

GUIDELINES FOR CENTRAL SECTOR SCHEME FOR AYURGYAN

1. Background of the Scheme

Ayurveda, Yoga & Naturopathy, Unani, Siddha, Sowa-Rigpa and Homoeopathy (AYUSH), offer a wide range of holistic treatments covering preventive, promotive, curative, rehabilitative and rejuvenatory needs. These systems of medicine are generally cost effective and valuable and attracting increasing attention globally. AYUSH systems of medicine are being used for centuries and have continuous traditions of acceptance and practice. There is a need for spreading the knowledge; benefits of AYUSH system of medicines to the large section of the peoples across the globe. The Ministry has two separate schemes for the promotion of AYUSH's education and Research. Now, it is proposed to merge both schemes under one umbrella scheme namely "**AYURGYAN Scheme**" to **support Education, Research & Innovation in AYUSH by providing academic activities., training, Capacity Building etc.**

Capacity Building and Continuing Medical Education (CME) in AYUSH

Capacity-building is the "process of developing and strengthening the skills, instincts, abilities, processes and resources that organizations and communities need to survive, adapt, and thrive in a fast-changing world. The essential ingredient in capacity-building is transformation that is generated and sustained over time.

The scheme of Continuing Medical Education (CME) was implemented in 11th Plan and has continued since then, the scheme covered maximum number of AYUSH teachers, doctors, paramedical and others personnel. However, in the current scenario, there is still 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. The overall structure of the Scheme is aimed at encouraging AYUSH personnel to undergo need-based professional training and bridge the knowledge gaps.

Furthermore, it is pertinent to mention here that the Sectoral Group of Secretaries in the recommendation has suggested for Capacity building of AYUSH workforce.

Research and Innovation in AYUSH Component

AYUSH is the acronym for Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy and includes therapies documented and used in these Systems for the prevention and cure of various disorders and diseases. India has a large infrastructure for teaching and clinical care under these Systems. The scientific validation of these therapies, however, still remains to be done on a wider scale. The then Department of AYUSH has introduced a Scheme for **Extra-Mural Research** in addition to the **Intra-Mural Research** undertaken by the Research Councils for Ayurveda and Siddha, Unani, Homoeopathy and Yoga and Naturopathy set up by the Ministry of Health and Family Welfare three decades ago. The off take and output from this scheme has so far been limited and has yet to meet the standards for scientific enquiry and outcome effectively. The Department has taken up a series of programs/interventions wherein evidence based support for the efficacy claims is needed. Safety, quality control and consistency of products are also very much required. In the present era of globalization and development of a world market for traditional and herbal medicine, research and development is needed to promote the production and export of quality products in the form of drugs, nutraceuticals, toiletries and cosmetics.

There is an intense competition from other countries in the trade of herbal products. India's share in the world market is negligible. The revised extra-mural research project has, therefore, been designed to encourage R and D in priority areas so that the research findings lead to validation of claims and acceptability of the AYUSH approach and drugs.

2. Objective of the Scheme

2.A. Capacity Building and Continuing Medical Education (CME) in AYUSH

- i. To create, enhance and develop constituent's capacity at country level in the AYUSH health care sector.
- ii. To improve health practices through AYUSH which are sustainable.
- iii. To encourage AYUSH professionals to undergo need-based professional orientation and professional skill development in an organized manner.
- iv. To update the professional knowledge of teachers and doctors to adopt good teaching practices and good clinical practices respectively.
- v. To encourage the use of Information technology and web-based education programmes for widespread dissemination of AYUSH developments and updates.
- vi. To train doctors in emerging trends of healthcare and scientific outcomes for keeping up the standards to health care delivery.
- vii. To provide information to doctors on professional journals to keep them professionally updated. AYUSH-CME Guidelines.
- viii. To encourage AYUSH paramedics and health workers to undergo periodical training for improving healthcare services in hospitals and dispensaries.
- ix. To arrange need-based management training programmes to administrators of AYUSH institutions and hospitals on health aspects for delivering quality services.
- x. 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.
- xi. To apprise regarding new Acts/Notifications and other information addressing regulatory issues in AYUSH systems etc.
- xii. To Standardize/validate and develop scientific evidence for AYUSH' s research and Education;
- xiii. To make scientific exploration of AYUSH system with interdisciplinary approaches; to achieve need based outcome in priority areas;

2.B. Research and Innovation in AYUSH Component

- i. Development of Research and Development (R & D) based AYUSH Drugs for prioritized diseases;
- ii. To generate data on safety, standardization and quality control for AYUSH products and practices;
- iii. To develop evidence based support on the efficacy of AYUSH drugs and therapies;
- iv. To encourage research on classical texts and investigate fundamental principles of AYUSH Systems;
- v. To generate data on heavy metals, pesticide residues, microbial load, safety/toxicity etc. in the raw drugs and finished Ayurveda, Siddha, Unani and Homoeopathy drugs;
- vi. To develop AYUSH products having Intellectual Property Rights (IPR) potential for increasing AYUSH exports
- vii. To develop the potential Human Resource in AYUSH systems, especially to inculcate scientific aptitude and expertise relating to AYUSH systems;
- viii. To develop joint research venture among the AYUSH Department and other Organizations/Institutes.

3. MAIN Components of AYURGYAN Scheme

- 3.A. Capacity Building and Continuing Medical Education (CME) in AYUSH &
- 3.B. Research and Innovation in AYUSH

4 Sub Components of Capacity Building and Continuing Medical Education (CME) in AYUSH

(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.
 - a) 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.
 - b) 6- day Building Capacity for future emerging technologies like-
 - Regenerative medicine, Next Generation Adjuvant, Quantum technologies and healthcare; and
 - **Nanotechnology (comprising nanomedicine and nanodevices), revolutionizing drug development and involving OMICS tools such as Genomics, Proteomics, Metabolomics, etc. which may help in advancing knowledge in the field of AYUSH using advanced tools**

(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) 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,

(iv) 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.

(v) 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.

5. ELIGIBILITY CRITERIA FOR CAPACITY BUILDING AND CONTINUING MEDICAL EDUCATION (CME) IN AYUSH:

Financial assistance under the above component will be provided to the following Institutions/ Organizations on receipt of sub components-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, NIHF, 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 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.
5. Institutions for holding Orientation Training programmes (OTP) in AYUSH for Non-AYUSH doctors/scientists and Capacity Building Courses
 - 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.
6. 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.
7. 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.
8. Institutions for holding Management training to AYUSH teachers and doctors:
 - a. Reputed government/private management institutions with qualified and experienced staff.
9. 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 and Capacity Building Program for future emerging technologies.
 - 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.

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.

6. **FUNDING PATTERN**

Financial assistance will be provided directly to institutions/ organizations approved by the Project Sanctioning 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/Capacity Building Program:

S. N.	Particulars	Admissible Amount
1	Per day boarding & lodging charges of outside trainees (Maximum-7 Days)	Rs.2400 per person
2	Per day boarding charges of local trainees	Rs.350 per person
3	Per day boarding & lodging charges of outside Experts (Maximum 2 days)	Rs.4100 per person
4	Per day boarding charges of local experts	Rs.350 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.2500/- per session
8	Honorarium to support staff of the host institute.	Rs.10000/- to be shared among the involved staff members
9	Training material	Upto Rs.1000 per trainee/ Resource Person
10	Consolidated amount for institutional support	Rs.25,000
11	Consolidated amount for contingencies	Rs.25,000
12	Consolidated amount for consumables in practical demonstrations	Rs.10,000

The Total Provision is limited to **Rs.10.00 lakhs**.

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

Sl. No	Particulars	Admissible Amount
1	Per day boarding & lodging charges of outside trainees (Maximum-7 Days)	Rs.1550
2	Per day boarding charges of local trainees	Rs.300
3	Per day boarding & lodging charges of outside experts (Maximum 2 days)	Rs.3150
4	Per day boarding charges of local experts	Rs.300
5	Travel expenses of outside 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.2000 per session
8	Honorarium to support staff of the host institute.	Rs.7000 to be shared among the involved staff members
9	Training material	Upto Rs.500 per trainee/resource person
10	Consolidated amount for institutional support	Rs.15,000
11	Consolidated amount for contingencies	Rs.15000
12	Consolidated amount for consumables in practical demonstrations.	Rs.10,000

The Total Provision is limited to **Rs.7.00 lakhs** per program.

(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:**

Financial Assistance upto Rs.10.00 lakhs

The proposals submitted by eligible institutions and the Expenditure projected in the proposal will be subjected to appraisal by Project Appraisal Committee followed by approval of Project Sanctioning Committee. Funds would be released in accordance with the Sanctioning Committee's recommendations. Financial Assistant will be provided in accordance with particulars mentioned in customized CME Programs.

(v) **Web-based (on-line) educational programmes/Support to organizations having domain knowledge:**

Financial assistance upto Rs.100.00 lakhs for Maximum 2 years

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

Sl. No.	Particulars	Amount (Rs. Lakhs)
1.	Content Development + Hardware Requirement (Camera, Computers, laptops, Printers, Scanner, Active Speaker (2 way) type, Microphones and other required essential Hardware/Software etc.) Hardware (Cloud) for storage or Server and Storage procurement Development of Web Portal	Upto Rs.50.00 lakhs
2.	Pre-Production Meetings, Boarding, lodging, TA and Honorarium to the experts.	Upto Rs.10.00 lakhs
3.	Manpower 2 Consultants (IT/Domain Experts) = 50000x12x2=Rs.12,00,000/- 1 Web Developer= 30,000x12x1=Rs.3,60,000/- 1 Office Assistant/DEO = 20000x12x1= Rs.2,40,000/-	Upto Rs.36.00 lakhs
4.	Contingency/Miscellaneous	Upto Rs.4.00 lakhs
	Total	Rs.100.00 lakhs

The Total Provision is limited to **Rs.100.00 lakhs** per project.

(vi) Two-days national level Workshops/ Conferences for CME:

Financial Assistance upto Rs.10.00 lakhs

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 Sanctioning Committee. Financial Assistant will be provided in accordance with particulars mentioned in customized CME Programs.

(vii) 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	700 per trainee per day
2	Honorarium for resource person	Rs.2500/ - 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.15,000/ -

The Total provision is limited to Rs.1.50 lakhs per programme.

Staff Requirement for the Scheme

S. N.	
1.	02 Project Managers/Sr. Project Consultant (Technical & Management) (i.e. One having Degree in any AYUSH system and another having Degree of MBA) with minimum 10 year experience with remuneration of Rs.75,000/- p.m. <i>(The remuneration/revision as per Ministry of AYUSH guidelines for engagement of consultants).</i>
2.	02 Data Entry Operator (DEO) having Graduate Degree with 03 year experience preferably in Govt. Sector with remuneration of Rs.20000/- <i>(The remuneration/revision as per Ministry of AYUSH guidelines for engagement of Office Assistant)</i>
3.	Annual Increment at @ 5% or as per Ministry of AYUSH guidelines.

7. GUIDELINES FOR APPLYING & IMPLEMENTING THE SCHEME COMPONENTS:

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) Minimum 20 participants must be enrolled but not more than 30 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.10.00 lakhs for a 6-day CME/TOT/OTP. An advance of Rs.9.00 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.7.00. lakhs per program. An advance of Rs.6.00 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.300 during journey. Resource persons are eligible for TA and honorarium.
- xiii) In CME programmes for AYUSH doctors, private practitioners can also be included to the extent of not more than 30% of total.

- xiv) 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.
- xv) 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.
- xvi) 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.
- xvii) 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.
- xviii) 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.
- xix) The deputed 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.
- xx) **The Trainees/Resource Person deputed by any Government Institutions/Department will have to submit an undertaking indicating that they will not claim any TA/DA or any other financial benefit from their concerned Institutions/Departments for attending the CME Program, if they are reimbursed from the CME Program.**
- xxi) 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.
- xxii) 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.
- xxiii) 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.
- xxiv) Programme for management training shall be worked out by the host institute(s).
- xxv) 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.
- xxvi) The proposal of innovative initiative should be worked out in all technical & financial details keeping in mind the scope & limitations of the scheme.
- xxvii) 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.
- xxviii) Re-appropriation within sanctioned items of expenditure may be done to the extent not more **than 20%**.
- xxix) The heads of the institutions/ departments/ organization meet the expenses as per the scheme pattern.
- xxx) The institutions/ organizations conducting CME programmes must take photographs of the training programme and submit to RAV along with U.C and other documents.
- xxxi) 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.
- xxxii) 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; or as per GFR Rules of Govt. of India.
- (b) Audited Accounts statement in the prescribed proforma (Annexure-C) reflecting therein the Grant-in-aid and item-by-item expenditure and accrued interest, if any, 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.
- xxxi) Secretary (AYUSH) in consultation with Financial Adviser shall approve any relaxation in the scheme guidelines on case to case basis on merits.

8. 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 any of the below address-

The Director (CME Scheme)
Ministry of AYUSH
Govt. of India
AYUSH Bhawan
B-Block, GPO Complex,
INA, New Delhi-110 023.
E-mail: - ravidyapeethdelhi@gmail.com & cme-ravdl@gov.in

The Director
Rashtriya Ayurveda Vidyapeeth
Dhanwantari Bhawan,
Road No-66, Punjabi Bagh (West)
NEW DELHI-110 026.
Ph. 011-25228548/25229753

All details regarding CME may be seen at www.ravdelhi.nic.in and www.ayush.gov.in

9. All proposals received under the scheme will be subjected to appraisal by the Project Appraisal Committee (PAC) comprising of senior technical officers of the Ministry of AYUSH headed by Joint Secretary (AYUSH)/Advisor and then submitted for consideration and approval by a Project Sanctioning Committee (PSC) as detailed below: -

PROJECT APPRAISAL COMMITTEE (PAC)

- | | |
|--|--------------------|
| 1. Joint Secretary/Advisor (AYUSH) | - Chairperson |
| 2. Advisers of concerned System | - Member |
| 3. Director in-charge of the Scheme | - Member |
| 4. Director, Rashtriya Ayurveda Vidyapeeth | - Member Secretary |

PROJECT Sanctioning Committee (PSC)

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

APPLICATION FOR CME/ OTP/ 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	Govt./Govt. 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. _____

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

STATEMENT OF ACCOUNTS

Name of the Institution:

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

Sanction Order No. & Date:

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)	
	TOTAL	
	Un-utilized grant, if any	

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**

ACHIEVEMENT-CUM-PERFORMANCE REPORT

This institution was sanctioned one programme of days CME of teacher/CME for doctors/ Management programme in the subject ofheld 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.

Outcome 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)**

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)

S. No.	Particulars	
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.	Assessment of Resource Persons	

S. N.	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)						

Any specific comments/ suggestions on faculty, presentations etc.:	
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):	
16. knowledge has enhanced after attending the programme	Yes/No.

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

AGENCY REGISTRATION FORM

1	Type of Registration:	
	1. Central Government PSUs 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.)	
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:	
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
1	Authenticated Utilization Certificate as per Performa		
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		
2	Statement of Account		
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 Accountant/Govt. Auditor		
3	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)		
4	Achievement-cum-performance report (duly signed by the Head of the Department/Institute)		
5	Feedback reports as per format attached		
6.a	A statement showing the name and address of the trainee (duly signed by the Head of the Department/Institute)		
6.b	Certificate by the institute that all the trainees are registered under CCIM/CCH (duly signed by the Head of the Department/Institute)		
7	List of Resource Persons with address certified by head of institute (duly signed by the Head of the Department/Institute)		
8	Study material, hard copies and CDs given to trainees (duly signed by the Head of the Department/Institute)		
9	Certificate that all payment are made on production of the original tickets (duly signed by the Head of the Department/Institute)		
10	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		

