



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE 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)

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No. Admn.4(FW)2/Circular/2023

Dated: - 6 FEB 2024

CIRCULAR

Consequent upon the decision made by the International Conference Assessment Committee, all the Faculty members who desire to attend International Conferences/Symposia/Seminars/Workshops/Observerships/Trainings/Workshops/ Short-term and Long-term fellowships etc., may ensure that the following requisite documents be enclosed while submitting the application:-

- i. Form for Permission for Academic Absence/Duty Leave with/without Financial Support (for In-person abroad visits) or Form for Permission/On-Duty leave for online participation in academic/ official events outside JIPMER (For Online/Virtual International Events).
- ii. Proforma for prior permission for Private/Official visits abroad.
- iii. Copy of Passport.
- iv. Complete Brochure of the Conference (along with Regn. fee structure page).
- v. Abstract copy, including names of all authors, (if presenting a paper).
- vi. IEC Clearance Certificate for the research work to be presented.
- vii. Copy of Abstract Acceptance letter or invitation to deliver a talk/chair a session, etc.,

All applications must be recommended and forwarded through proper channel viz., Head of the concerned Department and then through:-

- a) Medical Superintendent for Clinical faculty.
- b) Dean (Academic) for Pre & Para Clinical faculty.

This is issued with the approval of the Director.

06.02.2024

(HAWA SINGH)

Senior Administrative Officer

ADMIN.4 (FACULTY WING)

Email: admin4facultywingjipmer@gmail.com

बरिष्ठ प्रशासनिक अधिकारी
Senior Administrative Officer

जिपमेर / JIPMER

पुदुच्चेरी / Puducherry-6

To

-All HODs/Section Heads – with a request to circulate among all faculty members

Copy to:-

-The P.S to Director/Medical Superintendent/Dean (Academic)/Dean (Research)

- PA to Sr. Admn. Officer/Sr.Accts. Officer.