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INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE OF
OCCUPATIONAL HEALTH

आई सी एम आर – राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Occupational Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

संख्या 1/परिपत्र/2024-25/2395

January 16, 2025

परिपत्र/CIRCULAR

Sub: Guidelines for Participation in External Committees/Events

It has been observed by the competent authority that officials of NIOH & ROHCS are frequently approached by Government/Semi-Government organizations, NGOs, and private institutions with proposals to act as experts in various committees, deliver expert talks, serve as jury members, etc. However, in many instances, officials provide their consent for such participation without following the proper channel of approval.

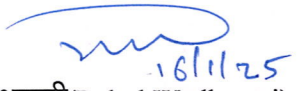
Moreover, it has been noticed that permission requests are often submitted via email at the last moment, close to the event date. Such practices are unbecoming of responsible Scientists/ Government Officers and should be discouraged.

In light of the above, the following directives are issued:

1. Officials must inform inviting organizations to approach the competent authority of this Institute for suitable nominations for respective events.
2. The Director is the competent authority to consider such requests and nominate officials with relevant expertise.
3. Participation as an expert in delivering talks, becoming jury members, or serving on committees at various institutes is restricted to research institutes and universities only.
4. Such participation is permissible during office hours/working days solely upon approval by the competent authority.
5. No costs related to the visit, including travel or conveyance arrangements, will be borne by this Institute.
6. Requests to visit private institutions or NGOs will not be entertained unless and until there is justifiable reason to visit such institutions.

All officials are requested to adhere strictly to these guidelines. This is to ensure proper representation of the Institute and maintain the decorum. -

This issues with the approval of the competent authority of the Institute.


(राहुल वाधवानी/Rahul Wadhvani)
प्रशासनिक अधिकारी/Admn. Officer

प्रति/To: सूचनापट्ट/Notice Board

Copy to:

1. OIC, ROHCS, Bengaluru
2. Dr. L K Sharma: with a request to upload on NIOH website