



King George's Medical University U.P., Lucknow

Office of the Finance & Account Section

Phone- 0522-2257545, Fax- 0522-2257545 Website- www.kgmeindia.edu

Letter No. Finance & Account/2016

Department of Surgery (Gen.)

No. 1865

Date 29/07/16

Time

K.G.'s Medical University U.P., Lko

Office Order

**Subject:** Guidelines for grant of permission to the faculty members of the university to attend various scientific conferences and other assignments in India and abroad.

In supersession of all previous order on the subject cited above, the following guidelines for grant of permission to attend various scientific conferences and other assignments in India and abroad, as under, as approved by the Executive council. of the K.G.M.U are hereby circulated for information and guidance:

**Guideline 1:** Participation in scientific meetings/conferences/ updates/ symposia/seminars/workshops/teaching courses/master class/CMEs/short-term trainings or courses or programs (not more than 14 days for each event) In India & abroad.

**A. In India and SAARC countries:**

The V.C. may, at his discretion, permit a member of faculty to participate in scientific meetings/conferences/congress/updates/symposia/ seminars/ workshop/ teaching courses/ master class/CMEs/short-term trainings or courses or programs (not more than 14 days for each event) within India or in SAARC countries, with or without travelling allowance (TA), daily allowance (DA) and registration fee, provided that:

- 1- Each faculty members is permitted payment of TA, DA and registration fee from the University for only 4 such events in each financial year. For visits to SAARC countries, visa fee will also be paid. However, faculty can split payment of TA, DA and registration fee to attend more than 4 such activities if permissible.
- 2- He /she should have completed six months of continuous service as a faculty member, before commencement of the event.
- 3- He /She should have scientific paper accepted for presentation, or an invitation for delivering a lecture/ talk, for conducting a live workshop, and/or for chairing/co- chairing a session/meet-the professor/session/ judging a paper/poster session/ panelist, or an invitation from the

*Circulate to  
Faculty*



# King George's Medical University, U.P., Lucknow

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- organizers to participate as a delegate/ or as a participant (in a workshop/teaching course/ master class/ CME/ or a meeting of an academic working group)
- 4- For participation in such events without financial support from the University, a clear statement about the source of funding to meet the expenditure for such visits along with documentary evidence should be submitted. In case of self-faculty member should give a clear statement to this effect in the application. funding agency or non-profit organization. Acceptance of funding from any private companies or organization to meet the expenditure for such visits shall not be allowed.
  - 5- He/she will be required to submit participation certificate and a report on the event within a period of 15 days on return.
  - 6- In case of training program or courses, either the invitation letter should be addressed to the V.C. KGMU or the application for training/course should have been routed through proper channel.

### **B - Abroad, other than SAARC countries:**

The V.C. may, at his discretion permit a member of faculty to participate in scientific meetings/ conferences/congress/ updates/ seminars/ workshop /teaching courses/master class/CMEs/short-term trainings or courses or programs (not exceeding 14 days for each event) on duty terms abroad (other than SAARC countries) **with or without any financial commitment by the University. However, registration fee, air-fare, visa fee, D.A. rate will be given as per registrar letter no.- 16818/Mecell. Dated 30/12/2009 regarding Executive council decision** as per rules, and actual medical insurance premium (subject to a ceiling of Rs. 3000 per visit) will be provided to present scientific papers, or to chair/co-chair a scientific session/panelist/convening a panel discussion /meet the professor session/judging a paper or poster session or to deliver a lecture as an invited speaker, as faculty/ participant in workshop/ teaching courses/ master class/ CMEs/ short- term training courses or programs/meeting of academic working groups and for availing training in a specified course or program



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offered by universities. Applications from faculty members for such purpose will be considered provided that:

- 1- In case of financial support from the University, he/she should have completed probation period as a faculty member and should have at least one year's service left before commencement of the event.
- 2- Entitlement for financial support shall be: Assistant professor or Associate professor – once in two financial years and Additional professor or Professor – once in every financial year.
- 3- Where a scientific paper is to be presented, it must be the outcome of research conducted at the University or a collaborative research work, and should have been accepted for presentation. For chairing/co-charging a scientific session or to deliver a lecture as an invited speaker or faculty for workshop, he/she should have been invited for the same.
- 4- He/she will be required to submit participation certificate and a report within a period of 15 days of return.
- 5- For participation in such events without financial support from the University, the faculty member should have been invited by the conference organizer. He/she should furnish a clear statement about the source of funding to meet the expenditure for such visits and to submit documentary evidence to this effect. Funding from any private companies for such visit will not be allowed.
- 6- In case of training program/courses, the invitation letter should be addressed to the V.C., KGMU or the application to attend such training/course should be routed through proper channel.

**Guideline No.2:** Participation in meetings of decision-making bodies, such as Executive Boards organizing committees, scientific



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program committees, Review committees, meetings of journal editorial board, etc.

The V.C. may, at his discretion, permit a member of the faculty to participate in meetings of decision making bodies, such as Executive Boards, Organizing Committees Scientific Program Committees, Review Committees. Meetings Of Journal Editorial Board and/or administrative activity/policy-making activity within India or abroad (excluding fellowships & foreign assignments), subject to the condition that no financial commitment would devolve on part of the University.

**Guideline No.3:** Attendance at meetings on expert advisory panels, steering committees and task forces, etc. of world health organization (WHO) and other UN agencies.

The V.C. may, at his discretion permit a member of faculty to attend meetings such as Advisory Panels, steering committees Task Force etc. of the Who and other UN agencies. Attendance in such meetings will not be considered for the purpose of grant of permission for participation under guideline no. 1. The period of absence for attending such assignment will be considered as 'on duty' provided the faculty members gets only TA/DA for such assignments. Where honorarium/remuneration is paid to a member of the faculty, the period of absence will be treated leave of the kind due and provisions of SR-12 will apply, unless extra – ordinary leave without pay is availed of.

**Guideline No.4:** Foreign visits for availing of assignments (Job) OR training for more than two weeks or Fellowships or Scholarships.

1- Faculty members should route their applications for more than two Weeks or Fellowships or Scholarships through the V.C.. The V.C. may, at his discretion, withhold any such application in public interest. In case of online



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submission of an application for such purpose, the faculty members should intimate the fact to the V.C., immediately after online submission of the application.

- 2- Only regular/permanent faculty members are eligible.
- 3- Probation period or at least 2 years' continuous service should have been completed by the faculty member before availing of an assignment (Job), training for more than two weeks fellowships or scholarships.
- 4- Entitlement should accrue at the rate of one year for every completed five years of service and be for a total period not exceeding 5 years during entire period service as faculty members, but not more than two years at a stretch.
- 5- Foreign assignment (Job) training for more than two weeks fellowships, scholarships for a maximum period of up to six months will be termed as short-term foreign visits' and those beyond six months as long-term foreign visits.
- 6- At least 50% of faculty should be available on duty in the concerned department.
- 7- No substitute will be asked for by the head of department, who will also ensure smooth functioning of the department.
- 8- Request from the faculty member for either resignation or voluntary retirement will be entertained while on aforesaid assignments.
- 9- Period of absence from the University for availing any foreign assignment (Job) will be treated as extra- ordinary leave without pay, and the provision of SR-12 will not apply on them



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All faculty members of the University are requested to adhere to the aforesaid guidelines and general conditions while submitting their applications for the above purpose.

This order is being issued following approval by the **Executive council**.

2806/Finance & Account/16 Dt. 26.8.2016  
Finance Officer  
King George's Medical University,  
Uttar Pradesh, Lucknow.

Copy to:-

1. P.S to V.C.
2. Dean, Medical/Dental, K.G. Medical University, Uttar Pradesh, Lucknow.
3. Registrar, K.G. Medical University, Uttar Pradesh, Lucknow, for information and request to necessary action.
4. All Heads of the Departments, K.G. Medical University, Uttar Pradesh, Lucknow.
5. Chief Medical Superintendent, K.G. Medical University, Uttar Pradesh, Lucknow.
6. Medical Superintendent, K.G. Medical University, Uttar Pradesh, Lucknow.
7. Senior Finance & Account Officer, K.G. Medical University, U.P., Lucknow.
8. Guard File.

Finance Officer  
King George's Medical University,  
Uttar Pradesh, Lucknow.

Forwarded to.....  
for necessary action

Head of Department of Surgery (Gen.)  
K G's Medical University U.P., Lucknow



# King George's Medical University, U.P., Lucknow

## Office of the Finance & Account Section

Phone- 0522-2257545, Fax- 0522-2257545 Website- www.kgmcindia.edu

Letter No.- ...../Finance & Account 2016

Department of .....  
Date: 18/6/2016

Office Order

Page No. ....  
Time: 29/8/12  
K.G.'s Medical University U.P., Lucknow

Subject : Grant of Conveyance Allowance to Faculty members of the University

The Faculty members of the university are hereby grant conveyance on the following rates for visiting Hospitals or for paying domiciliary patient outside duty hours and performing other official duties.

Mode of Conveyance	Maximum per month	Minimum per month
For those who maintain their own motor car	Rs. 3300/-	Rs. 160/-
For those who maintain Scooter/motor cycle	Rs. 1080/-	Rs. 80/-
For those who do not maintain either car or Scooter/motor cycle	Rs. 900/-	Rs. 60/-

The amount of the conveyance Allowance will be revised every year equal to the change the percentage of Dearness Allowance payable for the vis-à-vis the immediate preceding year.

For entitlement to the maximum amount of conveyance allowance mentioned above every faculty member is required (to pay on an average to be computed for a three month period) a maximum of 20 visits in a month to the hospital or 20 domiciliary visits outside his normal duty hour where however the number of domiciliary visits or visits to hospital fall short of this minimum limit of 20 but not below 6, there should be a proportionate reduction in the conveyance allowance subject to minimum grant of conveyance allowance of Rs. 160/- Rs. 80/- and Rs/ 60/- per month as referred to in table above, respectively. Aforesaid duties must be verified by the H.O.D. Concern.

Yours faithfully,

Finance Officer,  
King George's Medical University,  
Uttar Pradesh, Lucknow.

Forwarded to.....  
for necessary action

*Circulate among faculties*  
*[Signature]*

Head of Department, Faculty (Gen.)  
King George's Medical University, U.P., Lucknow




King George's Medical University, U.P., Lucknow  
Office of the Finance & Account Section

Phone- 0522-2257545, Fax- 0522-2257545 Website- www.kgmcindia.edu  
Letter No.- 2804/Finance & Account/2016 Date:- 26/08/2016

Copy to:-

1. P.S to V.C.
2. Dean, Medical/Dental, K.G. Medical University, Uttar Pradesh, Lucknow.
3. Registrar, K.G. Medical University, Uttar Pradesh, Lucknow, for information and request to necessary action.
4. All Heads of the Departments, K.G. Medical University, Uttar Pradesh, Lucknow.
5. Chief Medical Superintendent, K.G. Medical University, Uttar Pradesh, Lucknow.
6. Medical Superintendent, K.G. Medical University, Uttar Pradesh, Lucknow.
7. Senior Finance & Account Officer, K.G. Medical University, U.P., Lucknow.
8. Guard File.

  
Finance Officer  
King George's Medical  
University,  
Uttar Pradesh, Lucknow.





King George's Medical University, U.P., Lucknow  
Office of the Finance & Account Section

Phone- 0522-2257545, Fax- 0522-2257545 Website- www.kgmcindia.edu  
Letter No.- ...../Finance & Account/2016

Depart. Date: of Surgery (2016)  
1067  
29/0/13  
K.G. Medical University U.P., Lko

OFFICE ORDER

In Pursuance to government of U.P under 69/2015/2381/71-2-15 K.G.M.U-61/2014 dated 11-8-15 the faculty members of the university who are drawing the grade pay @ Rs.10500/- per month or above, are hereby granted the transport allowance @ of Rs.7000/- per month plus D.A thereon w.e.f 11 August 2015 as admissible to faculty members at Par Sanjay Gandhi Post Graduate University Of Medical sciences, Lucknow. However, the faculty. Who are entitled to use the official car shall have to opt to avail themselves of the existing faculty or to draw the Transport allowance @ Rs.7000/- per month plus D.A thereon.

The above is issued in terms of information received from S.G.P.I Lucknow vide Office order No.-7576 S.G.P.I/DIR/DC/13 dated 18- Jan-2013.

Finance Officer

King George's Medical University,  
Uttar Pradesh, Lucknow.

2802/Finance & Account/16 Dt 26-8-2016

Copy to:-

1. P.S to V.C.
2. Dean, Medical/Dental, K.G. Medical University, Uttar Pradesh, Lucknow.
3. Registrar, K.G. Medical University, Uttar Pradesh, Lucknow, for information and request to necessary action.
4. All Heads of the Departments, K.G. Medical University, Uttar Pradesh, Lucknow.
5. Chief Medical Superintendent, K.G. Medical University, Uttar Pradesh, Lucknow.
6. Medical Superintendent, K.G. Medical University, Uttar Pradesh, Lucknow.
7. Senior Finance & Account Officer, K.G. Medical University, U.P., Lucknow.
8. Guard File.

Finance Officer

King George's Medical University,  
Uttar Pradesh, Lucknow.

Forwarded to...  
for necessary action

*Circulate among faculty members*

Head of Department of Surgery (Gen.)  
K.G. Medical University U.P., Lucknow

King George's Medical University, U.P., Lucknow  
Office of the Finance & Account Section

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Order No. ....../Finance & Account/2016

Date: ...../...../2016

ORDER

Department of Surgery (Gen.)  
No. .... 1068  
Date: 29/8/16  
Time: .....

Reimbursement of Telephone Bills.

Sl. No	Designation	Ceiling amount revised
1	Dean/C.M.S	Unlimited
2	Professor And H.O.D	Rs. 1800/- Plus tax per month.
3	Assoc. Prof & Addl. Prof. in grade pay 9000 & 9500	Rs. 1500/- Plus tax per month.
4	Asstt Prof grade pay 8000, 8700	Rs. 800/- Plus tax per month.

The terms and Conditions in respect of above are as under:

- (1) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned officer. There will not be any separate ceilings for landline/mobile brand-band.
- (2) The amount reimbursable is exclusive of all taxes, if any.
- (3) The amount reimbursement will be reduced by 400/- if the officer drawing grade pay of 8700 and above does not have broadband facility at his residence.

2800/Finance & Account. 1/16

At 26.8.2016

Finance Officer  
King George's Medical University,  
Uttar Pradesh, Lucknow.

Copy to:-

1. P.S to V.C.
2. Dean, Medical/Dental, K.G. Medical University, Uttar Pradesh, Lucknow.
3. Registrar, K.G. Medical University, Uttar Pradesh, Lucknow. for information and request to necessary action.
4. All Heads of the Departments, K.G. Medical University, Uttar Pradesh, Lucknow.
5. Chief Medical Superintendent, K.G. Medical University, Uttar Pradesh, Lucknow.
6. Medical Superintendent, K.G. Medical University, Uttar Pradesh, Lucknow.
7. Senior Finance & Account Officer, K.G. Medical University, U.P., Lucknow.
8. Guard File.

Forwarded to .....  
for necessary action

Head of Department of Surgery (Gen.)  
King George's Medical University U.P., Lucknow

Finance Officer  
King George's Medical University,  
Uttar Pradesh, Lucknow.

*Circulate among faculty members*



किंग जॉर्ज चिकित्सा विश्वविद्यालय उत्तर प्रदेश  
वित्त एवं लेखा

लखनऊ - 226003

फोन : 91-0522-2257545, फैक्स : 91-0522-2257545 वेबसाइट : [www.kgmcindia.e](http://www.kgmcindia.e)

पत्रांक : ..... / वित्त एवं लेखा / 2015

दिनांक : ..... / ..... / 2015

- (k) Equipment used for research purpose such as Desktop, Laptops, additional portable Hard Disk, Pen Drives, CDs etc.
- (l) Repair/ replacement expenses of such equipment; and
- (m) Transparencies, Slides and similar Resource Material required to enhance the Learning.

(Finance Officer)

K.G.M.U  
Lucknow

Copy to:-

1. A.P.S. to Hon'ble Vice-Chancellor, King George's Medical University, U.P. Lucknow
2. The Registrar, King George's Medical University, U.P. Lucknow for information and necessary action.

(Finance Officer)

K.G.M.U  
Lucknow



किंग जॉर्ज चिकित्सा विश्वाविद्यालय उत्तर प्रदेश  
वित्त एवं लेखा

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पत्रांक : ..... / वित्त एवं लेखा / 2015

दिनांक : ..... / ..... / 2015

- (b) Reimbursement for following items can be claimed under this scheme  
Tuition Fee, Admission Fee, Laboratory Fee, Special Fee charged for  
Agriculture, Electronics, Music or any other subject, Practical Fee  
paid for the use of any Aid or Appliance, Library Fee, Games/Sports  
Fee and Fee for extra-curricular activities. This includes  
reimbursement for purchase of one set of Books/Note books, 02 (two)  
sets of uniform and 01 (one) set of school shoes.
- (c) Under this scheme, reimbursement can be claimed once every quarter  
The amount that can be claimed in a quarter could be more than  
Rs.3000/- and in another quarter less than Rs. 3000/- subject to the  
annual ceiling of Rs. 12000/- per child per annum.
- (d) In case both the Spouse are Govt. servants only one of them can avail  
reimbursement under this scheme.
- (e) Hostel subsidy will be reimbursed up to the maximum limit of  
Rs.3000/- per month per child subject to maximum of 02 (two)  
children. However both hostel Subsidy and children Education  
Allowance can not be availed concurrently.
- (f) The above limits would be automatically raised by 25% every time the  
Dearness Allowance on the revised pay structure goes up by 50%
- (g) Reimbursement should hence forth be made on the submission of  
original receipts duly self certified by Govt. Servants.

Point No.2 Learning Resource Allowance -

Rs.60,000/- per annum to the faculty members. The Re-imbursment  
of learning resource allowance will include the following -

- (h) Membership fee of Professional societies  
(i) Subscription of Scientific journals  
(j) Purchase of books & journals



किंग जाज चाकत्सा विश्वावद्यालय उत्तर प्रदेश,  
वित्त एवं लेखा  
लखनऊ - 226003  
फोन : 91-0522-2257545, फैक्स : 91-0522-2257545 वेबसाइट : [www.kgmcindia.edu](http://www.kgmcindia.edu)

संक्र : 3341/वित्त एवं लेखा/2015

दिनांक : 06/11/2015

Office Order

In Pursuance of the Government of UP Order 69/2015/2381/71-2-15- K.G.M.U.-61/2014 dt 11/08/2015 and after approval of Vice Chancellor the Faculty Members are being paid the Allowance equivalent to SGPGI.

Following Allowance's and fringe benefits are applicable to the Faculty Members of this Institute equivalent to SGPGI -

[A] Allowances which will be payable with Salary :-

Point No.1 House Rent Allowance (HRA) -  
20% off (Basic Pay + NPA)

Point No.2 NPA = 25% of (Band Pay + Grade Pay)  
Condition- Subject to the condition that the Basic Pay + NPA not exceed  
Rs. 85000/-

Point No.3 Transport Allowance -  
Rs. 3200+D.A.

Point No.4 CCA - Abolish

Point No.5 Academic Allowance (Research Pursuit Allowance )  
Rs. 10,000/- per month to faculty members.

[B] Allowances which will be Reimburse :-

Point No.1 Children Education Allowance -

(a) Under the scheme of children Education Allowance reimbursement can be availed for 02 (Two) children from Nursery to 12<sup>th</sup> class subject to annual ceiling of Rs. 12000/- per child.



Ph. 2668004-005, 2668715-719  
Telex 0535-2411-SGPGI-IN

संजय गाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ।

Sanjay Gandhi Post Graduate Institute Of Medical Sciences,

RAEBARELI ROAD

No. 3576/PG/DIR/DC/13  
Dated : 18<sup>th</sup> January, 2013.

**OFFICE ORDER**

In pursuance to Government of U.P. Order No. 2207/71-3-09-42/2009 dated 29<sup>th</sup> June, 2009 and Regulations-73 of SGPGIMS, Lucknow, the Faculty Members of the Institute, who are drawing the Grade Pay @Rs.10500/- per month or above, are hereby granted the Transport Allowance @ of Rs.7000/- per month plus D.A. thereon w.e.f. September, 2008 as admissible to Faculty Members at All India Institute of Medical Sciences, New Delhi. However, the Faculty, who are entitled to use the official car shall have to opt to avail themselves of the existing facility or to draw the Transport Allowance @ Rs.7000/- per month plus D.A. thereon.

The above is issued in terms of information received from AIIMS, New Delhi vide their Memorandum No.F.14-3/69(99)-Estt. 1 dated 17<sup>th</sup> August, 2011 and as per approval of the 77<sup>th</sup> Finance Committee of the Institute dated 16<sup>th</sup> November, 2012.

The Finance Department, may however, ensure that the allowance is drawn only by Faculty Members & Officials eligible in terms of the relevant orders of the Government of India such as Government of India, Ministry of Finance, Department of expenditure's O.M. NO.21(2)/2008-E-II (B) dated 29.08.2008.

(PROF. R.K. SHARMA)  
DIRECTOR

Copy to :-

1. Additional Director, SGPGIMS.
2. Dean, SGPGIMS.
3. Finance Officer, SGPGIMS.
4. Executive Registrar, SGPGIMS.
5. All Heads of the Departments, SGPGIMS.
6. Chief Medical Superintendent, SGPGIMS.
7. Medical Superintendent, SGPGIMS.
8. Prof. C.M. Pandey, HOD-Biostatistics & Health Informatics with the request to kindly put this order on Intranet of the Institute.
9. Joint Director (Admin), SGPGIMS.
10. Concerned file.

(PROF. R.K. SHARMA)  
DIRECTOR

357  
A.O. (H)  
2  
16/1/13  
22/1/13