

PROCEEDINGS OF THE DIRECTOR, MALABAR CANCER CENTRE

PRESENT: SATHEESAN B

Sub: Implementation of Guidelines for CME/Workshop/Conference reg:

Ref:

1. Approval from HOD Meeting dated 15.12.2018
2. Order No: 515/MCC/AC2/2018 dated 27/12/2018
3. Amendments suggested in HOD Committee dated 30.12.2019

Order No: 515/MCC/AC2/2018 dated 28.01.2020

As per the reference cited 1 & 2 above, detailed guidelines has issued for conducting CME/Workshop/Conference etc in Malabar cancer. But various requests has submitted by Academicians time to time after the implementation of guidelines read in reference cited 2 above, which was submitted before the HOD committee held on 30.12.2019. As per the recommendation from HOD committee, the amendments had forwarded to the secretary Academic council for discussing in Academic Council & the same was approved by the Academic council held on 18.01.2020. Hence the revised guidelines are mentioned below for strict compliance;

1. A request in the prescribed format should be submitted before 20 days of the programme. Requests in any other format will not be considered. The details asked in the format should be duly filled and signed by the Division Head → Organizer → HOD. Prior approval for conducting the programme should be obtained from AO/Director. Budget preparation, including expected income and expenditure, should be submitted and approval taken from Finance/Accounts Officer, before proceeding. The format is kept as **Annexure 1.**
2. Advance amount required, if any, shall be provided, only after proper scrutiny and shall be issued by Accounts Officer. The advance amount will be provided only for items which cannot be purchased or carried out by MCC, at that time.
3. **Registration fee/other receipt if any collected through cash mode should be remitted to Accounts Department in full. No expenditure should be met from the amount collected as Registration Fee or other receipts if any**
4. For claiming advance amount, the Organizer should ensure that the amount claimed should not be for meeting the expenses like local transportation/travel arrangements,

accommodation, food, local hospitality, stationary items, sound and light, rent etc;- which shall be met directly by MCC.

5. Training material/stationary will be purchased and issued to the Programme organizer through Store Keeper. Programme organizer should distribute the same only to the actual participants (not supporting staffs) based on registration/attendance. Balance stock, if any, should be collected and returned back to the Store Keeper, with proper attestation.
6. Proper attendance of delegates/faculty should be marked and details of e-mail id and signature should be obtained compulsorily.
7. A maximum amount of Rs.100/- per participants can be utilized for stationary in National Seminar and Rs.200/- per participants can be used for the international seminar. Direct purchase of stationary/any item having similar nature is strictly restricted.
8. TA/DA and sitting fee for faculty will be distributed viz NEFT/RTGS or by cash. A prescribed format (**Annexure 2**) is attached for collecting attendance and advance acquaintance of faculty for disbursing TA/DA. Actual expenditure of TA/DA and approved rate mentioned below as honorarium can be utilized.

- In case of Sitting fee/Honorarium of faculty an amount of Rs.1500/- (maximum) shall be provided, as per decision of Executive Committee of MCC, from time to time. If sitting fee is not provided, memento is permitted within the financial limit.
- In case of transportation, 2/3 tiers A/C is eligible for faculty. The same shall be reimbursed subject to the submission of train ticket. No extra claim is permissible. In case the faculty is travelled by own car, TA limited to train fare of 2/3 tier A/C will be sanctioned against TA bill or Payment voucher. For the same a certificate should be submitted by HOD contains

*“This is to certify that Mr/Mrs..... is the of
..... has attended MCC’s CME/CME/Workshop
on..... has been travelled by own car from to
..... . Requesting Director to reimburse the Travel allowance
equal to 2/3 tiers A/C of lowest fare train from nearest railway station of above
said invitee ie from..... to for an amount of
Rs..... (to & fro).*

- Air travel (subject to the prior approval of Director): Low fare flights/Economy class to and from nearest airport. (Kannur or Kozhikode). Picking/dropping from these airports will be taken care by MCC or reimbursed the actuals to faculty as per the submission of Taxi Receipt. Under exceptional situation, Kochi / Mangalore airports may be accepted with prior discussion with organizing team. These airports are 250+ Km and 150+km from Thalassery respectively. From these airports, the faculty will have to travel by train
- Bus: AC chair/A/C Sleeper/A/C Semi sleeper
- The travel itinerary of the faculty should be informed to the organizing team in MCC or Director's Office (diroffcemcc@gmail.com) through e-mail for arranging the pickup and drop facilities.
- The travel expenses will be settled by MCC, only on submission of sufficient proof of travel tickets- the tickets , boarding passes (original) or copy should be submitted with self attestation & countersigned by HOD
- Tickets have to be booked by faculties according to their convenience. Only if MCC suggests/requests /demands the cancellation of the travel for any reason related to MCC, reimbursement will be considered on production of tickets with information and refund obtained.
- Local transport, including travel from Airport/Railway station/Hotel to MCC and back, will be taken care by MCC or actuals will be reimbursed to faculty against Taxi receipt. An additional amount of Rs.400/- (To and Fro) will be reimbursed for home town journey against TA bill or Payment Voucher. This claim is not applicable for journeys done in own car or Taxi (approved cases) from Home town to MCC .
- In case of Air travel, copy of onward boarding pass should be submitted with self attestation. For return tickets, a photostat copy of the ticket should be submitted with self attestation. After completion of travel, the original boarding pass/ticket (for train and bus) shall be sent to MCC by post/courier with self attestation or a scanned image shall be sent to MCC with self attestation (diroffcemcc@gmail.com, or HOD email Id.....) or self-attested Photostat copy of the ticket/boarding pass shall be sent to MCC through email.
- Travel by car, other than local transportation, will not be reimbursed by any means subject to conditions.
- If faculty/delegates choose to travel by car, either inside the State or outside the State, MCC will not reimburse such expenses, only 2/3 tier AC fare of train will be sanctioned against Payment Voucher or TA bill.

- Journey by Taxi is eligible within 20 kms from MCC, which will be arranged by MCC. Security Officer is authorized to arrange taxi as per the empanelled rate. The same can be settled by way of cash/NEFT. Preference will be given to those agency/individual having bank account.
 - Taxi Trip Sheet should be filled in detail, and the user should sign the trip sheet. The trip sheet should be verified and recommended by Security Officer and HOD/Programme Organizer.
 - Hiring of taxi is permitted in the absence of own vehicle of MCC. If the programme is on any local holiday or weekly off day, additional duty should be given to in house driver or contract vehicle for the same.
 - A separate Register should be maintained by Security Officer to record all taxi hiring and get attestation from Administrative Officer monthly
 - Accommodation, if any, for faculty shall be arranged by MCC subject to the approval of Director. PA shall arrange the accommodation. On checking out, the bills shall be directly forwarded to MCC by the concerned Hotel, for settling the payment. Guest signature is mandatory in the bill and this should be intimated to the Hotel.. The same is arranged With/without food, beverages, laundry etc subject to necessity. The breakfast if any for faculty can be arranged from MCC canteen.
9. Food and refreshment for the programme can be arranged though MCC Canteen. A request in this regard should be submitted along with **(Annexure 3)**. Separate bills, by mentioning menu or menu chart, followed by a consolidated bill should be submitted to MCC. The same will be directly transferred viz NEFT/RTGS payment. A maximum amount of Rs.180/- per actual participants is allowed for National Conference and Rs.300/- for International Seminar.
10. If food is arranged from MCC Canteen, bills mentioning menu or menu chart, followed by a consolidated bill, duly signed by Canteen Convenor, should be submitted by the Canteen for further processing. The Canteen bill should be verified and recommended by the Programme Organizer, for settlement.
- Quantity of each item of food should tally with registration/attendance sheet. Additional quantity limited to 15 nos is allowed to meet unforeseen or supporting staffs expenditure.

11. **Venue:** If the Training/Programme is conducted out house, venue charge is fixed by considering the below mentioned guidelines;
- Venue, food & refreshment, audio visual, inauguration expenses etc should be negotiated and fixed to a consolidated uniform package per participants. A maximum amount of Rs.450/-to 550/- per participants is allowed to a Hotel having star category. Out house training is permissible subject to the approval of Director.
12. **Audio Visual:** An approximate amount of Rs.5000/- is fixed. The budget is applicable only if the facility already available in MCC is not adequate. IT division is authorized for empanelling the same with competitive rate.
13. **Publicity:** Wide publicity might be required for attracting outside participants for the programme. Website publicity and printed Boucher can be used for the same. IT Department is authorized to empanel the rate through EOI. If the same is not available Rs.15/- per brochure can be utilized subject to a maximum of Rs.1500/- for a programme.
14. **Banner:** IT Department is authorized to empanel the rate through EOI. If the same is not available Rs.1500/- can be utilized for said purpose.
15. **Certificate:** The same will be printed and issued by Store Keeper as per request. If the same is not available Rs.10/- per Certificate can be utilized subject to a maximum of actual participants.
16. **Print:** Print/spiral binding etc:- should be taken from the facility already available in MCC ie, pre test, post test, feed back form etc. If facility is not available in MCC Rs.1000/- can be utilized for the same. If feedback form is used, then 10 % of the actual participants forms should be attached with settlement. (Fund covered in Miscellaneous)
17. **Documentation:** A training report comprising with 5% of feedback form. Pre and post test of same participants, 5 photographs hard copy (in house camera should be used), CD of Photos. (Fund covered in Miscellaneous)
- Photographs should cover inaugural function, faculty speech, participants, pre and post test, group photo covering banner certificate, in pleasant.
18. **Registration Fee:** A separate Virtual account will be provided to each Department/Division. Actual approved fee should be collected through this account only. A statement in this regard shall be given from accounts section after the expiry of registration. This will be cross checked and confirmed with actual participants. For Spot

Registration Receipt book can be purchased subject to a maximum of Rs.200/-, the same may be met from Miscellaneous.

Category	Fees (in.Rs)
Outside Delegates (Academic)	Rs.2000/-
Outside Delegates (Non Academic)	Rs.750/-
DNB/Fellows/Sr.Residents (in house)	Rs.500/-
Students MCC	Rs.150/-
Students Outside	Rs.300/-
Observership/Trainees	Rs.750/-
In House (Academic)	Rs.300/-
In House (Non-Academic)	Rs.200/-
PG – Medical (Outside)	Rs.1000/-

- May be amended time to time subject to the HOD Committee decision with Academic Committee recommendation.

19. **Sponsorship:** Sponsorship by means of donations shall be remitted by means of the separate Virtual account provided to each Department/Division. Actual sponsored amount expected should be collected through this account. It has to be cross checked with accounts section before settlement. Sponsorship directly to any individual account or reimbursing to any other vendor is not permissible.

20. **Miscellaneous:** 5% of total budget is allowed as miscellaneous or incidental expenses, subject to the following conditions.

- Unforeseen Expenditure (Replacement of battery, connected expenditure, Receipt Book etc)
- No duplication that is mentioned in the above heads like Purchase of mineral water, A4 size paper etc. The same may include in the given head above.

21. All transaction above Rs.5000/- will be done only through NEFT, if any cash transaction the same shall be done in above mentioned limit. In such cases emergency cash receipt with revenue stamp and seal should be obtained. This shall be done only with the approval of Finance/Administrative Officer.

22. All Bills/Vouchers/acquittance should be certified and recommended by Programme Organizer and HOD concerned, by mentioning “work *done satisfactory and certified and recommended for payment*”. If cash is paid, additional sign by mentioning “*Paid by me*” is required.

23. The details of bank account of the faculty should be submitted to MCC/Organizing team in the format given as **annexure**

24. The amount will be transferred as RTGS/NEFT on submission of travel documents as mentioned above. If there is any delay or difficulty , communication to the following emails shall be undertaken- directormcctly@gmail.com, aomcctly@gmail.com, financeofficermcc@gmail.com, .
25. All bills should be sealed, signed and numbered properly
26. All bills should be recommended/certified by Programme Organizer & HOD and passed by Director, on due recommendation by Finance/Accounts Officer/Administrative Officer.
27. The settlement of advance and pending for NEFT should be submitted separately. Hence the original and one set of duplicate copy should be submitted.
28. The original bill corresponding to the settlement will be retained in books of accounts and a certificate signed will be issued to Programme Organizer against settlement.

Allocated Budget for a CME

Sl. No	Particulars	National	International
1	Training materials	Rs.100/-	Rs.200/-
2	TA for Faculties (Actual)	As per rule	As per rule
3	Taxi Fare	As per rule	As per rule
4	Accommodation Charge	As per rule	
5	Honorarium/Sitting Fee	Rs.1500/-	Rs.1500/-
6	Food & Refreshment	Rs.180/-	Rs.300/-
7	Audio Visual	As per rule	As per rule
8	Boucher	As per rule	As per rule
9	Banner	Rs.1500/-	Rs.1500/-
10	Printing Certificate	As per rule	As per Rule
11	* Miscellaneous (incidental expenses, Pre and Post test, Feedback form and Documentation etc)	5% of actual exp. of 1 to 10 above	5% of actual exp. of 1 to 10 above

Submission

1. Duplicate copy of approved submission.
2. Duplicate copy of proceedings (advance granted).
3. Statement of Income & Expenditure (Budget vs Expenditure)- **Annexure 4**
4. Statement of vendor wise details settlement – **Annexure 5**
5. Certified copy of Virtual Account details proving Delegate/participants fee and sponsorship
6. Bills/Vouchers/acquaintance corresponding to the approval.
7. Photos, substantiating the expenditure heads.
8. Report& Documentation

9. Copy of Refund Receipt
10. GFR 19 A – **Annexure 6**
11. Registration/Attendance sheet

DIRECTOR

Copy to:

1. Secretary Academic Council
2. HODs/Division Heads
3. PA to Director
4. Finance & Accounts

ANNEXURE 1
PROPOSAL FOR CME Programme

Split up details of the Activity and Budget

Name of the Department:

Name of Division:

No: of Programme in this FY:

Date of Programme:

Programme Coordinator/Organizer

Venue of the training:

Training Budget

Sl. No	Particulars	Unit cost	No of Units	Total cost
1	Training materials			
2	TA for Faculties (Actual)			
3	Taxi Fare			
4	Accommodation Charge			
5	Honorarium/Sitting Fee			
6	Food & Refreshment			
7	Audio Visual			
8	Boucher			
9	Banner			
10	Printing Certificate			
11	* Miscellaneous (incidental expenses, Pre and Post test, Feedback form and Documentation etc)			
TOTAL				

***5% of 1 to 10 Budget Heads**

Statement of Income

Category	Fees (in.Rs)	Expected Nos	Amount
Outside Delegates (Academic)	Rs.2000/-		
Outside Delegates (Non Academic)	Rs.750/-		
DNB/Fellows/Sr.Residents (inhouse)	Rs.500/-		
Students MCC	Rs.150/-		
Students Outside	Rs.300/-		
Observership/Trainees	Rs.750/-		
In House (Academic)	Rs.300/-		
In House (Non-Academic)	Rs.200/-		
Supporting Staffs	000		
*Sponsorship			

*Sponsorship details should be given separately

Schedule of Advance

Sl.No	Particulars	Amount	Remarks

Request for Stationary

Sl No	Items with Specification	No. Of units	Approved Budget
1			
2			
3			

Hiring of Taxi/Own Vehicle arrangement

Sl No	Name of faculty	Mobile Number	Picking Place	Date with Time	If Same day return, dropping place & Time

Accommodation

Sl No	Name of faculty	Mobile Number	Date and Time	Number of days required
1				
2				
3				
4				
5				

Audio Visual

Sl No	Items (Not available in MCC)	Qty	Approved Budget
1			
2			
3			
4			
Total			

Publicity/Brochure

Sl No	Specification/Type	Qty	Approved Budget
1			
2			
3			
4			
Total			

Banner

Specification/Type/Size	Qty	Approved Budget

Certificate

Specification/Type/Size	Qty	Approved Budget

Print/Photostat

Specification/Type/Size/	Qty	Approved Budget

Name &Signature of Coordinator/Organizer

Name &Signature of HOD

Approval of Academic council

OFFICE USE:

Recommendation of Finance/Accounts Officer

Administrative Officer

Sanctioned

DIRECTOR

ANNEXURE 2
STATEMENT OF TA AND SITTING FEE

Sl.No	Name of Faculty	Account Number	IFSC Code	TA	Sitting Fee	Grand Total	Signature

Copy of Passbook or a cancelled cheque may please by enclosed to avoid rejection

ANNEXURE - 6

FORM GFR 19-A

(Programme.....)

FORM OF UTILISATION CERTIFICATE

Sl. no	Particulars	Approved Budget	Expenditure		Total cost
			Cash	NEFT/RTGS	
1	Training materials				
2	TA for Faculties (Actual)				
3	Taxi Fare				
4	Accommodation Charge				
5	Honorarium/Sitting Fee				
6	Food & Refreshment				
7	Audio Visual				
8	Boucher				
9	Banner				
10	Printing Certificate				
11	* Miscellaneous (incidental expenses, Pre and Posttest, Feedback form and Documentation etc)				
TOTAL					

01. Certified that out of **Rs.....** has sanctioned in advance for conducting.....under this Letter No. given in the margin, a sum of **Rs.....** only has been utilized for which it was sanctioned and that the balance of **Rs.....** remaining unutilized and the same was refunded vide receipt no:.....

02. **Certified** that I have satisfied myself with the total expenditure incurred for the programme for an amount of **Rs.....**(Rupees.....)which have been duly / are being

fulfilled and that I have exercised the following check to see that the money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised.

- 01.
- 02.
- 03.
- 04.
- 05.

Signature :

Designation:

Date :

Recommended
Accounts Officer

Approved
Administrative Officer

Approved
Director

