



सत्यमेव जय

जवाहरलाल स्नातकोत्तर आर्युविज्ञान शिक्षा एव अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION &
RESEARCH

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का
संस्थान)

(An Institution of National Importance under Ministry of Health & Family welfare)

भारत सरकार / Government of India

धनवंतरी नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry 605 006

Phone: 0413-6022 www.jipmer.edu.in Fax: 0413-2272067-2272735



No. Admn.I.8(80)/2021

Dated: 10 JUL 2024

CIRCULAR

Sub: Guidelines for (i) Ex-India leave in conjunction with official duty for international travel and (ii) entitlement for travel period while on-duty to attend various scientific conferences & other assignments in India or abroad - Reg.

Ref: 1. JIPMER Guidelines No. Admn.II/NIC Guidelines/2017 dated 17.04.2017
2. Note No. JIP/D(R)/Misc. (ICAC)/2019 dated 13.09.2019.

-o0o-

With reference to the above, the undersigned is directed to convey the revised guidelines that it has been observed that despite there being established guidelines for ex-India leave and travel time while on official tour abroad and India, the same are not being adhered to by many employees of the Institute, and subsequently requests are made for special exemption. Hence, a need has been felt to clarify, reiterate and emphasise that grant of ex-India leave and on duty leave for travel to various scientific conferences & other assignments in India and abroad will be subject to following:

- 1) The maximum ex-India leave in conjunction with official duty (while funded by the Institute or another agency) shall be 3 weeks while adhering to the limit of 50% of the period of official duty abroad. This implies that ex-India leave cannot be exceeded 50% of actual period of event (excluding travel time). However, in case of official visits less than 8 days of the duration, ex-India leave can be availed for up to 4 days.
- 2) The period of duty leave shall be restricted to actual travel time (maximum one day each way) plus the actual period of the event for official assignments in India. For visits abroad, it shall be actual transit period + actual period of the event. There is no automatic duty leave of 2 days each way for travel abroad. Also, reimbursement for the hotel accommodation will be provided only for a maximum of the night before the day of the events and days of the event.

The staff members may therefore plan travel accordingly. Any loss on account of need to cancel tickets or other bookings, etc because these were in contravention of the above will be of the official, and the Institute will not be responsible.

Signed by

Hawa Singh

Date: 10-07-2024 10:23:34

(HAWA SINGH)

SENIOR ADMINISTRATIVE OFFICER

वरिष्ठ प्रशासनिक अधिकारी / Senior Administrative Officer

जिपमेर, पुदुच्चेरी / JIPMER, Puducherry

To: All the Head of Departments/Sections.

Copy to:

1. P.S. to Director/M.S./Dean (A)/Dean (R)/DDA
2. Dean, JIPMER(Karaikal)
3. P.A. to SAO/Sr. Accts. Officer/Project Coordinator.
4. Accounts Section/College of Nursing/ Notice Boards.
5. IT wing - with a request to publish on internal JIPMER website.
6. Hindi Cell - with a request to translate in Hindi version and upload in JIPMER website.