiv. The period of leave (extraordinary leave without pay) availed by the faculty member for taking up foreign assignments (jobs)/ fellowships/ scholarships/ trainings would be excluded from the period of eligible service for consideration for next promotion under the Assessment Promotion Scheme (APS). Period of assignments (jobs)/ fellowships/ scholarships/ trainings with national/ international/ multinational agencies dealing in health sector or health services, which is treated as on duty, would however be counted for eligibility under APS provided that the assigned position in the overseas assignments is in teaching institution/hospitals/universities.
- xv. There will be no bond in case of deputation with an organization, which is in pursuance of the obligation under agreement entered into by the Govt. of India or by the SGPGI and the period of such deputation will also not be counted towards the entitlement as provided in clause (iv) above. Clause xiii (vide supra) will also not be applicable

**Guideline No. 5: Permission to accept the examinership in India and Abroad**

A member of the faculty may be permitted at the discretion of the Director to accept the offer of being appointed as examiner in India or abroad, and the period of absence from headquarter for such purpose including the transit period, will be treated as on duty. No TA/DA or any financial commitment would devolve on the part of the institute for such purpose.

**Guideline No. 6: Permission to accept invitation to assist the various selection committees in India and abroad**

The Director may, at his discretion, grant permission to members of the faculty to accept invitations from various organizations, either from India or abroad, to assist them in making selections. The period of absence from headquarters including transit time may be treated as on duty. No TA/DA or financial commitment would devolve on part of the Institute.

**Guideline No. 7: Permission to accept invitations from Indian/ foreign universities and institutions for delivering lectures/ conducting workshops**

The Director may, at his discretion, allow a member of faculty to accept invitation from Indian/ foreign universities and institutions for delivering lectures or conducting workshops. The period of absence for such purpose, including the period spent on travel, will be treated as on duty. TA/DA will be provided by the Institute, if permissible as per clause A(i) of guideline No. 1. However, the same will be adjusted against his/her entitlement of TA/DA and registration fee for that financial year. In case, a faculty member is paid honorarium/ fee/ remuneration in addition to TA/DA by the sponsoring authority, then he/she has to avail of leave of the kind due subject to the provision of SR-12.

**Guideline No. 8: Permission to accept membership of scientific advisory boards, expert committees, task forces or any other expert advisory group of national/international scientific bodies**

The Director may, at his discretion, permit a member of the faculty to accept the invitations to serve on scientific advisory boards, expert committees, task forces or any other expert advisory group of national/ International scientific bodies and depute them to attend the meetings of these committees as on duty, but no TA/DA will be payable by the Institute.

  
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**Guideline No. 9: Permission to accept membership and to attend the meetings of university grants commission/ Indian universities/ medical colleges/ autonomous bodies**

The Director may permit, at his discretion, a member of the faculty to accept membership of and to attend the meeting of advisory boards of Indian universities/medical college or any teaching and research institution or organization. The period of absence will be treated as on duty. No TA/DA will be paid by the Institute.

No permission will be granted to a faculty member to be associated either as member or consultant of a private medical institution/ hospital/ centre in India or abroad which is running on commercial basis. However, if an academic activity is organized by a private institute/ medical college/ recognized hospital, then faculty member may be permitted for such purpose, and TA/DA/ and registration fee is payable by the Institute if permissible as per clause no. A(i) of guideline No. 1.

**Guideline No. 10: Permission to conduct inspection and to examine facilities for starting undergraduate/ postgraduate courses etc. at various medical colleges/universities.**

The Director may, at his discretion, permit a member of the faculty to conduct inspection and to examine the facilities available for starting undergraduate/ postgraduate medical courses, etc. at various medical colleges/Indian universities on behalf of the Medical Council of India or state government, a University, National Board of Examinations, etc. The period of absence will be treated as on duty but no TA/DA will be paid by the Institute.

**Guideline No. 11: Permission to participate in the planning, organization and to conduct community health care work**

The Director may permit, at his discretion, a faculty member to participate at the instance of central, state and other Government agencies in planning, organization and conduct of community healthcare work, including participation in experiments to develop alternate models of health care delivery, for the benefit for general public in any place in the country. The period of absence will be treated as 'On Duty' but no TA/DA will be paid by the Institute.

In case, the Government/Institute depute the faculty members for such purpose, the TA/DA will also be paid to them and this will not be counted for their entitlement under the guideline No. 1

**Guideline No. 12**

The Director may also permit the member of the faculty to take up any other assignments in India or abroad which are connected with the activities of the Institute and are considered to be in interest of the Institute or the country. The period of absence will be treated as 'On Duty' but no TA/DA will be paid by the Institute.

**Guideline No. 13: Meetings related to research projects**

A faculty member who is either an investigator or a co-investigator in a research project which may be funded by private research institutions/ foundations/ companies, may be allowed to attend meetings in India and abroad, provided that project ideally should have been cleared by the Ethics Committee and registered with the Institute. In addition, permission may be granted to attend investigators' meetings for protocol development, provided in principle approval has been given by the research section. TA/DA for such visits can also be claimed from the registered research project provided that the visit is related to the concerned research project and adequate funds are available in such research project in the head of TA/DA for attending such meetings.

**General conditions**

- ✓ i. Participation in all the aforesaid activities with leave on duty is restricted to 42 days' leave on duty in a financial year. However, participation in such events during vacation will be treated as vacation. No further

  
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requests for participation in any activities beyond the permission to leave on duty will be entertained. A faculty member may apply for leave of kind due, if permissible for this purpose, provided that no TA/DA or registration fee will be provided for such visits.

- i. The period of leave on duty would be restricted to the actual period of the event and the actual transit period.
- iii. The maximum ex-India leave (personal leave) in conjunction with official duty shall be 3 weeks, while adhering to the limit of 50% (excluding transit time and enforced halt) of the period of official duty abroad. However, for official visits of duration less than 8 days, up to 4 days' leave can be availed. This personal leave will be deducted out of leave of the kind due and will not be considered as leave on duty.
- iv. The head of the department will ensure the availability of 50% faculty members on duty during the entire period of absence of a faculty member.
- v. Faculty members who accept any foreign hospitality are advised to obtain clearance under the Foreign Contribution Regulation Act (FCRA). Foreign hospitality includes any offer, not being a purely casual one, made in cash or kind, by a foreign source for providing a person with costs of travel to any foreign country or territory, or free board, lodging, transport or medical treatment.
- vi. Faculty members will not be permitted to avail/attend any academic events including fellowship/ training/ assignment with funding from a private organization.
- vii. In case, any fee/ honorarium/ salary/ remuneration is received by a faculty member, the provision of SR-12 will be applicable as per rules.
- viii. For permission to conduct examination in a private institution, a faculty member should have been appointed as an examiner by the university to which the institution is affiliated.
- ix. Faculty members should plan their participation in the above events well in advance, and their applications for such purpose should reach the Executive Registrar 2-3 weeks prior to date of travel in case of visits within India and 4-6 weeks prior to the dates of travel in case of visits abroad, so that a decision may be communicated well before they proceed for an event.


All faculty members of the Institute are requested to adhere to the aforesaid guidelines and general conditions while submitting their applications for the above purpose.


This order is being issued following approval by the 85<sup>th</sup> Governing Body meeting, dated 10 March 2016.

  
(Prof Rakesh Kapoor)  
Director


**Distribution:**

1. All faculty members (Through the heads of departments)
2. Additional Director
3. Dean
4. Chief Medical Superintendent
5. Finance Officer
6. Executive Registrar
7. Academic section
8. Directors camp
9. Guard file

  
(Prof Rakesh Kapoor)  
Director

  
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