

**Sub: Reimbursement of Subscription fees – National / International - \* Fresh / Renewal**

Note: INFORMATION IN RESPECT OF ALL COLUMNS IS COMPULSORY FOR PROCESSING OF APPLICATION.

- ✓ Every employee is entitled for reimbursement of membership fees for one National and one international institute.
- ✓ Wrong declaration would be liable for disciplinary action.
- ✓ \* Strike out whichever is not applicable.

1.	Emp.code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	

5.	Status	* Contract / Adhoc / Regular / Deputationist			
6.	Name of Institute for which subscription fee is applied				
7.	S.No. at which the institute is listed in IRCON rules for reimbursement of subscription fees (For reference see list attached)				
8.	Particulars of payment of subscription fees	Receipt No.			
		Date			
		Period of subscription			
		Amount of subscription			
		90% of subscription for which reimbursement is sought		Rs.	

**UNDERTAKING**

It is certified that claim for reimbursement of membership fees is made for one \* National / International Institute only.

Encls: Photocopy of payment receipt

Date: \_\_\_\_\_ Signatures of the Employee \_\_\_\_\_

**Functional Head**

Forwarded to HRM

Above named employee is eligible for 90% of subscription fee i.e. Rs. \_\_\_\_\_. Hence sanction is sought for reimbursement of Rs. \_\_\_\_\_ to Sh.\_\_\_\_\_.

Signatures of Dealing Official \_\_\_\_\_

**Manager/HRM**

**DGM / HRM**

**GM / HRM**

**M.D.**

Back to HRM Section

Personal file No. IRCON / HRM / \_\_\_\_\_

Original to Accounts for payment to the concerned employee.

Copy in Personal file

**S. No****List of Institutions (National)**

- 1 Institution of Engineers (India)
- 2 Indian National Group of the International Association of Bridge and Structural Engineer.
- 3 Indian Geo-technical Society.
- 4 Indian Concrete Institute.
- 5 Computer Society of India.
- 6 The Indian Council for Arbitration
- 7 Institute of Rail Transport.
- 8 Institute of Work Study, India.
- 9 National Productivity Council, India.
- 10 Indian Institute of Welding
- 11 Indian Institute of Foundary Men
- 12 Institution of Plant Engineers, India
- 13 Institution of Industrial Engineers, India
- 14 Institution of Mechanical Engineers, India
- 15 Indian Institute of Metals
- 16 Institution of Electronics and Telecommunication Engineers
- 17 Neurological Society of India.
- 18 Indian Society of Department of Anaesthesiology Anaesthetists
- 19 Indian Society of Gastroentrology.
- 20 The Association of Surgeons of India
- 21 Association of Thoracic and Cardiovascular Surgeons of India.
- 22 Association of Physicians of India
- 23 The Urological Society of India
- 24 Indian Radiological Association.
- 25 Indian Society of Endoringlogy
- 26 Indian Association of Dermatologists and V.D.
- 27 Association of Plastic Surgeon of India
- 28 Association of Tuberculosis of India
- 29 Cardiological Society of India
- 30 Association of Otolaryngologists of India.
- 31 Indian Orthopaedics Association
- 32 All India Opthamological Society.
- 33 Indian Association of Pathologist-Microbiologists
- 34 Indian Public Health Association, Association Prof, of Prev.& Social Medicine.
- 35 Indian Academy of Pediatrics.
- 36 Indian Psychatric Society,
- 37 The Federation of Obstetric and Gynaecological

**S. No****List of Institutions (National)**

- 38 National College of Chest Physicians.
- 39 National Society of Blood Transfusion Immunochamatology.
- 40 Association of Microbiologists of India.
- 41 Society of Biological Chemists of India
- 42 Diabetic Association of India.
- 43 Indian Cancer Society and Indian Association of Oncology
- 44 Indian Cancer Society- (Surgeons)
- 45 Dental Council of India.
- 46 All India Dental Association.
- 47 Geriatric Society of India.
- 48 National Institute of Personnel Management.
- 49 Indian Railways Institute of Signal Engineering and Telecommunication (IRISET), Secunderabad.
- 50 Chartered Institute of Transport (India)
- 51 Institute of Chartered Accountants of India.
- 52 Institute of Cost and Works Accountants.
- 53 Institute of Chartered Financial Analysts of India, Hyderabad.
- 54 Indian Economic Society.
- 55 All India Management Association..
- 56 Indian Institute of Public Administration.
- 57 Institute of Internal Auditors (India) (an affiliate of the Institute of Internal Auditors incorporated, Florida(USA)
- 58 Institute of Companies Secretaries of India
- 59 Indian Road Congress (IRC)
- 60 Indian Institute of Bridge Engineers

**S.No****List of Institutions (International)**

1. Institute of Civil Engineers (U.K.) London.
2. American Society of Civil Engineers (ASCE), (USA)
3. Institution of Structural Engineers (U.K.)
4. American Railway Engineering Association (USA)
5. Chartered Institute of Transport (London).
6. Institute of Refrigeration, Kelvin House, 76 Mill Lane, Carshalton, Surrey, SM5 2 JR.
7. Institution of Mechanical Engineers, 1, Birdcage Walk, London, SW1H 9 JJ,.
8. American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. 17 91, Tullic Circle, N.E.Atlanta, (USA).
9. Institution of Mech. Engineers (London) U.K.

**S.No****List of Institutions (International)**

10. Institution of Production Engineers, U.K.
11. American Society of Mechanical Engineers.
12. Association of Locomotive Maintenance Officers, USA.
13. The Society of Manufacturing Engineers, USA.
14. Institution of Electrical Engineers, Savoy Place, London, WC 2 R OLB.
15. Institution of Lighting Engineers, Lennox House, 9, Lawford Road, Rugby, Warwicks-CV21 2 DZ.
16. Illumination of Engineering Society of North America, 345, East 47<sup>th</sup> Street, New York NY 10017.
17. Institute of Electrical and Electronics Engineers(IEEE), Inc. 345, East 47<sup>th</sup> St. New York NY 10017.
18. Institute of Electrical Engineers (London).
19. Institute of Railway Signal Engineers, Room No.710, Eustonhouse, London N.W.I. (UK).
20. Association of American Rail Road, (Signal Section), 30 Vesey Street, New York, N.Y.
21. Institute of Chartered Accountants of England & Wales.
22. Chartered Institute of Management Accountants (UK) London.
23. Royal Economic Society (U.K.), London.
24. The American Institute of Certified Public Accountants (AICPA), USA.
25. The Institute of Management Accountants (IMA), USA.
26. The Institute of Certified Management Accountants (ICMA),USA.
27. The Association for Investment Management and Research (AIMR), USA.
28. The Chartered Institute of Management Accountants(CIMA), UK.
29. Institute of Management Services., 1, Cecil Court, London Road, England Middx, EN 2 6DD.
30. The Institute of Management Services(TIMs), 290, Westminister St.providence, RI02903 (USA).
31. Association for Project Management, U.K.
32. Project Management Institute (PMI) Pennsylvania, USA.
33. Society for Human Resource Management, Alexandria, Virginia – 22314 USA
34. American Society for Training & Development, USA.
35. American Association of Automobile Engineering, USA.
36. International Council of Large Electric System (CIGRE), France.