



अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर, हैदराबाद
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD
"An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India"
हैदराबाद मेट्रोपोलिटन क्षेत्र (एच एम आर), तेलंगाना - 508126, भारत
Hyderabad Metropolitan Region (HMR), Telangana - 508126, India

संख्या/File : AIIMS/BBN/DDA/2026/1090

दिनांक/Date: 14 July, 2026

CIRCULAR

Subject: Guidelines regarding conduct of Continuing Medical Education (CME) at AIIMS Bibinagar

1. Various Departments of the Institute organize Continuing Medical Education (CME) workshops, conferences, seminars, and other academic activities from time to time for the benefit of faculty members, students, and healthcare professionals.
2. In order to streamline the financial and administrative aspects of such activities, it is decided that the Institute shall provide financial assistance up to a maximum of ₹50,000/- (Rupees Fifty Thousand only) per event, subject to availability of funds and approval of the Competent Authority, whenever Institute's department independently organizes a CME/workshop.
3. For proper financial management, transparency and audit compliance, the concerned organizing Department shall open a separate bank account and obtain all necessary registrations, permissions, statutory approvals and documentation as required under applicable rules and regulations before conducting the event. All receipts and expenditures related to the event shall be routed through the designated account and proper records shall be maintained.
4. In cases where a CME is organized jointly with or under the banner of any external organization/association, the Institute shall not provide any financial assistance or grant for such events. The entire expenditure shall be borne by the concerned organization/association.
5. Smaller departments (Number of Faculty ≤ 3) shall be eligible to organize a maximum of one CME per financial year. Larger departments (Number of Faculty ≥ 4) shall be eligible to organize maximum two CME per financial year not exceeding 2 days per CME.
6. If any department wants to conduct CME more than 2 days or request to handle more than ₹50,000 by way of registration fee etc. then they need to open a separate current account and credit all money in that account. They will also have to submit expenditure statement along with bank statement and after completion of CME, must close the account with the approval of Competent Authority.
7. In case of national conference, an advance of ₹50,000 can be provided, however the same needs to be settled/ adjusted immediately within a month of the completion of the said conference or before the completion of the financial year whichever is earlier.
8. This issues with the approval of the Competent Authority.

उप निदेशक (प्रशासन) Deputy Director (Administration)

To:

1. All HoDs/ All Faculty

Copy to :

1. Executive Director
2. F&A Section
3. Admin Officer

