

**Guidelines for faculty member/s who are serving as organizer/ host/ co-host/ co-sponsor for the CME/ workshops/ seminars/ conferences/ international conferences/ any other scientific or cultural events or who are sharing knowledge and human resources or providing forum/platform for any event :-**

While depositing donations and grants received for any scientific event (e.g. workshop/seminars/conference/symposium etc.) in DJST following guidelines should be observed:

1. Please submit-
  - a) Title of the event.
  - b) Name of the Event Head and the faculty who will operate the sub-account in DJST.
  - c) Dates of the event.
  - d) Target population with number of participants expected.
  - e) Utilization budget.

If the sub-head is to be opened for any

Sr. No.	Documents
1	Title of the event
2	Dates of the event
3	Name of the event Head and the faculty who will operate the sub-head under which the donations are deposited in the DJST
4	Type of participants attending the event and the expected number
5	Registration fee per participant and the total
6	Donations expected
7	Total income
8	Expenditure to be done for individual expense subhead
9	Administrative approval from the Dean of the institution

Please note that the utilization budget will be placed in the Trustees' meeting. Without the approval of trustees, no deposit for the event will be accepted.

2. An advance of Rs.5,000/- can be sanctioned from the deposit for preparation of the event. This amount is only for the contingency purposes. The expenditure documents duly signed by the sub-account operator needs to be submitted after spending this amount and/or before requesting for the further amount.

3. For any expenditure exceeding Rs. 3,000/- the payments will be made directly in favour of the respective beneficiaries and not to the organizing secretary or any of the faculty members. Appropriate bills are to be produced to release the amount.

In case there are any exceptions to the above, trustees permission is to be sought. Stamped receipts are needed to be produced after the payment.

4. a) For local conveyance, conveyance forms for individual travel are needed to be filled up.

b) For postages, if courier services are used, bills are to be attached. If postal services are used, evidence of the correspondence needs to be produced. (E.g. receipts of registered post or UCP mailing or franchising).

c) Catering bills will be given directly to the respective caterers. If the scientific event is arranged in a hotel, payment will be done directly to the hotel management. If needed, 50% advance can be given for booking arrangement.

d) Payment for the printing will be made to the printer.

5. Payment for the travel of the outstation faculty will be made either directly to the travel agent or to the out-station faculty. However, Xerox copies of the tickets should be deposited in the DJST at least 1 day prior to the payment. Stamped receipts are also to be submitted in DJST.

6. Please note that no over expenditure will be allowed in anticipation and verbal assurance for donation.

7. 95% of the dues should be settled within 3 months, the rest of the dues within next one month. After this period, utilization statement will be prepared and the account will be audited for Charity Commissioner's record. The account will be closed for any transaction.