



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
MAULANA AZAD MEDICAL COLLEGE  
BAHADUR SHAH ZAFAR MARG: NEW DELHI  
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No. F. 1(431)/ MC/Plg./ 2025-26/ 2029

Dated: 08 February, 2025

To,

All HOD'S  
MAM College,  
New Delhi

**Sub: Proposals for conducting Training/Workshops programme under Revenue of Annual Budget 2025-26.**

Sir/Madam,

As you are aware, that training/workshops are being conducted every year by various departments of MAMC, under the Scheme "Strengthening of Medical Education and Training /Workshops" under Revenue of Annual Budget; after obtaining necessary sanction from competent authorities Govt. of NCT of Delhi.

In this regard, it is requested that if there is any proposal for Training/Workshop **proposed to be undertaken by faculty members of your department, during the financial year 2025-26, the same be submitted to Planning Branch latest by 28.02.2025** so as to enable us to send a consolidated proposal of the college, as directed by Finance Department, GNCTD well in time for obtaining the necessary approval of Planning /Finance Deptt., Delhi Govt. The proposal should be strictly in accordance with the enclosed guidelines issued vide letter dated 12.04.2023 (copy enclosed), and as per the enclosed Check-list (Annexure-I), Undertaking (Annexure-II)& (Annexure-III). Any proposal which is not in accordance with the guidelines and check-list will not be considered.

It will be highly appreciated, if the proposal is submitted to Planning Branch **latest by 28.02.2025.**

Encl: As above.

Yours sincerely

(MUZAFFAR IMTIAZ)  
HOO/ADMINISTRATIVE OFFICER

**Copy to:**

The Incharge, Lan & Server, for uploading on the website of MAMC and e-mail to all HODs