

## ALL INDIA INSTITUTE OF MEDICAL SCIENCES

No.F. 20-22/2009-Estt-I

Ansari Nagar, New Delhi-29.  
Dated the :

### MEMORANDUM

**Subject:** Grant of Institute's support to meet the travel costs in respect of faculty members and non-faculty staff for attending the International Scientific Congress/ Conferences/ Symposium/Training etc. during the 3<sup>rd</sup> Part of the Financial Year 2009-2010 i.e. from 01.12.2009 and 31.03.2010 – meeting of the Financial Grant Committee – information regarding enhancement of allocation – reg.

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It is informed to all faculty members/non-academic staff that some funds, which were earmarked for grant of financial assistance for above purpose, are remained unutilized for the Financial Year 2009-10. Therefore, applications are invited from the faculty members and other non-academic staff of the Institute for the award of financial support for participation in the International Scientific Conferences abroad during the 3<sup>rd</sup> Part of the financial year 2009-2010 (i.e. up to 31-03-2010).

All the Professors and Head of the Departments are, therefore, requested to kindly submit proposals for grant of financial support in the prescribed proforma in respect of the faculty members and other non-academic staff of their respective departments if the stipulated conditions are satisfied, so as to reach the Faculty Cell as early as possible but not later than **30<sup>th</sup> January, 2010 (1.00 PM) positively**.

A copy of the new prescribed proforma for such support as approved by the Institute may be obtained either from the FACULTY CELL or can be downloaded from the official website i.e. [www.aiims.ac.in](http://www.aiims.ac.in) & [www.aiims.edu](http://www.aiims.edu).

All Faculty Members/Non-Academic Faculty Staff are requested to kindly mention his/her option either for full or token grant at the time of applying for grant. Both the options from one applicant will be disqualification and such applications would not be considered for any type of grant.

Applications proposals received after the stipulated dates will not be entertained under any circumstances.

Sd/-  
**( LALIT KUMAR )**  
**ADMINISTRATIVE OFFICER**  
**(Faculty Cell)**

#### **Distributions:-**

1. All Chief of Centre/Head of the Departments/Units
2. PPS to Director
3. PS to Dean (Academic)
4. PS to Deputy Director (Admn.)
5. PS to Senior Financial Advisor
6. PS to Financial Advisor
7. PS to Chief Admn. Officer