

## **FORM FOR GRANT OF SUMMER/WINTER VACATION**

**Name of the Department/Centre/Unit** \_\_\_\_\_

Name with Designation of Officers who are allowed to avail of the 1<sup>st</sup> half of vacation

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Name with designation of officers who are to be allowed to avail of the 2<sup>nd</sup> half of the vacation.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Name allongwith designation of Officers who will be present in the Department/Centre/Unit during the 1<sup>st</sup> half of the vacation.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Name with designation of Officers who will be present in the Department/Centre during the 2<sup>nd</sup> half of vacation.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Name with designation of Officers who are to be allowed to avail of full vacation i.e., both halves.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Name with designation of Officers who are to be refused entire vacation in the public interest (alongwith reasons).

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

It is certified that 50% of faculty staff of the Department/Centre i.e., Professors, Additional Professors, Associate Professors and Assistant Professors will be practically available in both halves of the vacation and that cut of 50% staff shown to be present in the Department/Centre, no one will go for attending conference, avail of earned leave except in exceptional cases during the period shown to be present in the Department/Centre/Unit.

Signature of the Head of the Deptt./Centre/Unit.

Date