

## **Scheme Guidelines**

### **Central Sector Scheme for supporting Continuing Medical Education (CME) in AYUSH**

#### **1. INTRODUCTION:**

The scheme of Continuing Medical Education (CME) was implemented in 11th Plan and about 22,000 AYUSH personnel were given need-based training. The target in 12th Plan is to cover maximum number of AYUSH teachers, doctors, paramedicals and others personnel. There is a need for continuing the training for upgrading their professional competence & skills and their capacity building. Emerging trends of healthcare and scientific outcomes necessitate time to time enhancement of professional knowledge of teachers, practitioners, researchers and other professionals. Many issues of the profession cannot be covered through stereotyped course curricula, and need augmentation & clarification through direct interaction with the resource persons and domain experts. Good Clinical Practices and Good Teaching Practices are the two areas where AYUSH practitioners and teachers need to be regularly updated to keep up the standards of health delivery and adequate training of students respectively in accordance with the emerging demands. Policy makers and administrators need to be given training for effective management of institutions. Similarly, use of Information Technology as a tool for widespread dissemination of AYUSH developments and updates is need of the hour in the present era of fast changing trends & methodologies. Many AYUSH teachers and practitioners, do not have access to professional journals and web-based CME like their allopathic counterparts. Web-based distant educational programmes like the ones conducted by UGC are required for AYUSH for wider dissemination of current information and trends. The services of AYUSH paramedics and health workers are also of utmost importance in healthcare. Hence, the upgradation of knowledge of these personnel with updates and changing trends is proposed under this Scheme.

The updated pattern of the scheme is based on the experience gained during 11th Plan, feedback received from various institutions, requirements for varied nature of training of AYUSH personnel, their exposure to AYUSH centres of best practices and the recommendations of the private agency, which evaluated the scheme that was implemented during 11th Plan. Overall structure of the scheme is aimed at encouraging AYUSH personnel to undergo need-based professional training and bridge the knowledge gaps.

#### **2. PURPOSE OF TRAINING TO TEACHERS AND DOCTORS:**

- a. To encourage AYUSH professionals to undergo need-based professional orientation and professional skill development in an organized manner.
- b. To update the professional knowledge of teachers and doctors to adopt good teaching practices and good clinical practices respectively.
- c. To encourage the use of Information technology and web-based education programmes for widespread dissemination of AYUSH developments and updates.
- d. To train doctors in emerging trends of healthcare and scientific outcomes for keeping up the standards to health care delivery.
- e. To provide information to doctors on professional journals to keep them professionally updated.

- f. To encourage AYUSH paramedics and health workers to undergo periodical training for improving healthcare services in hospitals and dispensaries.
- g. To arrange need-based management training programmes to administrators of AYUSH institutions and hospitals on health aspects for delivering quality services.
- h. To update regarding current trends in R & D activities for development of AYUSH systems and highlight the areas of research and avenues for collaborative activities.
- i. To apprise regarding new Acts/Notifications and other information addressing regulatory issues in AYUSH systems.

### 3. SCHEME COMPONENTS:

#### (I) CME programmes:

- a. 6-days subject-/specialty-specific CME programme for AYUSH teachers.
- b. 6-days Orientation Training programme (OTP) of AYUSH systems for non-AYUSH doctors/scientists.
- c. 6-days specialized training for AYUSH Paramedics/ Health workers / Instructors / Therapists.
- d. 3-days/5-day training in Management/ IT to AYUSH administrators/heads of departments/institutions.
- e. Theme-specific 6-days CME programme for AYUSH medical officers/practitioners or those deployed in stand-alone and co-located AYUSH facilities.
- f. 6-day Training of Trainers programme (ToT) in AYUSH for eligible resource persons of CMEs.
- g. 6-days OTP programme Yoga/Naturopathy training for AYUSH/allopathy doctors.
- h. 6-days CME for Yoga/Naturopathy Teachers of university departments, institutes of repute at national level and degree colleges conducting courses in Yoga/Naturopathy.
- i. 6-days training programme in current trends in R&D, modern scientific advances & technology for scientific understanding and promotion of AYUSH systems for AYUSH doctors/scientists.

#### (II) Web-based (on-line) educational programmes:

- a. Development of web-based training programmes in various AYUSH specialties.
- b. Preparation, launch and running of web-based Peer Reviewed journals for up-to-date education and research developments in AYUSH sector for up-gradation of professional knowledge.

#### (III) Making available the lectures of CMEs in CDs/DVDs in AYUSH sector:

- a. Preparation/Compilation of CDs/DVDs on lectures delivered at various CME programmes to facilitate distance learning of AYUSH for wider dissemination, and up-gradation of professional knowledge.

**(IV) Support to organizations having domain knowledge:**

Organizations having domain knowledge like the National Institutes viz., Rashtriya Ayurveda Vidyapeeth and others universities/deemed universities and reputed organizations will be supported for the benefit of AYUSH fraternity for the following:

- a. To develop training material, courses, modules, CDs and structured programmes;
- b. To design and develop innovative CME courses for AYUSH practitioners;
- c. To develop IT interface (software) for use of AYUSH systems in teaching/practice;
- d. To establish a special cell/chair in reputed universities for promotion of AYUSH systems and developing inter-disciplinary linkages.
- e. To conduct innovative short term training programme for teachers at reputed AYUSH institutions on subjects as under-
  - (i) Integrated protocols for clinical documentation and diagnosis,
  - (ii) Statistical design for clinical trials based on holistic management,

**(V) Two-days National Level Workshops/ Conferences for CME:**

National level workshops/ conferences of any AYUSH systems can be organized by reputed organizations/Centres of Excellence identified by Ministry of AYUSH. Each such workshop/ conference shall focus on a particular specialty for imparting knowledge/ skills/ best practices to AYUSH/ Allopathic practitioners. The concerned host institution shall make training/ boarding/ lodging arrangements for the participants and besides the above, payment of TA and honorarium to 8-10 resource persons.

**(VI) Financial assistance to reputed organizations/associations/forums working for the promotion of AYUSH systems of medicine for holding 2-day subject-/specialty CME for 50 private practitioners.**

**4. ELIGIBILITY CRITERIA:**

Financial assistance through the scheme will be provided to the following institutions / organizations on receipt of component-specific proposals.

**A. Criteria for institutions: Institutions having at least 5 years of standing are eligible to apply for CME programmes.**

1. Institutions for holding Training of Trainers (ToT) in AYUSH:
  - a. AYUSH National Institutes, Ayurveda and other Health Universities.
  - b. Colleges of AYUSH in other universities
  - c. Renowned institutions like ICMR, AIIMS, NIHFW, JIPMER etc.
2. Institutions for holding CME for teachers in AYUSH:
  - a. AYUSH National Institutes, Universities.
  - b. PG Institutions fulfilling infrastructure, staff requirement in concerned subject as per, CCIM/CCH norms.

- c. UG College permitted by the AYUSH department under concerned council norms to admit students at least for the last two continuous years in case of Ayurveda, Unani, Siddha and Homoeopathy.
  - d. Other Institutes/establishments of national repute rendering services in the AYUSH sector.
  - e. Central/ State Govt. Resource Training Center or Institute of Health & Family Welfare capable to undertake AYUSH training in collaboration with an AYUSH teaching institution/hospital.
  - f. Institutions/Organizations etc. having expertise and repute in the relevant subject.
3. Institutions for holding CME for doctors in AYUSH:
- a. AYUSH National Institutes.
  - b. UG colleges permitted by the department under concerned council norms to admit students at least for the last two continuous years.
  - c. Central/ State Govt. Resource Training Centre or Institute of Health & Family Welfare capable to undertake AYUSH training in collaboration with an AYUSH teaching institution/hospital.
  - d. State AYUSH Directorates capable to undertake District/Sub-Districts level training of AYUSH practitioners/Paramedics/health workers.
  - e. Other Institutes/ establishments of national repute rendering services in the AYUSH sector.
  - f. Reputed organizations/ associations/ forums working for the promotion of AYUSH systems of medicine like AIAC, NIMA etc.
4. Institutions for making available the lectures of CMEs in CDs/DVDs in AYUSH:
- a. AYUSH National Institutes
  - b. AYUSH and other Health Universities
  - c. National Open Universities/ Distance Education Centres and other capable organizations to work in collaboration with National Institutes/ selected Centres of Excellence in AYUSH.
  - d. PG or UG institutions/ hospitals eligible to hold CME for teachers having related AYUSH faculty and infrastructure.
  - e. AYUSH recognised Institutes/ organizations having good audio-video-internet-video conferencing -recording & studio facilities alongwith manpower expertise in the concerned field.
5. Institutions for preparation and running of peer-review scientific journals in AYUSH as web based programmes:
- a. Government/Private institutions/organizations, universities and deemed universities having competent AYUSH faculty and other technical manpower.

- b. Any other Registered Body successfully publishing a Scientific Journal for continuous three years.
  - c. AYUSH recognised reputed post-graduate teaching/ research institutes engaged in intra mural/ extra mural/ collaborative research.
6. Institutions for holding Orientation Training programmes (OTP) in AYUSH for Non-AYUSH doctors/scientists:
  - a. AYUSH and other Health Universities
  - b. National Institutes, University colleges/Ministry of AYUSH
  - c. Selected PG Institutions.
  - d. Selected central institutes of research councils.
  - e. Allopathy institutions having AYUSH Department.
  - f. AYUSH recognised Institutes, preferably teaching/ research institutes having learned faculty and good audio-video-internet- facilities.
7. Institutions for holding Orientation Training programmes (OTP) in Yoga & Naturopathy for AYUSH & Allopathy doctors:
  - a. National and government Institutes in Yoga & Naturopathy.
  - b. Universities with Yoga Department.
  - c. Private Yoga & / or Naturopathy Institutes, preferably teaching/ research institutes recognized by Ministry of AYUSH and having learned faculty, clinical/ research units.
8. Institutions for holding CME programmes for Yoga/ Naturopathy teachers/ Instructors/ Therapists:
  - a. National and government Institutes in Yoga & Naturopathy.
  - b. Universities with Yoga Department.
  - c. Private Yoga & / or Naturopathy Institutes, preferably teaching/ research institutes recognized by Ministry AYUSH and having learned faculty, clinical/ research units.
9. Institutions for holding Management training to AYUSH teachers and doctors:
  - a. Reputed government/private management institutions with qualified and experienced staff.
10. Institutions for holding 6-day training programme in current trends in R&D, modern scientific advances & technology for scientific understanding and promotion of AYUSH systems:

- a. Research councils of Ministry of Health & Family Welfare, Ministry of Science and Technology or under any other ministries of Government of India.
- b. Renowned Institutes involved in Research and Development activities and having adequate facilities like IITs, IISc, Bangalore etc..
- c. Other reputed institutes involved in advance research in basic sciences.
- d. Research & Development laboratories in public/private sector having working in Bio-medical or related area or of reputed pharma companies.

**B. Criteria for Resource Persons:**

1. CME for Teachers:
  - i) Renowned Teacher/ Researcher/ Practitioner holding PG qualification with 10 years of teaching/ clinical/ research experience in AYUSH in concerned subject/ specialty and having good communication skills.
  - ii) Preference to those having prestigious publications to his/ her credit.
  - iii) In case of Non-Medical subjects, those holding PG qualification with 15 years of experience in the concerned area or Ph.D. with 5 years experience for Bio-science, Bio-statistics etc.
2. CME for Doctors/OTP in AYUSH for Non-AYUSH doctors & scientist/OTP in Yoga & Naturopathy for AYUSH & Allopathy doctors: Teachers/ private practitioners holding Graduate degree with at least 15 years of clinical experience and eminent in the concerned subject/specialty.
3. ToT: Heads, Professors and Associate professor of National Institutes and Health University, AYUSH colleges, technical officers of Ministry of AYUSH and senior, eminent practitioners of AYUSH.
4. CME for Paramedics and Health Workers/ Instructors/ Therapists: Renowned Teacher/ Researcher/ Practitioner holding PG qualification with 5 years of teaching/ clinical/ research/ nursing experience in AYUSH in concerned subject/ specialty and having good communication skills.
5. Management Training Programme:  
Qualified and experienced faculty of reputed institutions.
6. 6-day training programme in current trends in R&D, modern scientific advances & technology for scientific understanding and promotion of AYUSH systems:  
Renowned teachers (preferably PG guides)/researchers of ASU and H systems having at least 5 years of teaching/ research experience.

**C. Criteria for selection of trainees:**

Priority may be given to:

- i. Trainee who has attended less number of CME.
- ii. Trainee on the basis of seniority in service.

**5. FUNDING PATTERN:**

Financial assistance will be provided directly to institutions/ organizations approved by the Screening Committee. Funds for a programme will be released to the institute on approval of the proposal as per the following pattern:

**(i) 6-days CME for AYUSH Teachers/Doctors/Scientist:**

Sl. No.	Particulars	Admissible amount
1.	Per day boarding & lodging charges of outside trainees	Rs. 1800 per person.
2.	Per day boarding charges of local trainees	Rs. 250 per person.
3.	Per day boarding & lodging charges of outside experts	Rs. 3000 per person.
4.	Per day boarding charges of local experts	Rs. 250 per person.
5.	Travel expenses of outside trainees	Actual fare or up to the rail fare of AC 2 tier class, whichever is less.
6.	Travel expenses of outside experts	Actual fare or up to the rail fare of AC 2 tier class/ Economy Class Air Fare.
7.	Honorarium to resource persons	Rs. 2000 per session.
8.	Honorarium to support staff of the host institute.	Rs. 8000 to be shared among the involved staff members.
9.	Training material	Rs. 1000 per trainee/resource person
10.	Consolidated amount for institutional support	Rs. 25,000
11.	Consolidated amount for contingencies	Rs. 20,000
12.	Consolidated amount for consumables in practical demonstrations.	Rs. 10,000
13.	Quality Audio - Video recording of lectures	Rs. 20,000

**The total provision is limited to Rs. 7.50 lakhs per programme.**

**(ii) 6-days CME for Paramedics/ Health workers/ Instructors/ Therapists:**

Sl. No.	Particulars	Admissible amount
1.	Per day boarding & lodging charges of outside trainees	Rs. 1200 per person.
2.	Per day boarding & lodging charges of local trainees	Rs. 200 per person.
3.	Per day boarding & lodging charges of outside experts	Rs. 2500 per person.
4.	Per day boarding charges of local experts	Rs. 200 per person.
5.	Travel expenses of trainees	Actual fare or up to the rail fare of AC 3 tier class, whichever is less.
6.	Travel expenses of outside experts	Actual fare or up to the rail fare of AC 2 tier class/ Economy Class Air Fare.
7.	Honorarium to resource persons	Rs. 1500 per session/ demonstration.
8.	Honorarium to support staff of the host institute.	Rs. 5000 to be shared among the involved staff members.
9.	Training material	Rs. 400 per trainee/resource person
10.	Consolidated amount for institutional support	Rs. 10,000
11.	Consolidated amount for contingencies	Rs. 10,000
12.	Consolidated amount for consumables in practical demonstrations.	Rs. 10,000

**The total provision is limited to Rs. 5.00 lakhs per programme.**

**(iii) 6-days Training of Trainers programme (ToT) in AYUSH for eligible resource persons of CMEs:**

Host institutions will be supported in the manner applicable to CME programme for AYUSH teachers. Trainees and resource persons are allowed to travel by 2AC rail/economy class by Air India at apex fares. Other expenditure will be supported in a manner applicable to CME programme of AYUSH teachers/Doctors/Scientist.

**(iv) 3-days/5-days training in Management/IT to AYUSH administrators / heads of departments / institutions:**

The proposals submitted by eligible institutions and the Expenditure projected in the proposal will be subjected to appraisal by Proposal Evaluation committee followed by approval of Screening Committee. Funds would be released in accordance with the Screening Committee's recommendations.



**(v) Web-based (on-line) educational programmes:**

The proposals submitted by eligible institutions and the Expenditure projected in the proposal will be subjected to appraisal by Proposal Evaluation Committee followed by approval of Screening Committee. Funds would be released in accordance with the Screening Committee's recommendations.

**(vi) Making available the lectures of CMEs in CDs/DVDs in AYUSH sector:**

The proposals submitted by eligible institutions and the Expenditure projected in the proposal will be subjected to appraisal by Proposal Evaluation committee followed by approval of Screening Committee. Funds would be released in accordance with the Screening Committee's recommendations.

**(vii) Support to organizations having domain knowledge:**

The proposals will be invited from eligible institutions and subjected to appraisal by a Project Appraisal Committee comprising of Joint Secretary (AYUSH) as Chairman and concerned Adviser, Research Council Director and a domain expert nominated by the Department. The quantum of assistance and mode of implementation will be determined by the Screening Committee.

**(viii) Two days national level Workshops/ Conferences for CME:**

AYUSH National Institutes, AYUSH and other health universities, AYUSH recognised Institutes /organizations having good audio-video-internet-video conferencing-recording & studio facilities along with manpower, expertise in the concerned field will be invited to submit proposals with break-up of expenditure, which will be appraised and sanctioned by the Screening Committee.

**(ix) Financial assistance to reputed organization/associations/forum working for the promotion of AYUSH system of medicine, having at least 5 years experience in conducting such trainings, for conducting 2-day subject-/specialty CME for 50 private practitioners:**

Sl. No.	Particulars	Admissible amount
1.	Working lunch, snacks and tea for two days	500/- per trainee per day
2.	Honorarium for resource person	Rs. 2000/- per session(Total 8 sessions)
3.	Travel expenses of resource persons	Actual fare or up to the rail fare of AC 2 tier class, whichever is less.
4.	Institutional support	Rs. 10,000/-
5.	Contingency	Rs. 10,000/-

**The total provision is limited to Rs. 1.00 lakh per programme.**

## 6. GUIDELINES FOR APPLYING & IMPLEMENTING THE SCHEME:

Following guidelines shall be followed in supporting the various programmes envisaged under the scheme,

- i) Interested institutes may apply providing schedule & details of the programmes to be conducted. Modules of training and list of resource persons along with their qualifications, experience and specialization should be enclosed with the application (Annexure-A).
- ii) 30 participants must be enrolled in CME for teachers/ doctors/ paramedics training programme. Not more than one trainees from the host institution shall participate in the programme and they will not be entitled for any financial benefit except training material and boarding
- iii) All the practitioners should possess the qualification included in the relevant Medical Acts. In case of Yoga/ Naturopathy, the trainees shall be regular teachers working in universities, reputed institutions and degree colleges and having minimum 3 years of experience on regular basis.
- iv) Qualified Paramedics/ instructors/ therapists working in AYUSH institutions/ hospitals/ dispensaries recognized by the Ministry of AYUSH are eligible for related CME.
- v) All 6-day CME and other HRD programmes shall be conducted on consecutive six working days.
- vi) Financial assistance is limited to RS.7.50 lakhs for a 6-day CME/TOT/OTP. An advance of Rs.7.00 lakhs in 6-day programme will be released and balance after submission of accounts, as per need.
- vii) In case of 6-day CME in Paramedicals/ Yoga & Naturopathy personnel (other than teachers), the financial assistance is Rs.5.00 lakhs per program. An advance of Rs.4.50 lakhs will be released and balance after submission of accounts, as per need.
- viii) Participation Certificate shall be issued on full attendance only.
- ix) Payment of TA & journey DA should be made only at the end of the programme as per scheme admissibility or actuals, whichever is less. In case of resource persons being paid Air Fare, travel by economy class and Air India at apex fare, is only allowed. Persons to utilize senior citizen fare where-ever applicable.
- x) Duration of CME program shall be exclusive of journey time.
- xi) Trainees shall not be paid any amount except TA and food bills not exceeding Rs. 175 during journey. Resource persons are eligible for TA and honorarium.
- xii) In CME programmes for AYUSH doctors, private practitioners can also be included to the extent of not more than 30% of total.

- xiii) Conduction of programme should commence within two months after release of grants with preparation of Schedule of the programme and it should be widely circulated well in advance to institutions & State Directorates for nomination of trainees.
- xiv) National health programmes, experiential knowledge of experts in the field, research findings, current developments, more emphasis on teaching methodology and training modules on improvement of examination system (paper setting, evaluation etc.) in CMEs for teachers & current trends relevant to the theme of CME programme must find place in the modules.
- xv) Resource persons: Twelve experts of concerned specialty (four from same college/State and eight external experts) in 6-day CME/OTP as per the given modules. Experts from Ministry of AYUSH and Research Councils as per their expertise should be called wherever required.
- xvi) Trainees are allowed to attend up to two programmes of CME in a year. Every Resource person is allowed to attend a maximum of four CME in a year, and the period of the training program in case of trainees and resource persons is to be treated as on duty and applicable even during CCIM/CCH visits/inspections.
- xvii) Trainees/ Resource persons for all types of CME may be taken from any State subject to the condition of limitation of attendance prescribed in a year.
- xviii) The deputing AYUSH teaching Institutions/Hospitals/State Directorates should utilize the trainees in respective institutions/patient care facilities the skills gained by the participants in CMEs and also through rational deployment in AYUSH facilities.
- xix) The State Governments should sanction grants to such private institutions/ hospitals for equipping necessary infrastructure so that the training given to the AYUSH personnel is put to use.
- xx) Structure of the CME program shall be as under-
  - (a) There shall be four sessions each day, with each session of 90 minutes. There shall 30 minutes lecture using audio-visual aids and 60 minutes practical demonstration/ hands-on training in each session. Medical officers shall be given hands-on training.
  - (b) Each external/ internal expert shall deliver two theory/ practical sessions in one day in CME.
  - (c) Each theory and practical session shall be followed by questions & answers for necessary clarifications/ explanations.
  - (d) Reading material & copies of the presentations, CDs etc. should be distributed to all participants at the beginning of the programme.
- xxi) Institutions interested to take up CME programmes may design modules and submit the same along with application for approval. The modules shall include assessment of the trainees during the course of the training. In case of pre-structured modules/ package training programmes prepared by Ministry of AYUSH, no prior approval is required.

- xxii) Programme for management training shall be worked out by the host institute(s).
- xxiii) Institutions willing to conduct web-based training programmes and/or prepare and run CME journals/peer-review journals are required to send proposals with complete technical & financial details indicating the project implementation schedule and timelines.
- xxiv) The proposal of innovative initiative should be worked out in all technical & financial details keeping in mind the scope & limitations of the scheme.
- xxv) No expenditure is liable to be reimbursed that has been incurred before the approval of CMEs/sanction of the grant and implementation of the approved program/activity and for other than sanctioned items.
- xxvi) Re-appropriation within sanctioned items of expenditure may be done to the extent not more than 10%.
- xxvii) The heads of the institutions/ departments/ organization meet the expenses as per the scheme pattern.
- xxviii) The institutions/ organizations conducting CME programmes prepare quality audio-video recording of lectures delivered during CMEs through professionals and submit to RAV along with U.C and other documents.
- xxix) The project Sanctioning Committee may relax eligibility criteria for special category States and UT like North-eastern States, J &K and Andaman & Nicobar and also in other cases on case to case basis on merits.
- xxx) After completion of the CME programme following documents, duly signed by Head of the host institution, may invariably be submitted to Rashtriya Ayurveda Vidyapeeth, Punjabi Bagh (West), New Delhi within one month for liquidation of grant-
  - a. Authenticated Utilization Certificate in the prescribed proforma (Annexure - B) to the effect that the grant has been utilized for the purpose for which it was sanctioned;
  - b. Audited Accounts statement in the prescribed proforma (Annexure-C) reflecting therein the Grant-in-aid and item-by-item expenditure as per the funding pattern incurred there from;
  - c. A certificate that the organization has not received financial assistance for the same purpose from any other Department of the Central or the State Government or any Government/ non-government agency;
  - d. Achievement-cum-performance report (Annexure - D) indicating the performance for which the grant was received; the manner in which it has been utilized; and how the grant helped to improve the performance of the participants/ institution;
  - e. Feedback report in the proforma (Annexure - E), in separate sealed envelopes, from each of the trainees in case of all training programmes;

- f. A statement showing the names and addresses of the trainees, which should be certified by the Head of the Institute/ College that all the trainees were registered AYUSH practitioners wherever applicable;
  - g. A statement showing the names & addresses of the resource persons participated in the programme along with their bio-data showing their qualifications, experience in the subject etc. for their further utilization, as and when required;
  - h. Unspent balance of the grant, if any, may be returned to the Ministry of AYUSH in the form of Demand Draft drawn in favour of the Pay and Accounts officer(Scett.), Ministry of Health and Family Welfare, payable in New Delhi;
  - i. All original receipts/vouchers may be kept with the organizing institution for a period of 5 years for any audit check.
- xxxii) Secretary (AYUSH) in consultation with Financial Adviser shall approve any relaxation in the scheme guidelines on case to case basis on merits.

## 7. HOW TO APPLY:

Application for seeking grant to conduct Continuing Medical Education Programme for teachers/doctors or other programmes is to be made, in the Performa given to-

**The Director (CME Scheme)**  
**Ministry of AYUSH**  
**Govt. of India**  
**AYUSH Bhawan**  
**B-Block, GPO Complex,**  
**INA, New Delhi-110 023.**

**The Director**  
**Rashtriya Ayurveda Vidyapeeth**  
**Dhanwantari Bhawan,**  
**Road No-66, Punjabi Bagh (West)**  
**NEW DELHI-110 026.**  
**Ph. 011-25228548/25229753**  
**E-mail:- ravidyapeethdelhi@gmail.com**  
**cme-ravdl@gov.in**

All details regarding CME may be seen at [www.ravdelhi.nic.in](http://www.ravdelhi.nic.in) and [www.indianmedicine.nic.in](http://www.indianmedicine.nic.in)

## 8. SCREENING COMMITTEE:

All proposals received under the scheme will be subjected to appraisal by the Proposal Evaluation Committee (PEC) comprising of senior technical officers of the Ministry of AYUSH headed by Joint Secretary (AYUSH) and then submitted for consideration and approval by a Screening Committee comprising of -

- |    |  |   |             |
|----|--|---|-------------|
| 1. | Secretary (AYUSH)                        | - | Chairperson |
| 2. | Additional Secretary & FA or his nominee | - | Member      |
| 3. | Joint Secretary (AYUSH)                  | - | Member      |
| 4. | Advisers of concerned system             | - | Member      |
| 5. | Director in-charge of the scheme         | - | Member      |
| 6. | Director, Rashtriya Ayurveda Vidyapeeth  | - | Member      |

## Annexure-A

**APPLICATION FOR CME/ OTP/ EV/ OTHER PROGRAMME - FOR TEACHERS/ DOCTORS/ PARAMEDICS OF AYUSH OR DOCTORS/ SCIENTISTS OF NON-AYUSH SYSTEMS**

1.	Name of the Institution	
2.	Address/ Tel. No./ FAX No./ E-Mail	
3.	Nature of the Institution	Government / Government aided / private
4.	Documents to be enclosed with the application: A certificate to this effect that the organization has not obtained or applied for grants for the same purpose or activity from any other Ministry or Department of the Government of India or the State Government or any Non-governmental organization	
5.	Additional Documents to be enclosed with the application (for private colleges established under societies Act): Copies of Articles of association bye-laws, audited statement of accounts, sources and pattern of income and expenditure, etc.	
6.	Year of Establishment	
7.	Details of Departments	
8.	Details of faculty in the institution participating in the programme along with qualifications, date of joining and duration of experience in the subject (May attach a separate sheet)	
9.	Past experience of organizing such programmes (Details)	
10.	Details about the previous grants if any under this Scheme (RoTP & CME)	
11.	Whether UCs for the grants received earlier were approved. If yes, copies may be enclosed.	
12.	Whether any other grants under any scheme were received from Ministry of AYUSH, Govt. of India on earlier occasions. If yes, the details thereof. Whether Utilisation Certificate and other requisite documents are pending/due for such grants or sent.	

13.	Number of programmes applied for	
14.	Details of the programmes viz subjects etc.	
15.	Amount required with break up (for other than customized CME programmes)	
16.	Names of Experts/ Resource persons for conducting the programme with their current posting, date of birth and qualifications and experience in the subject for which they are invited, Tel No., E-mail, Mobile etc. alongwith module of proposed CMEs (may attach separate sheet)	

**Signature of the Head of the**

**Institution/ Association/ Organisation**

**Name:** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Postal address** \_\_\_\_\_

**Tel./Fax No. & E-mail** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_



**Annexure - B**

**UTILIZATION CERTIFICATE**

Certified that out of Rs..... (Rupees ..... only) of advance of grant-in-aid sanctioned during the year ..... in favour of ..... vide Sanction letter No. ....dated....., a sum of Rs..... (Rupees ..... only) has been utilised for the purpose of holding of CME on ..... for which it was sanctioned.

Certified that we have satisfied ourselves that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that we have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned. The institution has committed no deviation from the scheme.

**Kinds of checks exercised**

1. Checked the Individual Vouchers.
2. Checked the ledger Account of Expenses.
3. Checked the Cash Book and Bank Book to see that the amounts have actually been paid.
4. Checked the total of the disbursement made.
5. Checked that the payments pertained to the concerned above mentioned programmes.
6. Checked all documentation.
7. Made out a list of payments (as per attached annexure).

This certificate is issued on the basis of books and records produced before us and as per the information and explanations provided to us.

**Signature & Seal of Head of the Institution**

**(in ink)**

**Date:**

**Name:**

**(In block letters)**

**Signature & Seal of Chartered Accountant/  
Govt. Auditor**

**(in ink)**

**Date:**

**Name:**

**(In block letters)**

**Registration No. of Firm**

**Membership No. of the signatory CA**

## Annexure - C

## STATEMENT OF ACCOUNTS

Name of the Institution:

Name of the Programme: CME/OTP/EV/..... programme

Dates of the Programme:

Sl. No.	Particulars	Expenditure
1.	Boarding & lodging expenses of outside trainees	
2.	Boarding of Local trainees	
3.	Boarding & lodging expenses of outside experts	
4.	Boarding of local experts	
5.	Travel expenses of trainees	
6.	Travel expenses of outside experts	
7.	Honorarium to resource persons	
8.	Honorarium to support staff of the host institute	
9.	Expenses on Training material	
10.	Consolidated amount for institutional support	
11.	Consolidated amount for contingencies	
12.	Consolidated amount for consumables for practical demonstrations (where-ever applicable)	
13.	Consolidated amount for preparing quality audio-video of lectures	
14.	Any other as per funding pattern	
	TOTAL	
	Un-utilized grant, if any	

Signature &amp; Seal of Head of the Institution

(in ink)

Date:

Name:

(In block letters)

Signature & Seal of Chartered Accountant/  
Govt. Auditor

(in ink)

Date:

Name:

(In block letters)

Registration No. of Firm

Membership No. of the signatory CA

**Annexure - D**

**ACHIEVEMENT-CUM-PERFORMANCE REPORT**

This institution was sanctioned one programme of ..... days CME of teacher/CME for doctors/ Management programme in the subject of .....held on ..... during the year ..... A grant of Rs. .... (Rupees.....) was sanctioned and released by Ministry of AYUSH, Government of India through demand draft No. .... dated ..... drawn on Bank of Baroda vide letter no. .... dated.....Out of the advance, an amount of Rs..... (Rupees.....) has been utilized the purpose for which it was sanctioned leaving a balance amount of Rs..... (Rupees .....) which was sent through a demand draft No. .... dated ..... Proper procedure was followed as per the prescribed guidelines in making payments.

Out come of the programme in terms of achievement-cum-performance are:

1. The manner in which it has been utilized :-
  
2. How the grant helped to improve the performance of the participants/institution.

**Signature & Seal  
(Head of the Institution)**

**Annexure - E**  
**CONFIDENTIAL**

**FEED-BACK**

(To be filled by the trainee during the Training Programme and given to Organizing Institution at the end in a sealed envelope)

1.	Name & Address of the Institution:	
2.	Name of the Training programme:	
3.	Duration of the Training Programme:	From                      To
4.	Number of trainees attended:	
5.	Usefulness of the programme:	Very useful/ Useful / Not relevant
6.	Infrastructure available in the Institution: (in the concerned department of in which CME is conducted):	
7.	Venue of the programme (details of Hall, Ventilation, Lighting etc):	
8.	Use of Audio -visual aids, whether sufficient:	
9.	Whether time schedule followed:	
10.	Whether practical demonstrations conducted /hands-on training provided (where so ever applicable):	
11.	<b>Assessment of Resource Persons</b>	

Sl. No.	Name of Faculty/ Resource persons	Relevance of the topic & subject matter	Quality of delivery/ presentation Scores (0-10)	Applicability	Any new information given	Overall assessment of the faculty Scores(0-10)
i)						
ii)						
iii)						
iv)						
v)						

vi)						
vii)						
viii)						
ix)						
x)						
xi)						
xii)						

<b>Any specific comments/ suggestions on faculty, presentations etc.:</b>	
12. Facilities for stay and other amenities:	
13. Shortcomings, if any,:	
14. Any suggestions to be incorporated for future training programme:	
15. Overall assessment of course/programme (Excellent/Very Good/ Good/Average /Poor):	

**Signature of the Trainee**.....  
**Name** .....  
**Full Postal Address**.....  
.....  
.....  
**E-mail:** .....  
**Phone/Mobile:** .....

**Note:** Any trainee may send in addition to submitting a copy of filled in Feedback Form to the organizing institution, any comment/suggestion directly to the Director, Rashtriya Ayurveda Vidyapeeth, Dhanvantari Bhawan, Road No.66, Punjabi Bagh (West), New Delhi-110026 by post or by E-mail to: [ravidyapeethdelhi@gmail.com](mailto:ravidyapeethdelhi@gmail.com)

## Annexure - F

## AGENCY REGISTRATION FORM

1	Type of Registration:	
	1. Central Government 4. Statutory Bodies 7. Registered Societies (NGOs) 10. Individuals	2. Central Government PSUs 5. Local Bodies 8. Private Sector companies 11. International Organizations.
		3. State Government PSUs 6. Trusts 9. Registered Societies (Govt. Auto. Bodies)
2	Name of Organization:	
3	Date of Registration (DD/MM/YYYY): -	
4	Number or Act of Registration:-	
5	Registering Authority:	
6	State of Registration (Name of the State):	
7	TIN/TAN No.:	
8	Address Line 1: Address Line 2: Address Line 3:	
9	City:	
10	State:	
11	District:	
12	Pin Code:	
13	Contact Person: Director / Dean / Principal / Any other (Specify)	
14	Name of the Contact Person:-	
15	Phone:	
16	Mobile No.:	
17	Fax:	
18	Email:	
19	Unique Agency Code:	
20	Scheme:	<b>HRD Training Programme Fellowship Exposure Visit Upgradation of Skills etc.</b>
21	Name of Bank (Specify):	
22	Address:	
23	Branch:	
24	Account No.	
25	Organization Name as per Bank	
26	MICR Code:	

Signature of Principal/ Director/Dean with seal

**Check List**  
**(Details required on submission of Utilization Certificate)**

Sl. No	Documents		
		Yes	No
<b>1.</b>	<b>Authenticated Utilization Certificate as per Performa</b>		
a	Sanction Number & date		
b	Membership No. of Chartered Accountant		
c	Signature of head of the Institute & Chartered Accountant/Govt. Auditor		
d	Date of Programme		
<b>2.</b>	<b>Statement of Accounts</b>		
a	Boarding & Lodging for trainees		
b	Boarding & Lodging for Resource persons		
c	Honorarium for Resource persons		
d	Honorarium for supporting staff		
e	Training Materials		
f	Consolidated amount for institutional support		
g	Consolidated amount for contingencies		
h	Consolidated amount for consumables in practical demonstrations		
i	Quality Audio-Video recording of lectures		
j	Signature of head of the institution & Chartered Account/Govt. Auditor		
<b>3.</b>	<b>A certificate that the organization has not received financial assistance for the same purpose from any other Department of the Central or the State Government or any Government agency (duly signed by the Head of the Department/Institute)</b>		
<b>4.</b>	<b>Achievement-cum-performance report (duly signed by the Head of the Department/Institute)</b>		
<b>5.</b>	<b>Feedback reports as per format attached</b>		
<b>6.a.</b>	<b>A statement showing the name and address of the trainee (duly signed by the Head of the Department/Institute)</b>		
<b>6.b.</b>	<b>Certificate by the institute that all the trainees are registered under CCIM/CCH (duly signed by the Head of the Department/Institute)</b>		
<b>7.</b>	<b>List of Resource Persons with address certified by head of institute (duly signed by the Head of the Department/Institute)</b>		
<b>8.</b>	<b>Study material, hard copies and CDs given to trainees (duly signed by the Head of the Department/Institute)</b>		
<b>9.</b>	<b>Certificate that all payment are made on production of the original tickets (duly signed by the Head of the Department/Institute)</b>		
<b>10.</b>	<b>Unspent balance of the grant, if any, may be returned to the Ministry of AYUSH in the form of Demand Draft drawn in favour of the Accounts officer, Cash (Health) payable at New Delhi</b>		