

APPLICATION FOR CME PROPOSALS

Proposal for organizing CME programs for ISM practitioners

(With estimated expenditure and request for financial assistance as admissible, under the approved pattern of assistance)

TO BE SUBMITTED THREE MONTHS IN ADVANCE OF THE PROPOSED CME ACTIVITY to Registrar State ISM Councils.

Details of Hosting Institution

(a) Name of Organization: _____

(b) Full Address: _____

(c) Mobile No. _____ Email ID _____

- **Brief about background of organization (eligibility criteria)**

- ❖ Organization of minimum 10 years track record who have successfully completed 10 years can apply for the CME program.
- ❖ Organization should submit and specify their society registrations details with brief eligibility criteria, demonstrating activities of the organization in brief for last 10 years. (substantiating relevant documents may be enclosed as annexures)
- ❖ Organization should submit their last three Financial Years Audit Report, Audited by Chartered Accountant.

a. Topic of CME Programme:

b. Operating Officer: (Name, designation & official address including Mobile No. & e-mail address)

Details of Programme

(a) Subject / Area in which CME is to be held: _____

(b) Year & probable dates: _____

(c) Duration: (with dates):

(d) Venue of CME Programme:

(e) Type of Proposed CME Activity (Please Tick appropriate):

Local Regional State Level National Level International Level

Nature of proposed CME activity (please Tick the appropriate)

Seminar Workshop Conference Symposium

Orientation Program Structured Training Course Hands on Demonstration

Other proposed CMEs as per regulations only (Specify):

Specific Objectives:

Please state clearly and as far as possible in measurable terms, the specific learning objectives of the proposed activity, show the relevance of these objectives to the programme area(s), and identify the expected outcome/impact.

Note: - Before CMEs conduction organization should take into consideration that, topic should be ISM practitioners oriented to update / upgrade their skills, knowledge and competency.

Resource Persons / Technical Staff Support (Please give names, designation, address, experience, expertise. Please enclose a copy of the tentative agenda/programme with the names of speakers, their assigned subject areas and resume speaker with relevant documents).

(Please attach separate sheet, if space is insufficient).

Note: half an hour question answer session is reserved and interaction should be on concerned topic basis only.

Target Audience / Participants / invitees / Likely beneficiaries:

- Practitioners who have registered in state ISM Councils.
- In any CME program conducted by particular organization, any ISM practitioners either associated with or not associated with the organization may participate.
- Total number expected:
- A list of names of participants and course faculty with their mailing address should be provided after CME as a part of the report on the programme so as to enable a follow-up contact for long-term evaluation of the impact and outcome of the educational programme.

INFRASTRUCTURE FOR HOLDING THE PROGRAMME

(Please give details)

(a) Venue:

(b) Audio-video facilities:

(c) Wi-Fi Facility:

(d) Facilities for accommodation for resource persons:

(e) Accommodation for other delegates:

***Proposed expenditures for the CME program.**

(a) TA for resource persons.

(b) DA for (if any) for outstation resource persons.

(c) Operational Costs (including preparation & printing of basic documents, CME report, secretarial services, food, accommodation, venue, Wi-Fi facility & contingency / others)

*TA/DA given as per State Govt/Central Govt. Rules / GFR

Guidelines for Accounting of Funds Released by NCISM for the CME Programme.

Financial Assistance

- Practitioners must pay prescribed CME fees to the Board of Ethics & Registration, National Commission for Indian System of Medicine. After coordinating with the State ISM Council, the Board of Ethics & Registration, National Commission for Indian System of Medicine will allocate funds to the concerned State ISM Council.
 - Board may allocate advance funds of 50% to 75% of the collected fund for particular CME or proposed expenditures to the concerned State ISM council and concerned State ISM council will allocate fund to the organization who have applied for CME.
 - The remaining payment to the State ISM Council will be paid after submitting actual bill including GST for expenses incurred organizing the entire program further only 90% of total collected fund (including advance) will be paid to the State ISM Council.
 - State ISM Council should instruct organizations that Expenses for the entire program should not exceed the total amount collected.
 - State ISM Council shall allocate the funds to the concerned organization without any undue delay.
- (i) As a Rule, the funds for activities under the CME Programme will be released to State ISM Councils. That institution will subject to the rules and procedures follow the account and auditing of the expenditure incurred out of the grant for CME. While furnishing a statement of accounts, a certificate to the effect that the accounting and auditing of the expenditure incurred out of the grant received under the CME Programme, has been done as per rules applicable in the case of the organization has to be furnished. The certificate will be recorded in the statement of accounts by the operating officer/program co-ordinator responsible for the maintenance of the accounts of the organization which will be duly countersigned by the Head of the Organization/College.
- (ii) The original vouchers relating to the expenditure incurred and income received are to be preserved by the organization or the operational officer of the Programme, as the case may be, till such time the accounts are audited. These documents will be disposed of only after obtaining a clearance from the BoER, NCISM.
- (iii) Program Director / Operational Officer will furnish an audited Utilisation Certificate and Statement of Income and Expenditure in the prescribed forms (copy enclosed), duly signed by the Accounts Officer/Chartered Accountant/Head of the organization. A statement showing the estimated and actual expenditure under broad heads, with explanations for any major variations in the estimated and the actual expenditure in the form attached should be forwarded with the Utilization Certificate.
- (iv) Entitlement of TA/DA to the resource person will be admissible according to the Govt. of India rules / GFR.
- (v) Preparation of CME report.
- (vi) Attendance of Registered ISM practitioners is compulsory with Registration number and contact details.

Within one month after the date of completion of the CME programme, a detailed CME report indicating, the particulars of the Registered ISM Practitioners along with State Registration Number should be forwarded to the BoER, NCISM.

It is requested that while compiling the CME reports, it should be ensured that the brief synopsis of the subjects covered in the CME are given. It should not be merely the reproduction of the detailed programme which has already been submitted by the organizer along with the application. Further, whichever topic has been dealt with, it should be briefly described e.g. if it is a lecture on some topic, a brief synopsis of the lecture should be given. Similarly, if it is a demonstration, then a brief description of the technique used to demonstrate a particular disease/function along with the result be given. All attempts should be made to frame the report in such a way that anybody, who wants to refer to a particular subject can use this report as a guideline in future. The remaining instalment of the financial support can only be released if the CME Report is in order and satisfactory.

Statement of Income and Expenditure

CME Titled -----held on -----

Total No. of Resource Persons:

Total No. of Participants:

Income

Grant received from NCISM Rs. _____

Funds through local Sponsorship / Resources _____

Expenditure

- (a) TA for resource persons.
- (b) DA for (if any) for outstation resource persons.
- (c) Operational Costs (including preparation & printing of basic documents, CME report, secretarial services, food, accommodation, venue, Wi-Fi facility & contingency / others)

*TA/DA given as per Govt. of India Rules / GFR.

All relevant receipts / vouchers to be enclosed.

***As per rules.**

Certified as correct

(Signature)
Head of the Organization / CA
(Seal)

(Signature)
Head of the Organization / CA
(Seal)

Date:

Seal:

Certified that:

- i. TA /DA given to Resource persons as per State/ Central Govt. rules / GFR.
- ii. Those provided facilities for boarding and lodging in the Institute's hostel or guest house reduction has been made in D.A.
- iii. Certified that the same procedure and rules/regulations as are applicable for the maintenance of accounts have been followed in the utilization of the grant.

Certified as correct

(Signature)
Head of the Organization / CA
(Seal)

(Signature)
Head of the Organization / CA
(Seal)

Date:

Seal:

Utilization Certificate

Certified that the amount of Rs.(.....)
released by the National Commission for Indian System of Medicine, Govt. of India, New Delhi to
the Organization. Vide letter No.....
datedfor organising the CME at the
on the subject
has been utilized for which it was sanctioned.

Signature of the Programme / Co-ordinator

Certified as correct.

Signature of Chartered Account/
Head of Organization

Date.....

Note: - The all above guideline are incorporated and implemented immediately. It is the discretion of Board of Ethics and Registration, NCISM to bring out changes from time to time in accordance with ISM practitioners' feedback.