



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
MAULANA AZAD MEDICAL COLLEGE
BAHADUR SHAH ZAFAR MARG: NEW DELHI
(PLANNING BRANCH) PHONE: 23215324
Email: plgofficer.mamc@gmail.com

No. F. 1(431)/ MC/Plg./ 2024-25/2305

Dated: 01st FEB January, 2024

To,

All HOD'S
MAM College,
New Delhi

Sub: Proposals for conducting Training/Workshops programme under Revenue of Annual Budget 2024-25.

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 2024-25, the same be submitted to Planning Branch latest by 10.02.2024** 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) and Basic details in r/o of Proposals submitted (Annexure- III). Any proposal which is not in accordance with the guidelines and check-list will not be considered. **It is also requested to email soft copy of annexure-III in (Doc./xls) format to plgofficer.mamc@gmail.com**

It will be highly appreciated, if the proposal is submitted to Planning Branch **latest by 10.02.2024.**

Yours sincerely

Encl: As above.

Naresh Kumar
(NARESH KUMAR)
PLANNING OFFICER (MAMC) 30/1/24

Copy to:

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

LIST OF DEPARTMENTS OF MAMC FOR CME/TRAINING/WORKSHOPS

1.	HOD, ANAESTHESIA
2.	HOD, ANATOMY
3.	HOD, BIOCHEMISTRY
4.	HOD, E.N.T.
5.	HOD, OPHTHALMOLOGY
6.	HOD, MEDICINE
7.	HOD, OBSTETRICS & GYNAECOLOGY
8.	HOD, PAEDIATRICS
9.	HOD, PATHOLOGY
10.	HOD, PHYSIOLOGY
11.	HOD, RADIO-DIAGNOSIS
12.	HOD, SURGERY
13.	HOD, ANATOMY
14.	HOD, COMMUNITY MEDICINE
15.	HOD, DERMATOLOGY & STD
16.	HOD, FORENSIC MEDICINE
17.	HOD, MEDICAL EDUCATION/CME
18.	HOD, MICROBIOLOGY
19.	HOD, ORTHOPAEDICS
20.	HOD, PAEDIATRIC-SURGERY
21.	HOD, PHARMACOLOGY
22.	HOD, RADIO-THERAPY
23.	HOD, NEONATOLOGY
24.	HOD, PSYCHIATRY
25.	HOD, PULMONARY MEDICINE
26.	HOD, GNEC
27.	Incharge, PGMET CELL
28.	Planning officer, MAMC
29.	

ANNEXURE-I

CHECK LIST FOR SUBMITTING FRESH PROPOSAL FOR CONDUCTING
TRAINING/WORKSHOP DURING THE FINANCIAL YEAR 2024-25

DEPARTMENT: _____

S.NO.	PARTICULARS	
1.	SUBJECT OF THE TRAINING/WORKSHOP	YES/NO
2.	TYPE OF TRAINING/WORKSHOP PROGRAMME i.e. Workshop, Training, CME etc.	YES/NO
3.	SCHEDULE & DURATION OF THE TRAINING/WORKSHOP	YES/NO
4.	OBJECTIVE/PURPOSE OF THE TRAINING/WORKSHOP	YES/NO
5.	NUMBER OF PARTICIPANTS / DELEGATES CATEGORY WISE (I.E. UG, PG, INTERNS, FACULTY MEMBERS, SPECIALISTS, MEDICAL OFFICER, PRIMARY CARE DOCTORS, PARA MEDICAL STAFF, NURSING STAFF ETC.)	YES/NO
6.	LIST OF RESOURCE PERSONS WITH THEIR NAMES AND DESIGNATION	YES/NO
7.	LIST OF SUPPORTING STAFF WITH NAMES AND DESIGNATION	YES/NO
8.	LIST OF THE DELHI GOVT. RESOURCE PERSONS AND SUPPORTING STAFF TO WHOM MEMENTO IF ANY IS TO BE PRESENTED	YES/NO
9.	DETAILS OF THE EXPENDITURE LIKELY TO BE INCURRED UNDER DIFFERENT ITEMS	YES/NO
10.	WHETHER THE PROGRAMME IS BEING ORGANISED UNDER THE SPONSORSHIP OR COLLABORATION OF ANY NON GOVERNMENTAL BODY.	YES/NO
11.	WHETHER ANY FEE WILL BE CHARGED FROM THE DELEGATES/PARTICIPANTS. IF YES, GIVE DETAILS.	YES/NO
12.	WHETHER CONSOLIDATED REPORT OF THE DELIBERATION/FINDINGS FROM THE TRAINING/WORKSHOP CONDUCTED IN THE PREVIOUS ACADEMIC YEAR SUBMITTED OR NOT	YES/NO
13.	WHETHER UNDERTAKING REGARDING UTILIZATION OF AMOUNT, USE OF EXISTING VEHICLES AND NON- GRANT OF HONORARIUM TO ANY OFFICER/OFFICIAL OF DELHI GOVT. FOR CONDUCTING THE WORKSHOP ENCLOSED WITH THE PROPOSAL	YES/NO

(Handwritten signature)

ANNEXURE-II

UNDERTAKING

I Dr. _____

Department of _____ do hereby

undertake that :

1. I will utilize the entire amount as requested in the proposal submitted by me to conduct the workshop _____ during the financial year 2024-25, if the amount for conducting the workshop is received well in time schedule.

2. I will utilize the existing vehicle available with the hospital/College for training/ workshop.

3. That no honorarium will be given to any officer/official of Delhi Government for participating in the above said training / workshop to be conducted during the year in any manner whatsoever.

Signature_____

Name:_____

Designation:_____

Department:_____

**Proposals for conducting CME/Training/Workshops/programme
for FY: 2024-25**

Faculty Information & Training Details	Department Name	
	Faculty /Training Coordinator Name	
	Designation	
	Contact No.	
	Email ID	
	Training Name/Subject	
	Type (CME/Training/Workshop)	
Participants (No.)	Delegates	
	Resource Person	
	Supporting Staff	
	Total	
Requirement of funds in r/o proposal submitted (Rs.)	Lunch (Rs.)	
	Snacks (Rs.)	
	Bags (Rs.)	
	Stationery(Rs.)	
	Resource Person (Rs.)	
	Supporting Staff (Rs.)	
	Misc.(Rs.)	
	Total Amount (Rs.)	



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No F 1(455)/MC/Plg /2020-21/384

Dated 12th April, 2023

SUB: GUIDELINES FOR SUBMITTING PROPOSAL FOR CONDUCTING TRAININGS/WORKSHOPS BY DIFFERENT DEPARTMENT OF THE MAMC.

Since the training/workshops are being conducted every year by various department of MAMC under the scheme "Strengthening of Medical Education and Training/Workshops" therefore, in view of the observations of Planning/Finance Department, Govt of NCT of Delhi, following guidelines are framed for submitting the proposal for conducting training/workshops for the financial year 2023-24 & onwards

- 1) The Department should submit the proposal clearly indicating the objective/purpose, subject, schedule & duration of the course, Number of participants/delegates, resource persons, supporting staff for the training programme/workshops as well as the financial implications, with the details of expenditure likely to be incurred under different items for the proposed training programme/workshop
- 2) The Department should submit the proposal alongwith a consolidated report of the deliberations/findings from the workshops/symposiums conducted in the previous academic year which shall also include the total number of delegates/participants, resource persons attended the workshop, expenditure incurred on each training, Utilization Certificate with regard to the amount sanctioned for the training and reasons if any for not conducting any of the training/ workshops
- 3) The department while submitting the proposal shall follow the revised norms for CME/Training Workshop approved by the Finance Department, Expenditure-II Division (CD 000640438) No F 1(455)/MC/Plg /2020-21 dated 27/10/2022 which is as under:

Sr. No.	Particulars	Existing Rate/Norms	Revised Rate/Norms
1	Memento to Resource Person	Rs 500/- per person	Rs 500/- per person or actual expenditure whichever is less
2	Memento to Supporting Staff	Rs 300/- per person	Rs 300/- per person or actual expenditure whichever is less
3	Lunch	Rs 150/- per person	As per latest OM issued by FD on Delegation of Financial Powers to the HODs/Admin/Secretaries of GNCTD Rs 300/- per person
4	Snacks	Rs 25/- per session/per person	As per latest OM issued by FD on Delegation of Financial Powers to the HODs/Admin/Secretaries of GNCTD Rs 25/- per session/per person (Total Rs 50/- per person per day for two sessions)
5	Bags	Rs 125/- per person	Rs 250/- per person or actual whichever is less
6	Pen/Pencil/ Writing Pad	Rs 25/- per person	Rs 50/- per person or actual whichever is less

However, since there is a general ban on payment of honorarium to Delhi Govt. Employees, the Department while submitting the proposal shall also furnish an undertaking that no honorarium will be given to any officer/official of Delhi Govt. for participating in the training in any manner whatsoever. The Department shall submit an undertaking that it will utilize the existing vehicles from hospital/college for training purpose

4) The Department shall also submit a list of Delhi Govt. Resource Person and Supporting Staff to whom memento if any upto Rs 500/- & Rs 300/- is to be presented for attending the training

5) The Department shall ensure that the total expenditure on training conducted in each financial year shall not be exceeded to 10-15% ceiling of the expenditure utilized in the previous academic year

6) The Department should focus on increasing the number of training in an academic year rather focusing on increase in training cost with reduced training/workshop

7) No Transportation charges would be payable to the faculty using official vehicle. Out station faculty who come to deliver lecture on his/her tour will not be paid any transportation charges.

8) The limit of maximum participants of each workshop should be restricted to total 80 participants per occasion including Resource Person & Supporting staff. In case of number of participants exceed, the HOD concerned should justify the reasons, necessity & usefulness of the workshop for increasing the number of participants.

9) In every CME/Training Workshop, number of External Faculty/Resource Persons have been restricted upto 10 persons (maximum) each per day for the workshop. Similar, maximum number of supporting staff should be deployed upto 10 persons for one workshop.

10) Advance sanction should be applied before 20 days from the date of conducting workshops.

11) Contingency charges @ 5% (maximum) of total cost of CME/Training Workshops to be allowed for unforeseen expenditure except fixed assets. Dongle & Internet may be used in contingency charges.

12) Workshops to be conducted in small groups so that the purpose for conducting the workshop prove to be useful. Hence, the limit of maximum participants of each workshop restricted to total 80 participants per occasion including Resource Person & Supporting staff. In case of number of participants exceed, the HOD concerned should justify the reasons & necessity & usefulness of the workshop for increasing the number of participants.

13) **No procurement should be made directly by the department.** The committee members decided that all items required for the workshops to be procured by the Purchase department, MAMC through GeM portal in compliance to fulfil the codal formalities under GFR 2017 & delegation of financial power rules. In case none availability of any item on GeM, a certificate to this effect that the particular goods/services are not available on GeM should be recorded. In this case, purchase of said item/services may be done through other mode of GFR- 2017.

The concerned department will send their workshop proposal with justified demand to Planning Branch who will scrutinize the proposal & work out the consolidated demand & further forward to the Purchase Department for procurement of goods/ services through GFR.

14) Following financial aspects must be followed which are as under :-

- i. That no honorarium or payment of per-diem be allowed to any official/officer of Delhi Govt., however, Admn. Department can present a memento upto Rs.500/- & Rs.300/- to Delhi Govt. resource persons and supporting staff respectively.
- ii. That guideline framed, by the department is adhered to in letter and spirit.

Par

- lii. That a consolidated report of the deliberations/findings from these workshops/symposiums may be compiled and submitted to the Admn. Secretary with the recommendation to enable him to formulate a view regarding the utility/usefulness of such workshops/symposiums.
- lv. That the information regarding No. of participants category wise (UGs, PGs, Interns, Medical Officers, Specialists, para medical staff, Nursing staff) who will be benefited in respect of each proposed Training/Workshop in current financial year and similarly actual no. of trainees/participants category wise who attended the training programme for each training/workshop be provided by the concerned faculty members
- v. Expenditure shall not exceed the sanction amount
- vi. Expenditure shall be made spent within the limit as prescribed under Delegation of Financial Power issued by Govt. of NCT of Delhi vide OM dated 07.08.2019.
- vii. Advance should be adjusted within one month of drawl of advance.
- viii. If training workshop incharge, collect/charge any fee/amount from participants or for any services, rate should be approved by competent authority. It should be deposited in Govt. Receipts and should not adjusted against expenditure.
- ix. That no re-validation of expenditure sanction will be concurred if the expenditure in this regard is not utilized in the financial year itself
- x. It has not been concurred to meet expenditure for helping and ancillary staff to be outsourced for the training/ workshops.
- xi. The above concurrence is subject to compliance of all codal formalities, Budgetary Provisions, Provisions of GFR 2017, with in the limit as per Delegation of Financial Power Rule and Guidelines issued by Govt. of India and Dte. of Vigilance, Govt. of NCT of Delhi from time to time and ensuring due diligence and financial propriety
- xii. The HODs/Faculty members concerned to ensure all Covid protocols should be followed strictly as per the guidelines of Delhi Disaster Management Authority. (DDMA) while conducting the training /workshops

This issues with the prior approval of Ld. Dean, MAMC

Naresh Kumar
12/4/2023
(NARESH KUMAR)
PLANNING OFFICER

No .F.1(455)/MC/Plg./2020-21/

Dated: April, 2023

Copy to:

- 1.All HODs :-Anatomy/Anesthesia/Bio-Chemistry/E.N.T./Forensic Medicine Medicine /Microbiology/Pediatrics/PeadsSurgery/Obst.&Gynae/Pharmacology/Pathology/ Physiology/ Community Medicine /Surgery /Orthopedics /Radio-Therapy/Radio-Diagnosis/Pulmonary Medicine/Neonatology Department/Psychiatric Department /GNEC/CME/Skin&VD/PGMET CELL
- 2.HOO, MAMC
- 3.PS to Dean, MAMC
- 4.Sr. Account Officer, MAMC
- 5.Inchage, Data Centre with the request to upload the guideline on the departmental website

Naresh Kumar
12/4/2023
(NARESH KUMAR)
PLANNING OFFICER