

**National Academy of Medical Sciences (India)**  
**Guidelines For Financial Support**  
**for**  
**CME Programme**



**National Academy of Medical Sciences (India)**  
**Mahatma Gandhi Marg, Ansari Nagar,**  
**New Delhi - 110029**

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## **I. Introduction**

Continuing Medical Education has been one of the principal activities of the Academy in its objectives aimed at keeping the health professionals abreast of the developments in the field.

The objectives of the Continuing Education programme are:

1. To provide opportunities to update knowledge, skills and practices of health professionals and paraprofessionals involved at different levels of health care delivery systems and or in biomedical research.
2. To design and implement educational programmes for postgraduate students in various specialties of medical sciences (with focus on the preparation of candidates for higher level postgraduate medical examinations from the non-formal stream as conducted by the National Board of Examinations).
3. To conceptualize, prepare and disseminate appropriate self-learning materials for various categories of target groups covered under the programme; and,
4. To develop print and non-print Learning Resource Materials in response to, and in congruence with, the training needs and educational requirements.

The Continuing Education programme is implemented through:

1. Seminars/Symposia 2. Workshops 3. Short-term courses 4. Educational Programmes for the development of Human Resource for Health (Scientists Exchange Programme/Training of Junior Medical Scientists etc).

These programmes are being implemented through the NAMS Zonal/State Chapters, Zonal convenors/State Liaison Officers, medical institutions, and, national professional associations. The CME Programme Committee guides and monitors the progress on a regular basis.

**Government of India, Ministry of Health and Family Welfare recognized National Academy of Medical Sciences as the Co-ordinating nodal agency for Continuing Education Programmes for both professionals as well as paraprofessionals.**

## **II. Procedure for submission of application for CME**

The applications for soliciting financial/technical support to conduct CME Programmes can be obtained from the Office of the Secretary, National Academy of Medical Sciences, (India), Ansari Nagar, Ring Road, New Delhi-110029.

Completed application forms must be submitted **THREE MONTHS** in advance of the proposed scientific activity.

**The application form should be accompanied by the following documents (as given in the proforma):**

- **Objectives of the proposed educational programme**
- **List of speakers with addresses and detailed scientific programme of at least 8 hrs. academic activity**
- **A questionnaire specifically designed to evaluate the immediate outcome of the CME programme (a model questionnaire is attached to the Guidelines)**
- **Estimate of expenditure (as per pattern given in Guidelines)**
- **Section II D to clearly indicate that the Scientific Report and audited Utilization Certificate and audited Income & Expenditure Statement will be sent to the Academy within one month of conduct of CME programme.**

**The application should preferably be forwarded through the Convenor of the concerned Zone( List in Annexure) and should carry the official stamp of the Organising Secretary and Head of the Institution. The proposal is technically reviewed by a Fellow who is a subject expert. Any modifications or alterations suggested are to be incorporated in the revised proposal.**

A stamped receipt in advance may be sent to enable the Academy to send a crossed cheque for the first installment of the grant in time.

The grant will be utilised for the purpose for which it is sanctioned.

### **Additional requirements**

- (i) The programme should promote learning in important areas related to medicine and basic sciences through practical demonstrations, workshops or lectures and seminars.
- (ii) Registration of applicants other than post-graduate students should be encouraged.
- (iii) **Every effort should be made to associate Local Fellows/Members of the Academy with the CME programme.** A Senior Fellow with expertise in the relevant subject shall be nominated by the CME Programme Committee as an Observer and will submit a peer evaluation report in the proforma developed for this purpose. A copy of the proforma is

attached to the Guidelines. He shall be paid TA/DA and an honorarium of Rs.2500/- by the Academy. The name of the Fellow who will act as observer will be communicated to the Organizing Secretary.

- (iv) The organizers of the CME Programmes are required to raise funds through local resources to the extent of at least 15-20% of the estimated expenditure.
- (v) All announcements made in connection with the programme should highlight the sponsorship of the National Academy of Medical Sciences (India) for the CME programme. Copies of all announcements, invitations, etc. should be sent to the Academy.
- (vi) If the grant or any part thereof is proposed to be utilized for purpose other than for which it is sanctioned, prior approval of the Academy shall be obtained which may be given only in exceptional circumstances on very special grounds.
- (vii) In case the grant is not utilized for the purpose for which it is sanctioned by the scheduled date of the programme, the grantee shall refund the unspent amount of the grant forthwith, unless prior approval of the Academy has been obtained for the same.
- (viii) Within one month after the completion of the approved CME Programme, a detailed Scientific Report, indicating the names and academic/professional affiliations of the participants and course faculty is submitted in duplicate to the Academy. The Report must include the organisation-cum achievement of the CME Programme by highlighting the following:
  - (a) Content outline and synopsis of the lectures/practical sessions or live demonstrations held;
  - (b) summary of technical discussions held;
  - (c) summary of recent advances highlighted;
  - (d) the gap between knowledge and practice identified;
  - (e) clear recommendations made at the Seminar/Symposium/Workshop to reduce and bridge the identified gap;
  - (f) number of participants including post-graduate students, taking P.G. Examination who attended the programme; and,
  - (g) an evaluation by the participants and the Course Faculty providing academic assessment of the programme organized in terms of its usefulness in achieving the stated programme objectives.

While compiling the Scientific Report, it should be ensured that a brief synopsis of the subjects covered in the workshop/seminar is 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 practical/clinical 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 a subsequent reference on a particular subject can be facilitated and may serve as guideline in future.

- (ix) Scientific Report submitted will be sent for peer review to one or more Fellows of the Academy, specially nominated for this purpose by the CME Programme Committee.
- (x) Publication of the Scientific Report (as Proceedings) will be considered on the recommendation of a designated reviewer. Funds up to Rs.50,000/- will be provided by the Academy for publication of 300 copies of the Proceedings (Monograph), which will be supplied to the Academy for distribution amongst medical colleges in the country.
- (xi) Appropriate and adequate Learning Resource Material must be provided to the participants. A copy of the Learning Resource Material specifically developed for the educational programme should be sent to the Academy to assist this body in future conferences with similar themes organized elsewhere in the country.
- (xii) The Utilization Certificate and Statement of Income & Expenditure, duly signed by a Chartered Accountant or the Accounts Officer of the grantee medical institution/college, shall be forwarded to the Academy in duplicate, in the prescribed proforma (copy attached) within one month after the completion of the CME programme.
- (xiii) The original vouchers relating to the expenditure incurred on the approved CME programme, should be preserved till such time as the accounts of the Academy for the current financial year are audited.

### III. Application form for holding symposia, seminars, workshops, CME programmes

(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 scientific activity

#### I. Basic information

1. Title of CME Programme:
2. Operating Officer:  
(Name, designation & official address including telephone/fax nos & e-mail address)
3. Title of the Meeting:
4. Duration: (with dates)
5. Venue of CME Programme:
6. Type of Proposed activity (Please check appropriate box):

Local	Regional	National
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7. Nature of Educational Programmed (please check the appropriate box)

Study Group  Scientific Working Group

Symposium  Seminar  Workshop

Short Term Course  Professional/Update

Technical Orientation Programmes

Other (specify)

## **II. Technical information**

### **A. Justification**

Please (a) provide background of the proposed activity and state how it is justified in relation to the sequence of activities undertaken in the past and proposed to be taken up in the future; (b) state the problem with the sequence of activities, including the present activity, which is expected to solve; (c) justify why an activity of the type proposed is the most appropriate method of achieving the results; (d) course content to be drawn up with due regard to the target group and target areas.

### **B. 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.

### C. Participants/Invitees

- (i) Number of participants from College/Association (give designations) where activity is being organized
- (ii) Number of participants from outside
- (iii) Total number of participants
- (iv) Other invitees, if any

Total Number-----

NB: A list of names of participants and course faculty with their mailing address should be provided 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.

### D. Academic and Technical Staff Support

Resource persons/Guest Lecturers  
(Please give names and designations)

#### **IMPORTANT**

If the proposed CME programme involves foreign faculty, please ensure that the clearances from the Ministry of Health & Family Welfare, Ministry of External Affairs and the Ministry of Home Affairs and the MCI (if the foreign faculty is participating in live demonstrations/patient care) are submitted **at least 6 weeks in advance** of the proposed activity, so that the Academy has sufficient time for processing the proposal.

## **E. Methods and Approaches to be used**

(Please enclose a copy of the tentative agenda/programme with the names of speakers and their assigned subject areas)

## **F. Proposals for evaluation and follow-up**

Please indicate: (a) the method of evaluation that you intend to use during the activity to assess its effectiveness, (b) the method of evaluation you intend to use in order to assess the long-term impact of the activity; (c) the follow-up actions that are intended to be taken and their time-frame (d) the time-frame for the preparation and submission of the Scientific Report and Utilization certificate (Please enclose a copy of questionnaire framed for evaluation. A model questionnaire is attached to the Guidelines for reference)

## UNDERTAKING

I/We undertake to furnish within one month of the completion of programme:

- (i) Audited statement of the total income and expenditure
- (ii) Utilization Certificates  
(Both in the prescribed forms)
- (iii) Detailed Scientific Report (Two copies)
- (iv) I/We also undertake to ensure that:

All announcements made in connection with the programme shall state that: the programme is being held with subsidy from the Govt. of India under the National Academy of Medical Sciences (India) Continuing Medical Education Programme for the benefit of profession.

These and other conditions as stipulated in the annexure will be strictly adhered to.

(Signature)  
Head of Institution  
(seal)

(Signature)  
Programme/Operational Officer /Organizing secretary  
(seal)

Dated:

Dated:

Certified that the Institution has the necessary infra-structural facilities to hold the above CME programme and that the proposer has recognized academic qualifications.

(Signature)  
(Convenor of the State Chapter, NAMS)  
*This is optional*

N.B. Application for grant should normally be made at least three months in advance of the commencement of the programme. **Incomplete applications will not be considered.**

Questionnaire may be framed to evaluate the quality of the CME Programme and sent along with application. A model questionnaire is attached for guidance only.

## IV. Evaluation of the CME Programme

The organisers may please prepare a questionnaire for evaluation on the following lines so that the outcome of the specific objectives for which the workshop is to be conducted is properly assessed. You may also indicate the type of method you would like to use in the long-term evaluation of this Programme?

A model questionnaire for evaluation at the end of educational programme may be on the following lines:

**Proforma for evaluation of educational programme**(Model Questionnaire to be filled up by the participants)

Name

Qualifications

Speciality

Where are you working at present?

- a. Medical College
  
- b. Attached to any other Institution other than medical college
  
- c. Post-graduate student
  
- d. Other Govt./Corporate sectors
  
- e. General practice

To be filled by the participants:

Please use the code below to indicate to us your considered opinion on each of the following statements. If you have additional comments to make, space is provided at the end of the questionnaire.

Code: 1 strongly disagree (SD)  
 2 disagree (D)  
 4 agree (A)  
 5 strongly agree (SA)

We thank you for your cooperation.

**Part A**

SD D A SA  
 1 2 4 5

**\*WORKSHOP PLANNING**

- 1. I received precise information in advance on the aims of the Workshop. 1 2 4 5
- 2. The goals of the workshop appeared to me to be of Immediate interest for my academic activities. 1 2 4 5
- 3. The content of the workshop dealt with issues I generally encounter in my academic assignments. 1 2 4 5
- 4. Considering my other professional commitments, the workshop Scheduling was appropriate. 1 2 4 5

**UTILITY OF WORKING METHODS**

- 5. I found the documents provided of acceptable quality. 1 2 4 5
- 6. Time was provided to seek clarification on issues included In the background documentation. 1 2 4 5
- 7. The working methods used during the workshop encouraged Me to take an active interest in the session themes. 1 2 4 5
- 8. The pace of presentation of the subject content was appropriate. 1 2 4 5

**FORMAT OF WORKSHOP**

- 9. The general atmosphere of the workshop was conducive to serious work. 1 2 4 5
- 10. The organisers gave me opportunity for critical comment. 1 2 4 5
- 11. The organisers made use of any critical comments I made during the Workshop. 1 2 4 5

\*Substitute Symposium etc. (as the case may be) for ‘Workshop’ in the text of questionnaire.

## **Part B**

### **Gain in knowledge and skills**

Were you already familiar with the problem, which has been dealt with in this training programme/workshop and in what way have you gained in the following areas?

- a. Knowledge in respect of clinical course, mechanism, prevention and management of disease or ill health.
- b. have you attained new skills and will you be able to utilize them in your practice?.
- c. In what way do you think it has improved your competence in managing such problems in future?

### **Additional information**

- a. If you are a post-graduate student, has this workshop helped you in the preparation of your examination?
- b. What additional topic areas should be included in a workshop of this nature?
- c. What topics/subjects should be deleted or under-emphasized if this workshop is to be repeated in future?
- d. Is one workshop on this subject sufficient?
- e. Would you like more workshops in future on this theme?
- f. Would you like to suggest any improvements?
- g. What were the deficiencies in the planning, conduct, or any other academic/organizational aspect of Workshop?

## V. NAMS guidelines for Utilization of Grant for the Organization of a Seminar/Symposium/Workshop, under the Programme for Extra-mural CME\*

* (a) TA/DA to Outstation CME Faculty Members/Resource Persons	-	Rs. 60,000/-
(b) Incentive/Reimbursement towards the cost of preparation of material for scientific presentation to the CME Faculty Members/Resource Persons @ Rs.1,000/- per person.	-	Rs. 10,000/-
(c) Operational Costs (for conducting the CME, preparation & printing/ CD making of LRM - Announcement Brochure, Secretarial Services & Contingency, etc.)	-	Rs. 80,000/- @
(d) Miscellaneous Expenditure	-	Rs. 20,000/-
		----- Rs. **1,70,000/-

### Details of the Bank Account (Submitted with signature and duly stamped)

Name & Designation of Official/Accounts Holder in whose favour CME Grant is released through Cheque/or transferred directly in the Account via NEFT

Name & Designation of Official/ Account Holder	
Account Number	
Bank Name, Branch Address and City	
IFS Code of the Bank	

\*Figures under different expenditure Heads are indicative; provided the overall amount is not exceeded; flexibility between Heads can be requested with proper justification.

\*\* Maximum permissible expenditure for extramural CME. **Initially, only 70% of the total sanctioned grant-in-aid will be released for conducting the CME Programme.**

@Audio- video recording of the entire CME **Scientific Programme** proceeding is **MANDATORY** in the form of DVD(s)/Pen Drive which needs to be submitted as Learning Resource Material (LRM) alongwith the final Scientific Programme Report. A Statement of the Budgetary Expenditure Audited/Certified by the Accounts Officer of the Institution and Utilization Certificate to the NAMS should also accompany the CME Scientific Report with LRM. **The Second Installment of the grant-in-aid will be released only after receiving of these documents.**

(Signature of the Organizing Secretary with Stamp)

## VI. Guidelines for utilization of Funds Released by NAMS under various heads, for the CME Programme

(i) As a Rule the funds for activities under the CME Programme will be released **to the Head of the Institution, in which the Programme is organised.** 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 Institution/College has to be furnished. The certificate will be recorded in the statement of accounts by the officer responsible for the maintenance of the accounts of the institution (Accounts Officer) which will be duly countersigned by the Head of the Institution/College.

(ii) In exceptional cases the amount of grant may be released to the Director of the programme provided a separate Bank account has been opened for the CME Programme proposed to be organized.

If the accounts for the expenditure incurred do not pass through the normal departmental accounts of the Institution/College concerned, the same will be got checked and certified by the Accounts Officer of the concerned Institution/College or a Chartered Accountant programme).

(iii) The original vouchers relating to the expenditure incurred and income received are to be preserved by the Institution/College or the Director of the Programme, as the case may be, till such time the accounts as furnished to the Academy are audited by the Academy's auditors. These documents will be disposed of only after obtaining a clearance from the Academy.

(iv) The Director of the Programme 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 Institution or any other person authorized by him in this behalf. 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 Utilisation Certificate.

(v) Entitlement of TA/DA to the faculty will be according to the Government of India rules.

(vi) Preparation of Scientific Report (Refer instructions given under VIII-XI).

Within one month after the date of completion of the Seminar/Workshop/Symposium/CME programme, a detailed **Scientific Report** indicating, among other things, the particulars of the participants and faculty members who attended, the number of postgraduate students, the benefits achieved should be forwarded to the Academy in duplicate.

It is requested that while compiling the scientific reports, it should be ensured that the brief synopsis of the subjects covered in the workshop/seminar 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 second installment of the financial support can only be released if the Scientific Report is in order.

## VII. Statement of Income and Expenditure

### NATIONAL ACADEMY OF MEDICAL SCIENCES (INDIA)

Seminar/Workshop/Symposium titled -----held on -----

No. of Faculty Members : Outstation \_\_\_\_\_

Local \_\_\_\_\_

No. of Participants : Outstation \_\_\_\_\_

Local \_\_\_\_\_

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#### **I Income**

Grant received from the National Rs.  
Academy of Medical Sciences (India) \_\_\_\_\_

#### **II Expenditure**

- (1) TA to Outstation Senior faculty members/Resource Person
- (2) DA for Outstation faculty/Resource person
- (3) Incentive/Reimbursement of the cost of preparation of material for scientific presentation to the resource person/faculty @ Rs.1,000/- per person to a maximum of 10 persons
- (4) Operational Costs (including preparation & printing of basic documents, Scientific Report, Secretarial Services & Contingency)

#### **\*As per Government of India Rules.**

Certified as correct

Certified as correct

Signature of Programme Director

Signature of Chartered Accountant/  
Accounts Officer of the Institution

Date:

Date:

Seal:

Seal:

Countersigned by Head of the Institution

Date:

Seal:

#### **III. Certified that:**

- (i) Outstation senior faculty members have traveled by Air Lines.
- (ii) Faculty Members from Govt./Semi Govt. organizations in the programme were paid TA/DA as per Govt. Rules.
- (iii) Those provided facilities for boarding and lodging in the Institute's hostel or guest house proportionate reduction has been made in the rate of D.A.

- (iv) Certified that the same procedure and rules/regulations as are applicable for the maintenance of accounts of this Institute/College have been followed in the utilization of the grant.

Certified as correct

Signature of Programme Director

Signature of Chartered Accountant/  
Accounts Officer of the Institution

Date:

Seal:

Date:

Seal:

Countersigned by Head of the Institution

Date:

Seal:

### VIII. Utilization Certificate

Certified that the amount of Rs .....( Rs.....)

released by the National Academy of Medical Sciences (India) to the Programme Director vide Academy's letter No. ....dated the .....for organizing the Seminar/Symposium/Workshop/ CME programme at the ..... on the subject .....has been utilized for the purpose for which it was sanctioned.

**Signature of the Programme Director/  
Organizing Secretary**

Certified as correct.

**Signature of Chartered Accountant/  
Accounts Officer of the Institution**

Date.....

Seal .....

**Signature of Head of Institution**

Date.....

Seal .....

## NAMS State conveners as on October 2022

State	State Convener	Email	Mobile
Andhra Pradesh	Dr. Alladi Mohan, Respiratory Medicine, Triputi	<a href="mailto:alladimohan@yahoo.com">alladimohan@yahoo.com</a>	9493547679
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Rajasthan	Acceptance awaited		
Tamil Nadu	Dr. Mohan Kameswaran, Otorhinolaryngology, Chennai	<a href="mailto:merfmk30@yahoo.com">merfmk30@yahoo.com</a>	9840733366
Telangana	Dr. D. Nageshwar Reddy, Gastroentologist, Hyderabad	<a href="mailto:aigindia@yahoo.co.in">aigindia@yahoo.co.in</a>	9848812221

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