

**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 year of service rendered : \_\_\_\_\_  
in CHS Cadre till date (with date of joining in this cadre) \_\_\_\_\_  
Scale of Pay : ₹ \_\_\_\_\_  
Basic Pay : ₹ \_\_\_\_\_
- (iii) Give details of service in case of : \_\_\_\_\_  
Non-CHS officer in Dte. GHS working as Technical Officer \_\_\_\_\_  
Scale of Pay : ₹ \_\_\_\_\_  
Basic Pay : ₹ \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Date of Superannuation : \_\_\_\_\_
6. Qualification acquired (MBBS / PG : \_\_\_\_\_  
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 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 ₹ 1, 00,000/- is admissible under this scheme, so the other sources to meet the expenditure over and above ₹ 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 lump sum. 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

Designation: \_\_\_\_\_

Place of Posting: \_\_\_\_\_

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

\*FA – Financial Assistance