

To

The Financial Commissioner-cum-Secy.
(Health) to the Govt. of H.P.

- ✓ 1. The Director of Medical Education,
H.P.Shimla-9
2. The Director of Health Services,
H.P.Shimla-9
3. Principal,
Indira Gandhi Medical College, Shimla
4. Principal,
Dental College, Shimla.
5. Principal,
Dr.R.P.Medical College,
Tanda, Distt.Kangra.

Dated Shimla-2, the 21st September, 1999.

Sub:- Rules / Guidelines to attend conferences /
Workshops / Seminars etc. by Staff
Members (Medical & Para Medicals).

Sir.

I am directed to say that matter to frame set policy for allowing various staff members(Medical & Para-Medical) in the Health /Medical Education Department for attending scientific conferences/workshop/seminars and symposiums had been under consideration of the Govt. and it has now been decided to delegate the powers to the Head of institutions for allowing them for attending various conferences/workshops etc. in the light of the following policy guidelines:

Conferences within the Country. 1. A staff member is allowed to attend only one conference in a calendar year(January to December) at Government expense. A certificate to this effect that this is the first conference to be attended by him is also required to be attached alongwith the application.

The concerned staff member will intimate that he/she is a member of the Society Organising the said conference/workshop/seminar and symposium. The staff member will give information with regard to acceptance of paper to be presented/read in the conference.

contd. 2/-

(2) Request to attend the conference out side the country will not be considered on Govt. expense. However concerned staff members request will be recommended to the Govt. to attend the conference at his own expense or sponsored by any authority other than the State Govt. Staff members will be allowed to attend one conference outside the Country duly approved by the Govt. once in a block of three(3) years.

3. Request for attending the conference should be received /submitted at least 2 month before the starting of the conferences.

4. Concerned Head of the Department will recommend only one staff member from each unit (where more than one unit exists) to attend the conference at a time in rotation.

5. In case, the officer/official is not presenting a paper but nevertheless intends to attend the conference for certain bonafide reasons, sanction will be accorded to him and the period spent in the conference will be regularised by granting special casual leave. It is recommended by concerned Head of the Department and fulfills all other conditions.

6. Staff Members attending the conference will submit a detailed report with regard to his/ her participation to the Head of the institution .

7. Conferences within the country entailing absence of less than 15 days from the headquarters may be decided at the level of head of the institution provided the rules are strictly followed. In case of departures from the rules, the case shall be sent to the government for approval.

You are accordingly requested to accord permission to the staff working under you at your level keeping in view the above guidelines and budget provisions. However the cases in which approval of the Govt. is necessary be sent to this department with detailed proposal.

Yours faithfully,

Deputy Secretary(Health)to the Government of Himachal Pradesh.

No. HEP/SH-B(15)/1798, Dated Shimla-2, the 21st, Sept. 99.

Copies:-

1. All the Chief Medical Officers in H.P.
2. Section Officer(Health-A) H.P. Sectt. Shimla-2.
3. Chancery.

Deputy Secretary(Health)to the Government of Himachal Pradesh.