



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](mailto:plgofficer.mamc@gmail.com)

No. F. 1(431)/ MC/Plg./ 2024-25/ 3676-77 Dated: 27 February, 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.

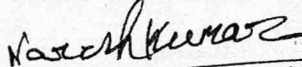
In this regard, it is requested that if there is any proposal for Training/Workshop proposed to be undertaken by faculty members of your department, during the financial year 2024-25, the same be submitted to Planning Branch latest by 02.03.2024 so as to enable us to send a consolidated proposal of the 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, and as per the enclosed Check-list (Annexure-I) and Undertaking (Annexure-II). Any proposal which is not in accordance with the guidelines and check-list will not be considered.

In this regard, it is stated that this office had requested all the departments vide letter dated 01.02.2024 to submit their proposal if any, latest by 10.02.2024 so that a consolidated proposal of the college could be sent in time for obtaining the necessary Administrative Approval and Expenditure Sanction of Planning /Finance Department. But till date only three Departments have given proposals for conducting Training/Workshops.

You are once again requested to kindly send the proposal of your department to Planning Branch latest by 02.03.2024 according to Guidelines issued vide letter dated 12.04.2023 and complete as per Annexure I & II (The detailed information is also available on the official website i.e <MAMC><Administration><Planning Branch><Circular/Notices>).

Encl: As above.

Yours sincerely,

  
(NARESH KUMAR) 26/2/24  
PLANNING OFFICER (MAMC)

Copy to:

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

**LIST OF DEPARTMENTS OF MAMC**

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, COMMUNITY MEDICINE
14.	HOD, DERMATOLOGY & STD
15.	HOD, FORENSIC MEDICINE
16.	HOD, MEDICAL EDUCATION/CME
17.	HOD, MICROBIOLOGY
18.	HOD, ORTHOPAEDICS
19.	HOD, PAEDIATRIC-SURGERY
20.	HOD, PHARMACOLOGY
21.	HOD, RADIO-THERAPY
22.	HOD, NEONATOLOGY
23.	HOD, PSYCHIATRY
24.	HOD, PULMONARY MEDICINE
25.	HOD, GNEC
26.	Incharge, PGMET CELL
27.	Planning Officer, MAMC