

Bye-Laws / Rules

INDIAN PHARMACOLOGICAL SOCIETY

Amended Bye Laws applicable from 1st January, 2015

(Adopted from Original Constitution and Bylaws in January 1969)



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C/o Research India Foundation, Srinidhi Residency,
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REGISTRATION CERTIFICATE OF THE SOCIETY

99

संस्थाओं के निबन्धन का प्रमाण-पत्र

(एक्ट २१, १८६०)

संख्या ३, वर्ष १९६२-१९६३

मैं इसके द्वारा प्रमाणित करता हूँ कि इंडियन फूड को-ऑपेरेटिव सोसाइटी

सोसाइटीज रजिस्ट्रेशन एक्ट, २१, १८६० के अधीन आज यथावत् निबन्धित हुआ/हुई।

आज तारीख २२/०८/६२, मास अप्रैल, वर्ष उन्नीस सौ अठ्ठहत्तर को पटना में मेरे हस्ताक्षर के साथ दिया गया।

३/०५/६२

पारमहानिरीक्षक, निबन्धन, बिहार।
२०/०८/६२

वि० सं० म० (लेबर) १४२(डी)-II-१,०००-१६-६-१९५८-क० पी०एस०

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CONTENTS

S.NO	SECTION	ITEM	PAGE
CONSTITUTION			
1		THE NAME OF SOCIETY	4
2		LOGO	4
3		WEB SITES	4
	3.1	Permanent Office	4
4		MISSION	4
5		OBJECTIVES	4-5
6		MEMBERSHIP	5-6
	6.1	Categories of membership	5
	6.2	Application For Membership	5-6
7		EXECUTIVE COMMITTEE	6-12
	7.1	Executive Committee members	6-7
	7.2	Functions of the office bearers of the Society	7-10
	7.3	Interim Vacancy	10
	7.4	Election of the Office Bearers and Executive Committee members	10-12
8		CLINICAL PHARMACOLOGY SECTION	12-13
9		BRANCHES	13
	9.1	Zonal	13
	9.2	Local	13
10		MEETINGS	14
	10.1	Executive Committee	14
	10.2	General Body	14
	10.3	Editorial Board	14
	10.4	Clinical Pharmacology	14
11		CONFERENCES/WORKSHOP/SYMPOSIUM	14 - 15
	11.1	Annual Conference	14-15
	11.2	Regional Conferences	15
12		PUBLICATIONS	15
	12.1	Indian Journal of Pharmacology	15

	12.2	Website: www.indianpharmacology.org.	15
13		FISCAL YEAR	15

CONTENTS (Contd...)

S.NO	SECTION	ITEM	PAGE
14		DISCIPLINARY COMMITTEE	16
15		ARBITRATION	16
16		AMENDMENTS	16-17
	16.1	Constitution	16
	16.2	Bye-Laws	16-17
BY LAWS			
1		Subscription	18
2		Society's Fund	18-21
3		Orations	21-23
4		Prizes	23 - 26
	4.1	Best paper published	23-24
	4.2	Best Oral paper presentation	24-26
	4.3	Merck Serono-Indian Pharmacological Society	26
5		Fellowship of Indian Pharmacological Society	27 - 30
	5.1	Nominations	27
	5.2	Number of Fellows	28
	5.3	Election Procedure	28-30
	5.4	Honorary Fellows	30
6		Travel Grants	30-31
7		Election Procedure	31-32
	Annexure -1	SOP for Organizing IPS Symposium/ workshops / Brain Storming session/ conference	33-35
8	FORMATS		
	8.1	IPS-01 – Membership Form	36

8.2	IPS-02-A – Application & SOP– Annual Conference
	IPS-02-B – Application & SOP– Regional Conference
8.3	IPS-03 – TA Claim Form
8.4	IPS-04 – Oration
8.5	IPS-05 – Fellowship Form
8.6	IPS-06 – Awards (young scientist award)
8.7	IPS-07 – Nomination forms for Election
8.8	IPS-08 – Expenditure Claim form
8.9	IPS-09 – Miscellaneous Form
8.10	IPS-10 – Nomination form for Chief Editor Post

CONSTITUTION

Registered under the society Registration Act XXI of Patna R.No:
03/17.04.1968. (As amended up to January 2015),

1. THE NAME OF SOCIETY: It shall be the "**Society of Clinical Pharmacology and Translational Medicine**" hereinafter referred to as "**SOCPTM**".

2. LOGO



3. WEB SITES: <http://www.indianpharmacology.org/> <http://www.ijp-online.com/>

3.1. Peramanent Office: Hyderabad, Andhra Pradesh, India address will be made available once it is located.

3.2. The permanent office shall be used for the following purposes.

3.2.1. Mid Term EC meeting of society shall be held at IPS permanent office only.

3.2.2. All membership forms, EC minutes, agenda, photographs including copies of IJP, donated books shall be placed at permanent office, and.

3.2.3. The IPS branches if desired can use this office for meeting purposes with the permission of General Secretary.

4. MISSION: To be an apex body promoting need – based research in pharmacology and other allied sciences and to improve quality of life through inventions.

5. OBJECTIVES : The Society is instituted solely:

- i. To foster the science of pharmacology;
- ii. To promote research in pharmacology and allied disciplines, with particular reference to the current health needs of the country and national health policy;
- iii. For the advancement of pharmacology in the country; and
- iv. To collect, evaluate, disseminate and employ scientific knowledge about drugs for the benefit of the country.

6. MEMBERSHIP:

6.1. Categories Of Membership: The Society shall consist of the following categories of members:

6.1.1. **Ordinary Members:** A person who has got a graduation or above qualification in medicine/veterinary/agriculture/pharmacy/biology or a related subject and who through research or teaching has taken an active interest in pharmacology or a related science shall be eligible for election to ordinary membership.

6.1.2. **Life Members:** A person who is already an ordinary member or eligible to become an ordinary member and submitted an application to life membership, can be elected as a life member.

6.1.3. **Honorary Members:** The Society may elect distinguished persons in pharmacology or allied sciences as honorary members.

6.2. **Application For Membership:**

Proposals for ordinary membership or life membership shall be made by two eligible members of the Society in a prescribed **Form-IPS-01**, available on website: www.indianpharmacology.org or can be obtained from the Finance Secretary on request. The application with prescribed fee must be submitted to the Finance Secretary before the General Body meeting of the Society. The proposals so received by the Finance Secretary will be submitted to General Secretary for scrutiny by the nominated members of Executive Committee in this regard. The applications found valid shall be placed before the next meeting of the General Body for approval.

Members submitting application for Life Membership will get Indian Journal of Pharmacology after General Secretary's approval. However voting rights and membership status will be regularized after scrutinizing the application by EC and ratified at GB.

6.2.1. **Membership Fee:**

- i. Each ordinary member shall pay an annual subscription, the amount of which shall be determined by the Society from time to time. The subscription shall become due on 1st January each year.
- ii. Life membership fee shall be a lump sum payment, the amount of which shall be determined by the Society from time to time.
- iii. Honorary members are exempted from payment of subscription fee.
- iv. An ordinary member, whose membership fee is not received by 1st April, shall forfeit his privilege to participate in any activities of the Society which includes elections.
- v. An ordinary member, whose subscription fee is in arrear for two years, shall cease to be a member.
- vi. Revised membership Fees. **(Revised in 2014)**

S. No	Categories	Fees
Indian Nationals		
1	Ordinary Membership (Annual)	Rs. 800-00
2	Life Membership Fee	Rs. 3000-00
For Foreigners		
1	Ordinary Membership (Annual)	US \$ 40
2	Life Membership Fee	US \$ 350

7. EXECUTIVE COMMITTEE

The affairs of the Society shall be conducted by an Executive Committee.

7.1. The Executive Committee shall consist of following

S.No	Designation	No.	Tenure (YRS)
1	President	One	2
2	Vice Presidents	Two	2
3	General Secretary	One	3
4	Finance Secretary (Finance Secretary)	One	3
5	Chief Editor	One	3
6	Secretary (Clinical Pharmacology)	One	3
7	Secretary (International Relations)	One	3
8	Joint Secretary	One	4
9	Executive Committee Members	Six	2 Years
I	Southern zone	One	
II	Eastern zone	One	
III	Western zone	One	
IV	Northern zone	One	
V	Women Representative	One	
VI	Overseas Representative	One	

10	Organizing Secretary	One	1 year
11	EX- Officio		
I	Immediate past President	One	2
II	Immediate past General Secretary	One	3
III	Convener – INSA-ICCU	One	1
IV	Central Committee Member, IUPHAR	One	1

7.2. Functions of the office bearers of the Society:

7.2.1. **President** - The president shall be the executive head of the Society and shall preside over all meetings of the Executive Committee and the General Body of the Society.

7.2.2. **General Secretary** - The General Secretary shall be the executive officer of the Society. He shall deal with all affairs of the Society except those of finance and publications. He shall co-ordinate the activities of other office bearers of the Society, organize meeting of the Executive Committee and the General Body of the Society and maintain records. The General Secretary shall act under the general directions and instructions of the executive body. The General Secretary shall in consultation with the president, nominate the delegate(s) of the Society for international conferences.

7.2.3. **Finance Secretary** - The Finance Secretary shall deal with all matters concerning finance. Finance Secretary shall submit a financial statement audited by a qualified Chartered Accountant, to the Executive Committee, which shall thereafter be presented to the General Body. The final statement of the preceding financial year shall be displayed on the website of the society by end of May.

7.2.4. **Chief Editor** - The Chief Editor shall be responsible for the publication of the Indian Journal of Pharmacology. For the publication of the journal, the Chief Editor shall be assisted by an Editorial Board, the members of which shall be nominated by the

Chief Editor. Chief Editor shall maintain all accounts concerning the publication of the journal and shall submit a financial statement certified by a Chartered Accountant to the Executive Committee.

The Chief Editor shall provide a copy of the audited statement of account of the journal to the Finance Secretary of the Society at least 3 weeks before the meeting of the Executive Committee and the Executive Committee shall consider the comments of the Finance Secretary before recommending the accounts for adoption by the General Body.

The Chief Editor shall apply for the grants-in-aid for the journal and shall submit the utilization certificates and audited accounts of their utilization to authorities concerned. The amounts received as grants-in-aid to the journal shall be channelized through the Finance Secretary of IPS. The Chief Editor shall also ensure that copies of all publications of the Society are furnished to the Indian National Science Academy and to other recognized sponsors.

7.2.5. Secretary, Clinical Pharmacology –

7.2.5.1. The Secretary, Clinical Pharmacology of the Indian Pharmacological Society, will be elected every three years as per the rules of the Society. He shall function as section secretary. He/she shall be responsible for the development and promotion of Clinical Pharmacology and has a separate section in the society.

7.2.5.2. The business of the section will be conducted by a section committee nominated with following members for one year by the Executive Committee of the Indian Pharmacological Society.

- i. Secretary clinical pharmacology, IPS as chairman.
- ii. Chief Editor of the journal of the Indian Pharmacological Society as member

- iii. General Secretary of the Indian Pharmacological Society as member.
- iv. Organizing Secretary, Indian Pharmacological Society as member
- v. Five members from the section nominated by the Executive Committee.

7.2.5.3. The section committee shall recommend to the president, Indian Pharmacological Society, to fill any interim vacancy that may occur in its membership except for the elected posts

7.2.5.4. The Secretary, Clinical Pharmacology, IPS, as the secretary of the section, shall transact the business of the section in intervals between the meetings.

7.2.5.5. The section committee shall organize that part of the Annual Conference of the Indian Pharmacological Society which is allocated to clinical pharmacology. The program shall be decided jointly by the Organizing Secretary and the chairman with the approval of the President, Indian Pharmacological Society.

7.2.6. Secretary International Relations – He / She shall deal with all foreign business including that of IUPHAR and National Societies in Pharmacology of other countries.

7.2.7. Vice-President - The Executive Committee, in the absence of the President shall request one of the Vice-Presidents to perform the functions of the President.

7.2.8. Organizing Secretary - The Organizing Secretary shall be responsible for the organization of the Annual Conference of the Society in consultation with the executive committee.

7.2.9. Joint Secretary - Shall be responsible for day to day administrative work like attending the correspondence supervising the local office

activities in consultation with General Secretary / President. The Joint Secretary cannot take any policy decisions.

7.2.10. Executive Committee –The members of executive committee will be six in number and shall be elected. The representation of this six member will include one each from four zones (south, North, East and West), and a women representative, and an overseas representative. The Executive Committee members shall participate in the meetings of the EC and can give their inputs in the discussions and they shall discharge responsibilities assigned to them by the EC from time to time.

7.3. Interim Vacancy: The Executive Committee shall have the power to fill any interim vacancy that may occur in its membership and any office bearer so appointed shall hold office for the remaining term only.

7.4. Election of the Office Bearers and Executive Committee members:

7.4.1. Eligibility:

7.4.1.1. Any life member who has completed one year of standing in the Society is eligible to contest the election to the EC and to propose or second a nomination or cast vote.

7.4.1.2. Only a member who has completed 10 years in the Society as on 31st March of relevant calendar year and had previously served at least one term as a part of Executive Committee shall be eligible for contesting to the posts of President, General Secretary, Finance Secretary and Chief Editor.

7.4.1.2.A Only a member who has completed 10 years in the Society as on 31st March of relevant calendar year and had previously served at least one term as a part of Executive Committee shall be eligible for contesting to the posts of President, General Secretary, Finance Secretary only. As per the resolution passed

at 48th General Body meeting held on 19th December, 2015 at Rajkot a Chief Editor Post will be nominated by the Executive Committee after taking into consideration by review of the Expert Committee for a period of five years.

7.4.1.2.A1 Eligibility criteria for Nomination of Chief Editor

- i. Applicant should have ten years life membership status in Indian Pharmacological Society and served the society as National Executive committee member at least for one term.
- ii. The Maximum age limit of the applicant is 55 years.
- iii. The application along with all documents claiming achievements and experience must be self-certified and submit in a prescribed form of IPS-10
- iv. The applicants must be nominated by two and one must be eminent pharmacologist who is a life member of the IPS.
- v. The applicants served for two consecutive terms as Chief Editor is not eligible to submit the application.
- vi. The application of applicant under suspension, involved in any legal cases / financial fraud will be rejected by Executive committee.
- vii. Applicants must submit 'No Objection Certificate' from their respective organizations to take this honorary assignment.
- viii. The applicant should submit 'No Conflict of Interest' declaration along with application.
- ix. The applicant should not canvas by any means to get nominated for the post of Chief Editor.

7.4.1.3. No member shall be eligible for re-election to any particular Office Bearer Post for more than two terms throughout his / her life membership period. If the position of an office bearer remains uncontested, the previous office bearer can opt to

continue to be in the same position with the consent of EC and GB, even if it is for a third or later term.

7.4.1.4. The Organizing Secretary will not be eligible for the election to any post during his tenure.

7.4.1.5. No member of the Society is eligible to file nomination for more than one post in the Executive Committee or to propose or to second more than one nominee for the same post.

7.4.1.6. Post in the Executive Committee that remain vacant for the want of valid nominations or valid candidature shall be filled by election in the annual General Body meeting. The candidates, proposed and seconded must be eligible under the rules applicable to the election of the year. All members present in the annual General Body meeting shall be entitled to vote in the election.

7.4.1.7. The order of precedence among the vice-presidents shall be determined by the votes polled by them. In the event of the votes polled being equal or the election being uncontested the elder in age of the two candidates shall have precedence.

7.4.2. The post of Joint Secretary (JS) to supervise permanent office activity.

7.4.2.1. The JS post would be reserved for any member of society belonging to the area where permanent office is situated.

7.4.2.2. The term of this post would be for four years.

7.4.2.3. Elections would be held as per society's norms by local branch. In case of non-functional local branch, central committee will nominate JS with consensus.

8. CLINICAL PHARMACOLOGY SECTION: In order to promote clinical pharmacology a separate Clinical Pharmacology section of the Indian Pharmacological Society is created. The section is open to the members of the Indian pharmacological Society only. Membership in the clinical pharmacology

section shall be bestowed upon the members of the IPS who request it on the application form of IPS membership. The Purpose of section is to advance the science of Clinical Pharmacology in the country.

- 8.1. Invoking the active participation of clinical pharmacologists, pharmacologists, physicians, Para-pharmacological scientists and drug administration personnel.
 - 8.2. Organizing education programs and providing guidelines of research in clinical pharmacology of national interest.
 - 8.3. Providing a forum through which clinical pharmacologists of the Indian Pharmacological Society can collectively express their views on problems of clinical drug research and usage to government agencies, clinical investigators, pharmaceutical industry, practicing doctors and people.
 - 8.4. Disseminating relevant information on rational therapy, drug interactions, adverse reactions and new drugs to practicing doctors by appropriate channels of communication.
 - 8.5. Providing a forum for scientific meetings, symposia, etc. for an exchange of information in clinical pharmacology.
 - 8.6. To publish a section on clinical pharmacology in Indian Journal of Pharmacology or when essential to have a special publication essential for the purpose of clinical pharmacology and promoting rational therapy.
- 9. BRANCHES:**
- 9.1. **Zonal** -The Society can permit zonal branches with a minimum of two states from the same zone and with not less than 100 (one hundred) life members. Activities related to conducting of workshops, conferences etc. of the zonal branches shall be in accordance with the norms of the IPS and with the prior approval of national EC of IPS. Other activities including financial operations, election of zonal branch office bearers, conduct of branch EC meetings should be as per the norms of the IPS and with information to national EC of IPS. The representative of zonal branch who is nominated by zonal EC with the approval of national EC is eligible to participate in the central EC meetings without any voting rights. Zonal

branch shall always include the national executive member if any from the same zone, as an ex-officio member.

- 9.2. Local** - branch of the Society can be created at any place provided there are a minimum of 50 (fifty) life members of the Society. Each branch shall elect one branch secretary to transact the business of the branch strictly under the purview and norms of society with information to National Executive Committee. A prior approval should be obtained from the National EC in case of any sponsored events.

10. MEETINGS:

- 10.1. Executive Committee:** The Executive Committee shall meet at least once a year at the permanent office. The General Secretary shall send notice of the meeting together with the proposed agenda to all the Executive Committee members at least four weeks before the meeting is to be held. The quorum for the Executive Committee meeting shall be 5 members.
- 10.2. General Body:** The General Body of the Society consisting of all the members of the Society will meet once a year at the time of the Annual Conference. Minutes of the Executive Committee shall be the agenda for the General Body meeting. The quorum for the General Body meeting shall be 100 members.
- 10.3. Editorial Board:** The Editorial Board of Indian Journal of Pharmacology will meet once a year during the time of Annual Conference; mainly to discuss steps regarding improvement of journal. The Chief Editor will convene the meeting, the notice of which be issued a month before to all the members of the editorial board. The General Secretary, President, Vice-Presidents and Finance Secretary may be invitees but Chief Editor will have the discretion to invite anybody else who may contribute to Society's journal.
- 10.4. Clinical Pharmacology:** The Section shall meet annually, at the time and venue of the Annual Conference of the Indian Pharmacological Society, prior to the meeting of the Executive Committee of the Indian

Pharmacological Society. Notice of the meetings together with the proposed agenda, shall be mailed to all members of the section at least six weeks before it is to be held.

11. ANNUAL / INTERNATIONAL/ REGIONAL CONFERENCES or WORKSHOP / SYMPOSIUM or BRAIN STORMING SESSIONS:

11.1. Annual Conference: The Society shall organize an Annual Conference once an year. The conference will be devoted to all aspects of pharmacology and allied disciplines. The representatives of the Institute / Organization intending to conduct the Annual conference must submit the application (**Form-02-A**) with commitment to follow SOP'S (Annexure-I) to EC at least 30 days before GB meeting. The qualified applicants will be invited to General Body meeting for presentation with specific reference to role of local IPS members, venue, tentative theme and registration fee etc. The announcement for conduct of annual conference(s) will be done as per the majority decision at GB. The Executive Committee of the Society shall render technical assistance in drawing out the program of the conference.

11.2. Regional Conferences: The Society shall encourage organization of regional conferences/symposia/workshop under the auspices of the Society to promote the objectives of the Society with prior approval of National –EC. The request letter can be submitted in the prescribed schedule (Form-03-B) to the EC. EC can approve proposals for regional conferences broadly on rotational basis.

12 PUBLICATIONS:

12.1 Indian Journal of Pharmacology: The official publication of the Society shall be “Indian Journal of Pharmacology”. The Chief Editor, assisted by the editorial board shall be responsible for all aspects of the publication of the journal. The journal shall allocate one page for releasing the announcement/ information of society activities along with the list of Executive Committee. The preferable page should be in the last page of inside cover page.

12.2 Website: The website name of IPS will be **www.indianpharmacology.org**.

The logo Home page design will be property of the society and cannot be permitted for use by anyone without the prior permission of the society. The minimum contents of the website should be as follows

- i. Executive Committee members (current year)
- ii. History of the society
- iii. Join the society?
- iv. Constitution & Byelaws
- v. Directory of members
- vi. Newsletter / Information
- vii. Honors & Awards
- viii. Regional Conferences
- ix. Annual Conferences
- x. Accounts Information
- xi. Contact us
- xii. Linkages

13 FISCAL YEAR: The fiscal year of the Society shall be from the first day of April to the last day of the March.

14 DISCIPLINARY COMMITTEE:

14.1 There shall be Disciplinary Committee consisting of president. President elects two immediate past president and General Secretary. This will be empowered committee.

14.2 This committee shall go into complaints of misconduct against any member and take remedial action including reconsidering removal of current member from membership of the society to the General Body.

15. ARBITRATION

Any grievance or dispute between any member and office bearer or executive body; or among members of the Executive Body relating to the construction, meaning, scope, operation or effect of the Constitution and bye-laws of IPS, or the breach thereof or any other important affairs of the society or dates and procedure of elections or validity of election or any other matter related to IPS and its activities shall be settled by arbitration, by a team of four Arbitrators to be

nominated by the Executive body with immediate past President as member secretary, and three Eminent Pharmacologists, who held office bearers positions in IPS in the past along with an independent legal person. The decisions of the board of Arbitrators can be through conference call after circulating the relevant documents and the decision of the Arbitrators shall be binding on the members.

16. AMENDMENTS:

16.1 Constitution: - No amendment of the constitution shall be made except at an annual General Body meeting of the Society. No amendment shall be made unless two-thirds of the members present are in favor. Proposal for any amendment may be submitted to the General Secretary by any member of the Executive Committee or by at least 50 members of the Society at least 4 weeks before the annual General Body meeting of the Society. The General Secretary shall intimate all the members of the Executive Committee the proposals so received at least 2 weeks before the annual general meeting. The Executive Committee shall consider all proposals and make appropriate recommendations for consideration by the General Body of the Society.

16.2 Bye-Laws: - No amendment of the bye-laws shall be made except at an annual general body meeting of the Society. No amendment shall be made unless it is adopted by a simple majority vote of the members present at the annual general meeting. The General Secretary shall intimate all the members of the Executive Committee the proposals for any amendments at least 4

weeks before the annual General Body meeting. The Executive Committee shall consider all proposals and make appropriate recommendations for consideration by the General Body of the Society.

CONFIDENTIAL-SOCPTM

BYE-LAWS

1. SUBSCRIPTION

- 1.1 The annual subscription for the ordinary membership shall be Rs.800/- For renewal of membership (with no past dues) a rebate of Rs.50/- shall be allowed if the payment is received by the Finance Secretary before 31st March of the year concerned.
- 1.2 In case of members who are living abroad on permanent or semi-permanent basis, annual subscription for ordinary membership shall be the equivalent of US \$ 40.00
- 1.3 For life membership, the subscription for persons living in India shall be Rs.3000/- (including admission fee). For persons living abroad permanently/semi- permanently, this shall be the equivalent of US \$ 350.00
- 1.4 There shall be an admission fee of Rs.250/- for a new ordinary member in addition to the prescribed membership fee. This amendment came in force from January 1983.
- 1.5 Application Form (IPS 001) will be available on website / with Finance Secretary.

2. SOCIETY'S FUNDS:-

- 2.1 **Finance Secretary:** The Finance Secretary shall maintain the funds of the Society and must provide the following on website www.indianpharmacology.org
 - 2.1.1. Name of the Bank and Branch
 - 2.1.2. A/C No.
 - 2.1.3. General Body approved Audited statement of account of last financial year must be on website.
- 2.2 The following receipts shall be kept in long term fixed deposits in one of the nationalized banks only.
 - 2.2.1. Life Membership fee of all
 - 2.2.2. Donations
 - 2.2.3. Endowment funds for the award of prizes/orations

- 2.2.4. **Special funds:** A special ledger folio in the Account as special fund may be maintained for developing. Infrastructure, enhancing oration funds, promoting society activities than regional conferences etc. This fund should be developed from Unutilized/left-over funds of conferences organized under the auspices of the Society and Donations from members or other sources.
- 2.3 General Secretary Accounts:** - The General Secretary shall submit his accounts to the Finance Secretary to facilitate auditing of the Finance Secretary's account.
- 2.4 President's Accounts:** The President shall submit his accounts to the Finance Secretary to facilitate auditing of the Finance Secretary's account.
- 2.5 Editor's /Journal Accounts:** The accounts of the journal shall be maintained by the Chief Editor. The Finance Secretary shall pay the following amount to the Chief Editor after receipt of request from editor with approval of E.C.
- 2.5.1. 50 % of all subscriptions received from ordinary members,
- 2.5.2. 20 % of the interest accruing out of life membership fees.
- 2.5.3. The interest accrued on "journal fund" created solely for financial support of the journal. The "journal fund" shall include :
- 2.5.3.1.** Unutilized/left-over funds of conferences organized under the auspices of the Society.
- 2.5.3.2.** Donations from members or other sources.
- The Chief Editor shall submit the audited statement of account to the Finance Secretary, EC and GB annually.
- 2.6** The EC members participating in midterm Executive meeting will be reimburse TA/DA in actual and not more than the maximum of Rupees Eight thousand only (Rs.8,000/-) by the Finance Secretary. Any changes with reference to reimbursement are subject to approval by EC. The required bills and declaration that the reimbursement is not claimed from any other agency **(Form-03)** are to be there for reimbursement. The travel grant will not be reimbursed for attending the final Executive meeting, which will be held just

a day before or during the Annual Conference of the Society to any member except President, General secretary, Finance secretary subject to declaration that it is not been claimed from any other source.

2.7 Local Branch:-

A recognized local branch of the Society shall receive Rs.50/- per active and valid member per year from the parent organization for petty contingent expenses subject to any resource meeting, workshop & conferences. The request should be submitted in Form-03-B.

The Society may render financial aid to the maximum extent of Rs.5000/- to any conference/symposia/workshop organized under the auspices of the Society by the life member of the society after submitting a request (**Form-02B**) and approval by EC, provided:

2.8 Regional Conference/ Symposia/Workshop/ Brain storming sessions:-

- 2.8.1. Approval of the General Secretary has been obtained before organizing such activities, if the Society is asked financial assistance.
- 2.8.2. At least two states are involved in the organization of the activity to give it really a regional character.
- 2.8.3. The majority of the members of the state involved have cleared their subscription dues up-to-date.
- 2.8.4. The request for financial assistance has reached the General Secretary at least 3 months in advance, and
- 2.8.5. Not more than 3 such activities can receive financial assistance from the Society in a year.

2.9 Clinical Pharmacology Section

- 2.9.1. **Subscription and Finances:** The funds for the clinical pharmacology section shall be allocated on the basis of its membership on a proportion to be fixed by the Executive Committee of the Indian pharmacological Society. The section secretary can

raise funds for special scientific meetings, symposia, fellowship program or prize after an approval for the specific cause from the Executive Committee of the Society.

2.9.2. The Society will provide a grant of Rs.50,000/- from IPS partially from (John Autin Rolling Fund) along with the list of members to the Organizing Secretary of the respective Conference. The grant received from the Society should be refunded to the Finance Secretary , along with a copy each of the report and abstracts immediately after the Conference

2.9.3. **Annual Report:** The annual report of the activities section, its audited statement of accounts, projected budget and program for the next year is to be finalized at the annual meeting of the sectional committee. This after approval by the Executive Committee of the Indian Pharmacological Society shall be moved by the Secretary, Clinical Pharmacology for approval of the General Body in the annual General Body meeting of the Society. In all financial matters, the Section Secretary shall be accountable to the Finance Secretary , IPS.

2.9.4. **Annual Conference:** Annual Conference of the Society shall ordinarily be held in December, preferably within 28th to 31st December. However dates can be changed subject to approval of E.C. due to unforeseen circumstances.

3. **ORATIONS:** In order to promote suitable academic activity and to recognize the service of pharmacologist, Orations have been instituted by the Society. These orations are initially supported and installed by various founder members of Society. These orations will be conducted by the Society during National / Regional / special symposium meetings of IPS as and when they are conducted.

Item. No.	Title of the Oration	Year	Profile	Award Details
3.1 Orations to be given in Annual Conference				

3.1.1	Col. Ram Nath Chopra Eligibility : Eminent pharmacologist	1976	Ram Nath Chopra, Father of Pharmacology in India and founder of Indian Drug Research Institute (now CDRI), Architect Indian Pharmacopeia	- Cash award of Rs. 5000 - Scroll and Plaque, Local hospitality
3.1.2	Prof. G. Achari Eligibility : Eminent pharmacologist	1992	Founder member of Indian pharmacological Society and served as President	
3.1.3	Prof. B. N. Ghosh Eligibility : Eminent pharmacologist	1979	Founder member of Indian pharmacological Society and served as President	
3.1.4	Prof. N. S. Dhalla award Eligibility : Eminent Cardio-Pharmacologist or from related area	2002	Well known Cardio pharmacologist and Advisor to Govt. Canada	- Cash award of Rs. 15,000 - Scroll and Plaque Local hospitality
3.2 Orations to be given in Regional conferences and symposium during Alternate year				
3.2.1	CDRI Oration Eligibility : Eminent Cardio-Pharmacologist or from related area	2002	Rolling alternate year in four Zones.	- Cash award of Rs. 5,000 - Scroll and Plaque Local hospitality
3.2.2	Dr. S. C. Lahiri Eligibility : Any field of Pharmacology	2000	Alternate year in West Zone and South	
3.2.3	Dr. S. B. Pandey Eligibility : Any field of Pharmacology	2000	Alternate year in South/ North	

3.2.4	Dr. Lalitha Kameshwaram Eligibility : Any field of Pharmacology	2004	Every year – with alternate East zone / North zone
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3.2. Guidelines for Orations:

3.2.1. Nomination procedure

3.1.1.1. Any life member can nominate distinguished Pharmacologist, eminent scientist working in the field of Pharmacology or related discipline for any of the above specified Oration in a prescribed **Form IPS-04** to the President or the General Secretary.

3.1.1.2. The procedure for the selection of Orations will be started before June and the candidates delivering Orations must be finalized before the Mid-term EC meeting.

3.1.1.3. A committee consisting of the following shall decide the speaker of oration based on the credentials and contribution of nominated scientist.

- a. President – Convener
- b. General Secretary – Member secretary
- c. Experts to be nominated by E.C. – 3 members

3.1.1.4. The information of nominated person must be intimated with Oration details and a copy to Organizing Secretary.

3.1.1.5. The local organizing committee provides local hospitality and complete registration to the nominated person.

3.1.1.6. The theme of oration need not be restricted and will be left to the choice of the nominated speaker.

3.1.1.7. The list of Orations may be maintained and updated from time to time for subsequent years on website: www.Indianpharmacology.org.

3.3. A provision to strengthen the existing orations by donation is encouraged. In case well wishers or donor donates minimum of Rs. 2,00,000/- (Rupees Two Lakhs only), his/her name can be added to the Oration.

3.4. Introduction of New orations shall be encouraged subject to the deposition of Rs.6,00,000/- (Rupees Six lakhs only) as seed money with Society. This also will be subject to the approval by EC and GB.

4. PRIZES: The following prizes are installed by the society to encourage and recognize the contribution of members of Pharmacological Society.

4.1 Best paper published. The following awards for best paper published in various journals are given by the Society during the Annual Conference.

S. No	Prize Name	Essential Requirements	Award Details
4.1.1	B. Uvnas	Best paper published in the field of Autacoids and Biogenic amines for the Work carried out in Indian Laboratory by member of the society.	- Cash award Rs. 3000/-, Certificate and Medal
4.1.2	P.P. Suryakumari	Best paper published in the field of Diabetes and other metabolic disorders by Indian author is last 5 years.	- Cash award Rs. 500/-, Certificate and Medal.
4.1.3	Jaipur / N.N. Datta	Best paper published in Indian Journal of Pharmacology (I.J.P) in odd years (2009,2011...) Jaipur prize even year (2008, 2010...) – NN Datta.	- Medal and Certificate.
4.1.4	Saroj – V.N Sharma	Best paper published in National or International journal in last 3 years on any aspect of Cardiovascular pharmacology, the work must have been carried out in Indian laboratory.	- Cash award Rs. 1000/-, Certificate and Medal
4.1.5	Dr. B. Mukherjee	Every three years on best paper published on indigenous drug in Indian Journal of Pharmacology (I.J.P).	- Medal and Certificate.

4.1.2. Guidelines:

4.1.2.1. A life member of the Society is eligible to apply for the Prize.

4.1.2.2. The application in triplicate may be submitted in Form IPS-004 with a publication intended for award to the Office of General Secretary.

4.1.2.3. The following committee will be constituted to adjudge the best paper,

- a. Chief Editor IJP -Chairman
- b. Three members to be nominated by Chief Editor: the nominees for evaluation of paper should not be authors and not representative from the same laboratory for publication is submitted award.
- c. Editor can select a good paper from net "Suo moto" in three / five years if entries are less than five for Best papers published.

4.1.2.4. The award shall be declared every year in the Annual Conference.

4.2 Best Oral paper presentation:

4.2.1. The following prizes for best paper presentation at **the Annual Conference**

S. No	Prize Name	Essential Requirements	Award Details
4.2.1.1	Achari	Age limit below 35 years on the date of presentation	- Cash award Rs. 2000/-, - Certificate and Medal
4.2.1.2	UK Seth	Work in clinical Pharmacology carried out in India.	- Cash award Rs. 1000/-, - Certificate and Medal
4.2.1.3	Gufic Prize	Work in Indigenous medicines in India	- Cash award Rs. 1000/-, - Certificate and Medal - Grant of Rs. 3,000/- if the work is continued.
4.2.1.4	OD Gulati	Work is in field of Cardiovascular, Autacoids and autonomic pharmacology	- Cash award Rs. 1000/-, - Certificate and Medal
4.2.1.5	Prof. Manjeet Singh	Work in the field of Molecular Pharmacology	- Cash award Rs. 3000/-, - Certificate and Medal

4.2.1.6	PC Dandiya Prize	Best Poster Presentation in Annual Conference	- Cash award Rs. 1000/-, - Certificate and Medal
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4.2.2. Guidelines for Oral presentation.

4.2.2.1. Life members of the Society are eligible to compete in the prize session, for the work carried out in Indian Laboratories.

4.2.2.2. The presenting author must be a registered delegate for the Annual Conference.

4.2.2.3. Four copies of the full paper must be submitted by the announced date, to the Organizing Secretary in **Form IPS-05**.

4.2.2.4. The person who presents the paper should be first author of the paper.

4.2.2.5. Papers should be sent specially for the competition to the Organizing Secretary.

4.2.2.6. One person is allowed to present only one paper in the prize session of the Annual Conference.

4.2.2.7. If the number of papers selected for presentation is less than 5 in any year no prize shall be awarded.

4.2.2.8. The Organizing Secretary will constitute a scrutiny committee consisting of 3 members not connected in any way with the paper or the laboratory where the work has been done. The members of the scrutiny committee will give marks on the basis of quality of work, aims of the study, results and their interpretation. The identity of author and the place of work shall not be disclosed to scrutiny committee members. Maximum of 10 papers adjudged and ranked on the basis of the results submitted by the members of the scrutiny committee

4.2.2.9. The Executive Committee of the Society shall appoint a panel of 3 judges who will assist the president of the Society

in judging the best paper based on originality, quality of work, interpretation of data and method of presentation.

4.3 Merck Serono-Indian Pharmacological Society Award: In order to encourage young talents special award titled “**Merck Serono-Indian Pharmacological Society Award**” has been instituted in 2011. This will be given to the young investigators whose age is below 35 years. Award money consists of Rs. 30,000 cash, certificate and trophy which will be given in the inaugural function of annual meet.

4.3.1. Guidelines:

4.3.1.1. The applicant should be post graduate in pharmacology from medical, pharmacy, non-medical, veterinary faculty and below age of 35 years.

4.3.1.2. The applicant should be below age of 35 years, must carry out the work in Drug Discovery by 30th August of the calendar year in proforma IPS-05.

4.3.1.3. Eligible applicants must submit all details in prescribed proforma with evidence of publications to the General Secretary by 30th of August.

4.3.1.4. The selection will be done by joint committee of Merck and IPS based on the originality, quality of publications and overall performance.

5. FELLOWSHIP OF INDIAN PHARMACOLOGICAL SOCIETY

The Fellowship is a recognition by the Society of significant contributions of the person to growth and development of pharmacology in the country and should encompass achievements in research, publications and teaching. The eligibility of Fellowship will be restricted to Indian citizens who are life members of the Society for

7 years. The election will be governed by the Regulations framed by the Executive Council and approved by the General Body of the Society.

5.1 Nominations

- 5.1.1. Nomination papers for Fellowship can be obtained by a life member by downloading Form-05 the Website of society.
- 5.1.2. This should be submitted to the General Secretary of the Society along with a demand draft Rs. 100/-.
- 5.1.3. Each candidate shall be proposed, seconded and supported by at least one Life member of 10 years standing. The Life Member who nominates should preferably belong to the same field of specialization and he/she shall certify that he/she is personally acquainted with the scientific work of the candidate and in his/her opinion he/she is fit for the fellowship. Priority will be given to the teachers having more than 15 years of experience. **Form- IPS-06**
- 5.1.4. A Life Member of 10 years standing may propose or second up to three candidates each year for election to the fellowship of the Society but can support additional nominations
- 5.1.5. Nominations made for the Fellowship of the Society shall remain in good standing for a period of 3 years. A scientist whose nominations for Fellowship has remained in good standing for a period of 3 years and who is not elected during this period can be re-nominated after a gap of 2 years. During the period that a nomination remains in good standing it should be updated every year. For this, the General Secretary, will write to the proposer.
- 5.1.6. Nomination papers would be received in the Office of the General Secretary by the 31st March every year, duly filled and signed and addressed to the General Secretary , and no paper received after this date shall be considered in that year. If 31st March happens to be a postal holiday the next working day would be the last date.

5.2 Number Of Fellows

The maximum number of Fellows will be 100 or 10 % of the life membership of the Society whichever is less. Not more than 5 Fellows will be elected in

any year. **During the first 5 years**, however, up to 10 Fellows may be elected subject to not more than 5 % of the life membership of the Society.

5.3 Election Procedure

5.3.1. **Recommendation of the Credential Committee:** All valid nominations will be considered for recommendations by the Credential Committee consisting of the following :

5.3.1.1. Two Past Presidents to be nominated by the Executive Committee

5.3.1.2. Three Fellows/Life Members of 10 year standing to be nominated by the Executive Committee.

5.3.1.3. Out of above five members one past President should be nominated as the member secretary.

The President may co-opt an additional member of the sub discipline of any of the nominees like clinical pharmacology, pharmaceutical sciences, veterinary pharmacologist etc. which is not covered adequately by the members of the Committee appointed by the Executive Committee.

The Committee will recommend not more than 5 names (**10 names during the first 5 years**) for consideration of the Executive Committee. A brief citation must accompany each recommendation highlighting the contributions which the nomination has been made.

5.3.2. **Selection by the Executive Council:**

At the annual meeting of the Council the recommendations of the Credential Committee will be considered and the Council will then elect by voting such names as it considers suitable for election. In the event of a tie, the President will have a second and casting vote. It will not be obligatory for the Council to recommend any fixed number of persons for election during any year but it cannot introduce new names in the list submitted by the Credentials Committee.

5.3.3. Announcement of Results:

The results will be announced by the General Secretary at the annual general meeting of the Society and the elected Fellows will be formally informed by a letter from the President of the Society.

5.3.4. Date of Election:

The election will be effective from First January of the next year.

5.3.5. Obligations Of The Fellow

5.3.5.1. An admission Fee of Rs. 5000/- and one time Fellowship subscription within 6 months of the intimation of election.

5.3.5.2. Every person elected Fellow of the Society shall, before admission to Fellowship, subscribe to the following obligation *I hereby solemnly affirm to follow the code of scientific ethics; maintain integrity in research, publications and teaching; uphold the cause of pharmacology and strive for enrichment of the dignity and objectives of the Society.*

(SIGNATURE)

5.3.5.3. Effective Fellowship will commence only after payment of the dues and signature of the obligation form.

5.3.5.4. The Society will maintain a register which will have to be signed by each Fellow.

5.3.5.5. The Fellow will sign the register at a subsequent annual general meeting of the society when the President will formally admit him/her to the Fellowship and present the Fellowship scroll after the citation has been read by the General Secretary of the Society.

5.3.5.6. The register must be signed within 3 years of election but after payment of the dues. The Fellow will inform the General

Secretary in writing 3 months before the meeting so that the necessary arrangements are made.

5.3.5.7. Fellows who fail to fulfill the above obligations within the **stipulated** time may forfeit the Fellowship

5.3.5.8. The Fellows will be known as Fellows of the Indian **Pharmacological** Society and may write FIPS after their names.

5.4 Honorary Fellows

Persons who in the opinion of the Executive Council have rendered conspicuous service to the cause of Pharmacology as evidenced by National and International Recognition and whose election may be of signed benefit to the Society may be elected Honorary Fellows.

5.4.1. The persons should be more than 50 years of age and have been actively involved in teaching and or research in pharmacology for at least 25 years.

5.4.2. The number of such Fellows will be not more than 2 in an year and the total number should not exceed 25 or 3 % of Life membership whichever is less.

5.4.3. Formal nominations will not be invited but names may be proposed by members of the Executive Committee, life members of over 15 years standing or Fellows by writing to the President of the Society with adequate justification at least 3 months before the annual general body meetings.

5.4.4. The name of any honorary fellow elected during the year will be announced at the General Body Meeting.

5.4.5. The Honorary Fellow will not be required to pay the Fellowship due but will otherwise have to fulfill the obligations of Fellows and enjoy the same privileges.

Non – resident Indians who do not have Indian citizenship may also be considered for election as Honorary Fellows.

6 Travel Grants:

The following travel grants are given by society to the member of society. The travel grants donated as Delhi Bursaries, John Autian, P.K. Das, Niranjan Dhalla.

- 6.1 The candidate must be below age of 35 years presenting a paper in oral prize session and not receiving any travel support to participate in Annual Conference.
- 6.2 A maximum of 10 delegates will receive the grants at rate of Rs.1,000/- per delegate in every Annual Conference.
- 6.3 The applicants must submit a request letter to the General Secretary with an undertaking of non receipt of travel support.

7. ELECTION PROCEDURE:

- 7.1. The General Secretary shall act as the Returning Officer for the election and shall announce the schedule for elections in **Indian Journal Pharmacology** and on website **WWW.indianpharmacology.org**.
- 7.2. Nomination **Forms (IPS-07)** for prospective candidates, can be collected from website of society.
- 7.3. Nomination Form bearing the name of the nominee and the post duly proposed and seconded by the eligible members of the Society along with the signature of the nominee (to indicate his willingness to be elected for the post) must reach the returning officer 3 months before the Annual General Body meeting by email (scanned copy) followed by post.
- 7.4. The returning officer shall intimate all the candidates the complete list of the nominees by email. The last date for the withdrawal of the nomination by a candidate shall be 2- 3 months before the annual General Body meeting.
- 7.5. Candidates canvassing or soliciting votes or casting on other candidates name would be liable to be debarred from election.
- 7.6. Election shall be conducted by confidential E-ballot which can be obtained by eligible members from website **www.indianpharmacology.org** (as Described in Annexure-I). The last date of receipt of E-ballot by the returning officer shall be 20 days before the Annual General Body meeting.
- 7.7. The E- ballot counting will be undertaken in presence of Executive Committee, contestants or his representatives by login to website. The

passwords by web manager are provided to (i) Returning officer, (ii) Organizing Secretary (iii) President two days before counting of E-ballots procedure (Annexure-II). These passwords once entered in order the result of Ballot count are recorded.

7.7.1. Schedule of Elections will be generally as follows and schedule can be changed with approval of E.C only.

7.7.1.1. Declaring the list of eligible members

7.7.1.2. Announcement of Election date : 1st July

7.7.1.3. Last date to file Nominations : 30th August

7.7.1.4. Last date of withdrawn of Nominations: 30th September

7.7.1.5. Voting process : 30th November to
20 days before G.B. Meeting

7.7.2. The returning officer shall obtain approval of the election process and results by the Executive Committee and declare the same at the meeting of the General Body of the Society in a prescribed format (Annexure-II).

7.7.3. The election process as per byelaws and constitution should be completed before the Annual General Body Meeting. In case of any kind of emergency or difficulty, EC must take initiative to ensure that process is completed and if necessary by appointing a 2 or 3 Observers or functionaries equivalent or above the rank of General Secretary. The President of IPS can make such appointment with majority approval in EC.

Annexure – I

SOP for Organizing an IPS Conference

- i. The registration fee for delegates should be decided in consultation with EC.
- ii. It is recommended that EC members to be invited for participation in the conference for Scientific Sessions as resource person in any capacity.
- iii. The Organizing Secretary should consult the EC with respect to Scientific Programs and take the approval with circulation or in midterm EC meeting.
- iv. Key note during the inauguration should be preferably by eminent pharmacologist who has preferably IPS membership status.
- v. The Chairman for Prestigious orations and oral Prize presentation will be discussed in mid-term EC.
- vi. Rs. 1,00,000 will be given in advance (seed money, if required) and should be paid back with an interest of 10% before the conference.
- vii. 10% of registration fee of delegates to be deposited in IPS central account
- viii. The EC member willing to attend the conference, the local Hospitality with registration waver and accommodation should be provided.
- ix. Past presidents and General Secretary are exempted from the registration fees as and when they intend to participate.
- x. The abstract of the conference will be published in IPS Journal in print or E-Document form. The expenditure has to be reimbursed as per the actuals by Organizing secretary.
- xi. A stall should be reserved for IPS for administrative and other work.

- xii. In the inaugural function sufficient time for the report of secretary (10 minutes) and President (15 minutes) must be provided.
- xiii. The pattern of certificates will be decided by the EC and format should have uniformity for all conferences.
- xiv. All the certificates will be printed and issued to the concerned by the organizers.
- xv. Every poster of the conference should contain IPS logo and should be prominent.
- xvi. Time slot and room to be provided for the GB meeting.
- xvii. You should consult and inform, three members committee suggested by EC for weekly update regarding progress of conference.
- xviii. President and EC teams should have the exclusive transport facility during the conference.
- xix. The awards such as Achari Prize, U K Seth prize, O D Gulati, Manjit Singh prizes, Dandiya Prize will be awarded in valedictory function.
- xx. Any document required to be obtained from the HQ at Hyderabad.
- xxi. EC member who have confirmed their participation should be given the responsibility of chair or co – chair person for the session.
- xxii. Stage arrangement on inauguration
- xxiii. The sitting position – The President and General Secretary to be seated in right and left of Chief Guest of the Conference.
- xxiv. In case eminent Invitees from national and international Bodies are holding any office or Bearers of the society which has associate ship with IPS have to be accommodated in consultation with EC-IPS.
- xxv. All income- expenses and audited statement should be submitted to IPS HQ in six months from the date of completion
- xxvi. Suggest the timelines of execution of various task (Give complete blue print).
 - conference dates and announcement (January 2015)
 - Website creation and link at Main IPS website (Feb 2015)
 - LOC formation (Feb- March 15)
 - Meet with Central representatives and discussion of plan (FEB March)
 - Chair of LOC should be an IPS member

Blue print on scientific prog including pre conf workshop
Encourage the IPS membership and registration for IPSCON 2015
Consult EC representative regularly

All the above points will be signed by Organizing Secretary/Representative of the Organization holding the conference and General Secretary, Finance Secretary and President

General Secretary

Organizing Secretary

President

Annexure –I R

SOP for Organizing Regional Conference

- I. Approval of the General Secretary has been obtained before organizing such activities, if the Society is asked financial assistance.
- II. At least two states are involved in the organization of the activity to give it really a regional character.
- III. The majority of the members of the state involved have cleared their subscription dues up-to-date.
- IV. The request for financial assistance has to be reached to the General Secretary at least 3 months in advance.
- V. Not more than such activities can receive financial assistance from the Society in a year.

FORMATS

- IPS-01 – Membership Form
- IPS-02-A – Form for request of Symposium / Workshops/ Annual
I Conferences
- IPS-02-B – Form for request of Symposium / Workshops/
Regional Conferences
- IPS-03 – TA DA claim declaration
- IPS-04 – Nomination form for Oration
- IPS-05 – Fellowship Form
- IPS-06 – Awards
- IPS-07 – Nomination form for Election
- IPS -08 – Expenditure Claim Form
- IPS -09 – Miscellaneous Form
- IPS –10 – Nomination Form for Chief Editor Post