



(Annexure 3)  
**Appointment Order**

Chennai Fertility Centre and Research Institute

IHEC Ref. No. (For office use): \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dr / Mr. / Mrs.:** \_\_\_\_\_

I am pleased to appoint you as... ..... of the Institutional Human Ethics Committee (IHEC) (Human Studies) at Chennai Fertility Centre & Research Institute, Chennai w.e.f..... for a term of \_\_\_\_\_ year(s) / \_\_\_\_\_ months provided following conditions of appointment are met.

1. You should be willing to publicize your full name, profession & affiliation.
2. You are willing to record all reimbursement for work & expenses, if any, within or related to an EC & make it available to the public upon request.
3. You consent to sign confidentiality agreement between you & the IHEC regarding meeting deliberations, applications, information on research participants, & related matters. The renewal of your appointment will be by consensus & 1 month notice will be necessary prior to resignation of appointment. Terms and Conditions regarding the resignation procedure, disqualification procedures, replacement procedures etc. may be found in the Standard Operating Procedures (SOPs) of IHEC, CFC & RI, Chennai.

You will be paid a Honorarium for your services rendered as per the institution's policy. We sincerely hope your association with IHEC, CFC & RI, Chennai will be fruitful to the Institute and the Community we serve.

Signature of Appointee