

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi - 110029

No. F. 20-25/2011-Estt.-I

Dated the: 14th December, 2011

MEMORANDUM

Subject: Grant of Winter Vacation 2011 to the Vacation Staff.

The following members of the faculty have been allowed by the Director to avail of the Winter Vacation for the period as indicated against each subject to the condition that the Chief/Head of the concerned Centre/Department **must ensure the availability of 50% faculty members on duty during the entire period of Winter Vacation and the work of the Department may not suffer:-**

Sl. No.	Name & Designation of faculty availing 1 st half (i.e. from 14.12.2011 to 22.12.2011)	Sl. No.	Name & designation of faculty availing 2 nd half (i.e. from 23.12.2011 to 31.12.2011)
1. DEPARTMENT OF ANAESTHESIOLOGY			
1.	Dr. Chandralekha, Professor & Head	1.	Dr. D.K. Pawar, Professor
2.	Dr. M.K. Arora, Professor	2.	Dr. S. Rajeshwari, Professor
3.	Dr. R.K. Batra, Professor	3.	Dr. Anjan Trikha, Professor
4.	Dr. V.K. Mohan, Additional Professor	4.	Dr. Maya, Professor
5.	Dr. R. Ramachandran, Associate Professor	5.	Dr. Lokesh Kashyap, Professor
6.	Dr. R.K. Pandey, Associate Professor	6.	Dr. Ganga Prasad, Professor
7.	Dr. Jyotsna Punj, Associate Professor	7.	Dr. V. Darlong, Additional Professor
8.	Dr. Anjolie Chhabra, Associate Professor	8.	Dr. Vimi Rewari, Additional Professor
9.	Dr. A.P. Bhalla, Assistant Professor	9.	Dr. R. Sinha, Associate Professor (Dr. R.P.C.)
2. DEPARTMENT OF ANATOMY			
1	Dr. Rani Kumar, Professor & Head & Dean	1.	Dr. Raj D. Mehra, Professor
2	Dr. Shashi Wadhwa, Professor	2.	Dr. Tara Shankar Roy, Professor
3	Dr. A. Shariff, Additional Professor	3.	Dr. Subrata Basu Ray, Additional Professor
4	Dr. Pushpa Dhar, Additional Professor	4.	Dr. Taposh K. Dash, Additional Professor
5	Dr. Rima Dada, Additional Professor	5.	Dr. Arundhati Sharma, Additional Professor
6	Dr. Renu Dhingra, Additional Professor	6.	Dr. T.C. Nag, Associate Professor
		7.	Dr. Ritu Sehgal, Associate Professor
3. DEPARTMENT OF BIOCHEMISTRY			
1	Dr. Nibhriti Das, Professor	1.	Dr. S.S. Chauhan, Professor
2	Dr. M.R. Rajeswari, Professor	2.	Dr. N.C. Chandra, Assistant Professor (Adhoc)
4. DEPARTMENT OF BIOPHYSICS			
	NIL	1.	Dr. Punit Kaur, Additional Professor & Head
		2.	Dr. Krishna Dalal, Associate Professor
5. DEPARTMENT OF BIostatISTICS			
1.	Dr. S.N. Dwivedi, Professor		NIL

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6. DEPARTMENT OF BIOTECHNOLOGY			
1. 2.	Dr. S.N. Das, Professor Dr. Anushree Gupta, Assistant Professor		NIL
7. DEPARTMENT OF TRANSFUSION MEDICINE			
	NIL	1.	Dr. Kabita Chatterjee, Associate Professor
8. DEPARTMENT OF CARDIOLOGY			
1. 2. 3. 4. 5. 6. 7. 8.	Dr. Shyam Sunder Kothari, Professor Dr. Balram Bhargava, Professor Dr. Rajiv Narang, Professor Dr. Sundeep Kr. Mishra, Additional Professor Dr. Rakesh Yadav, Additional Professor Dr. G. Karthikeyan, Additional Professor Dr. Gautam Sharma, Additional Professor Dr. S. Ramakrishnan, Associate Professor	1. 2. 3. 4. 5. 6. 7. 8.	Dr. V.K. Bahl, Professor & Head Dr. Anita Saxena, Professor Dr. K.C. Goswami, Professor Dr. Rajnish Juneja, Professor Dr. Nitish Naik, Additional Professor Dr. Sandeep Seth, Additional Professor Dr. Sandeep Singh, Additional Professor Dr. Ambuj Roy, Associate Professor
9. DEPARTMENT OF C.T.V.S.			
1. 2. 3.	Dr. Shiv Kr. Choudhary, Professor Dr. Sachin Talwar, Additional Professor Dr. Milind P. Hote, Additional Professor	1. 2. 3.	Dr. B. Airan, Professor & Head & Chief of C.T.C. Dr. Ujjwal Kr. Chowdhury, Professor Dr. V. Devagourou, Additional Professor
10. DEPARTMENT OF CARDIAC ANAESTHESIA			
1. 2. 3. 4.	Dr. Usha Kiran, Professor & Head Dr. Minati Choudhury, Additional Professor Dr. Sambhunath Das, Associate Professor Dr. Parag Gharde, Associate Professor	1. 2. 3. 4.	Dr. Sandeep Chauhan, Professor Dr. Neeti Makhija, Additional Professor Dr. Poonam Malhotra, Additional Professor Dr. Vishwas Malik, Associate Professor
11. DEPARTMENT OF CARDIAC RADIOLOGY			
1. 2.	Dr. Sanjiv Sharma, Professor & Head Dr. Priya Jagia, Associate Professor	1.	Dr. Gurpreet S. Gulati, Additional Professor
12. CENTRE FOR COMMUNITY MEDICINE			
1. 2. 3. 4. 5.	Dr. Bir Singh, Professor Dr. Kiran Goswami, Additional Professor Dr. K. Anand, Additional Professor Dr. Sanjay Kr. Rai, Associate Professor Dr. Y.R. Kumari, Associate Professor	1. 2. 3. 4.	Dr. C.S. Pandav, Professor & Head Dr. Shashi Kant, Professor Dr. Sanjeev Kr. Gupta, Professor Dr. B. Nongkynrih, Additional Professor

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13. COLLEGE OF NURSING			
1.	Ms. Meena Aggarwal, Lecturer	1.	Dr. Manju Vatsa, Principal
2.	Ms. Ashia Qureshi, Lecturer	2.	Ms. Deepika C. Khakha, Lecturer
3.	Ms. G.R. Andrews, Lecturer	3.	Ms. Kamlesh Kumari Sharma, Lecturer
4.	Ms. Kiran Singh, Tutor	4.	Ms. Gita Razdan, Sr. Tutor
5.	Ms. Poonam Joshi, Tutor	5.	Ms. Shashi Mawar, Tutor
6.	Ms. Meena Ara, Tutor	6.	Ms. Sucheta, Tutor
7.	Ms. Philomina Thomas, Tutor	7.	Ms. Ujjwal Dahiya, Tutor
8.	Ms. Seema Sachdeva, Tutor	8.	Ms. Anubha D., Tutor
9.	Ms. Aditi Sinha, Tutor	9.	Ms. Neelima, Tutor
10.	Mr. Mansaram, Tutor	10.	Ms. Nemkholam, Tutor
14. CENTRE FOR DENTAL EDUCATION & RESEARCH			
1.	Dr. O.P. Kharbanda, Professor	1.	Dr. Naseem Shah, Professor & Chief
2.	Dr. A. Roychoudhury, Additional Professor	2.	Dr. Ritu Duggal, Professor
3.	Dr. Vijay Prakash Mathur, Associate Professor	3.	Dr. Veena Jain, Associate Professor
		4.	Dr. Ongkila Bhutia, Associate Professor
15. DEPARTMENT OF DERMATOLOGY & VENEREOLOGY			
1.	Dr. Neena Khanna, Professor	1.	Dr. V.K. Sharma, Professor & Head
2.	Dr. Kaushal Kr. Verma, Professor	2.	Dr. Sujay Khandpur, Additional Professor
3.	Dr. B.K. Khaitan, Additional Professor	3.	Dr. G. Sethuraman, Additional Professor
		4.	Dr. Somesh Gupta, Associate Professor
16. DEPARTMENT OF EMERGENCY MEDICINE & CASUALTY SERVICE			
1.	Dr. Lakhi Ram Murmu, Professor (Surgery)	1.	Dr. Praveen Aggarwal, Professor (Medicine)
17. DEPARTMENT OF FORENSIC MEDICINE & TOXICOLOGY			
1.	Dr. O.P. Murty, Additional Professor	1.	Dr. T.D. Dogra, Professor & Head
2.	Dr. Millo Tabin, Additional Professor	2.	Dr. D.N. Bhardwaj, Additional Professor
		3.	Dr. Sudhir Kr. Gupta, Additional Professor
18. DEPARTMENT OF GASTROENTEROLOGY & HUMAN NUTRITION UNIT			
1.	Dr. S.K. Acharya, Professor & Head	1.	Dr. Umesh Kapil, Professor
2.	Dr. Vineet Ahuja, Additional Professor	2.	Dr. Anoop Saraya, Professor
3.	Dr. Govind Kr. Makharia, Additional Professor	3.	Dr. Pramod Kr. Garg, Additional Professor
19. DEPARTMENT OF G.I. SURGERY & LIVER TRANSPLANTATION PROGRAMME			
1.	Dr. Sujoy Pal, Associate Professor	1.	Dr. Peush Sahni, Professor & Head
		2.	Dr. Nihar Ranjan Das, Associate Professor

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20. DEPARTMENT OF HEMATOLOGY			
1. 2. 3.	Dr. Renu Saxena, Professor & Head Dr. Tulika Seth, Associate Professor Dr. Pravas C. Mishra, Associate Professor	1. 2. 3.	Dr. H.P. Pati, Professor Dr. M. Mahapatra, Additional Professor Dr. Seema Tyagi, Additional Professor
21. DEPARTMENT OF TRANSPLANT IMMUNOLOGY & IMMUNOGENETICS			
1.	Dr. N.K. Mehra, Professor & Head	1.	Dr. D.K. Mitra, Additional Professor
22. DEPARTMENT OF HOSPITAL ADMINISTRATION			
1. 2.	Dr. D.K. Sharma, Medical Superintendent Dr. Sanjay Kr. Arya, Associate Professor	1.	Dr. I.B. Singh, Additional Professor
23. DR. B.R.A. INSTITUTE ROTARY CANCER HOSPITAL			
1. 2. 3. 4. 5. 6.	Dr. P.K. Julka, Professor Dr. N.K. Shukla, Professor Dr. B.K. Mohanti, Professor Dr. Sameer Bakshi, Additional Professor Dr. Sushma Bhatnagar, Additional Professor Dr. Atul Sharma, Additional Professor	1. 2. 3. 4. 5. 6. 7. 8. 9.	Dr. G.K. Rath, Professor & Chief Dr. Vinod Raina, Professor Dr. Subhash Chander, Professor Dr. S. Satpathy, Professor of Hosp. Admn. Dr. S.V.S. Deo, Additional Professor Dr. Sanjay Thulkar, Additional Professor Dr. Dayanand Sharma, Additional Professor Dr. Ritu Gupta, Associate Professor Dr. Sushmita Pathy, Associate Professor
24. DEPARTMENT OF LABORATORY MEDICINE			
	NIL	1.	Dr. Mohd. Irshad, Professor
25. DEPARTMENT OF MEDICINE			
1. 2.	Dr. Rita Sood, Professor Dr. Naval K. Vikram, Associate Professor	1. 2. 3.	Dr. A.B. Dey, Professor Dr. Naveet Wig, Additional Professor Dr. Sanjiv Sinha, Additional Professor
26. DEPARTMENT OF PULMONARY MEDICINE & SLEEP DISORDERS			
1.	Dr. Randeep Guleria, Professor & Head	1. 2.	Dr. G.C. Khilnani, Professor Dr. Anant Mohan, Associate Professor
27. DEPARTMENT OF MICROBIOLOGY			
1. 2. 3. 4. 5.	Dr. Shobha Broor, Professor Dr. Lalit Dar, Professor Dr. Bimal Kr. Das, Additional Professor Dr. Benu Dhawan, Additional Professor Dr. Seema Sood, Additional Professor	1. 2. 3. 4. 5. 6.	Dr. J.C. Samantaray, Professor & Head Dr. Rama Chaudhry, Professor Dr. B.R. Mirdha, Additional Professor Dr. Immaculata Xess, Additional Professor Dr. Madhu Vajpayee, Associate Professor Dr. Urvashi B. Singh, Associate Professor

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28. DEPARTMENT OF NEPHROLOGY			
1. 2.	Dr. Dipankar Bhowmik, Additional Professor Dr. Sandeep Mahajan, Additional Professor	1. 2.	Dr. Sanjay K. Agarwal, Professor & Head Dr. Sanjay Gupta, Additional Professor
29. DEPARTMENT OF NUCLEAR MAGNETIC RESONANCE			
1.	Dr. Rama Jayasunder, Associate Professor	1.	Dr. Senthil Kumaran, Associate Professor
30. DEPARTMENT OF NEURO ANAESTHESIOLOGY			
1. 2. 3.	Dr. H.H. Dash, Professor & Head Dr. Mihir Prakash Pandia, Associate Professor Dr. Hemanshu Prabhakar, Associate Professor	1. 2. 3.	Dr. Arvind Chaturvedi, Additional Professor Dr. R.S. Chouhan, Associate Professor Dr. Girija Prasad Rath, Associate Professor
31. DEPARTMENT OF NEUROLOGY			
1. 2. 3. 4.	Dr. Kameshwar Prasad, Professor Dr. M.V. Padma, Professor Dr. Achal Kr. Srivastava, Additional Professor Dr. Garima Shukla, Additional Professor	1. 2. 3. 4. 5.	Dr. Madhuri Behari, Professor & Head Dr. Manjari Tripathi, Additional Professor Dr. Vinay Goyal, Additional Professor Dr. Rohit Bhatia, Additional Professor Dr. Mamta B. Singh, Associate Professor
32. DEPARTMENT OF NEURO RADIOLOGY			
1.	Dr. S.B. Gaikwad, Professor	1.	Dr. Ajay Garg, Additional Professor
33. DEPARTMENT OF NEURO SURGERY			
1. 2. 3.	Dr. S.S. Kale, Additional Professor Dr. Ashish Suri, Additional Professor Dr. Manish Singh Sharma, Associate Professor	1. 2. 3. 4.	Dr. A.K. Mahapatra, Professor & Head Dr. P. Sarat Chandra, Additional Professor Dr. Manmohan Singh, Associate Professor Dr. Rajinder Kumar, Associate Professor
34. DEPARTMENT OF NUCLEAR MEDICINE			
1. 2.	Dr. A. Malhotra, Professor & Head Dr. Chetan D. Patel, Additional Professor	1. 2. 3.	Dr. G.P. Bandopadhyaya, Professor Dr. C.S. Bal, Professor Dr. Rakesh Kumar, Additional Professor
35. DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY			
1. 2. 3. 4. 5.	Dr. Sunesh Kumar, Professor Dr. Neerja Bhatla, Professor Dr. Vatsla Dadhwal, Additional Professor Dr. Neeta Singh, Additional Professor (ART) Dr. P.K. Garg, Assistant Professor (Ad-hoc)	1. 2. 3. 4. 5. 6.	Dr. Suneeta Mittal, Professor & Head Dr. Alka Kriplani, Professor Dr. K.K. Roy, Professor Dr. Neena Malhotra, Additional Professor Dr. Nutan Agarwal, Associate Professor Dr. J.B. Sharma, Associate Professor

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36. DEPARTMENT OF ORTHOPAEDICS			
1.	Dr. P.P. Kotwal, Professor & Head	1.	Dr. Arvind Jayaswal, Professor
2.	Dr. S. Rastogi, Professor	2.	Dr. Rajesh Malhotra, Professor
3.	Dr. Ravi Mittal, Additional Professor	3.	Dr. H.L. Nag, Professor
4.	Dr. Vijay Kumar, Associate Professor	4.	Dr. C.S. Yadav, Additional Professor
		5.	Dr. Shah Alam Khan, Associate Professor
37. DEPARTMENT OF OTORHINOLARYNGOLOGY (E.N.T.)			
1.	Dr. S.C. Sharma, Professor & Head	1.	Dr. Alok Thakar, Additional Professor
		2.	Dr. Rakesh Kumar, Associate Professor
38. DEPARTMENT OF PAEDIATRICS			
1.	Dr. Arvind Bagga, Professor	1.	Dr. V.K. Paul, Professor & Head
2.	Dr. S.K. Kabra, Professor	2.	Dr. A.K. Deorari, Professor
3.	Dr. Madhulika Kabra, Professor	3.	Dr. Pankaj Hari, Additional Professor
4.	Dr. Ramesh Kr. Aggarwal, Associate Professor	4.	Dr. Shaffali Gulati, Additional Professor
5.	Dr. Vandana Jain, Associate Professor	5.	Dr. Rakesh Lodha, Associate Professor
		6.	Dr. Rachna Seth, Associate Professor
39. DEPARTMENT OF PAEDIATRIC SURGERY			
1.	Dr. Minu Bajpai, Professor	1.	Dr. V. Bhatnagar, Professor & Head
40. DEPARTMENT OF PATHOLOGY			
1.	Dr. S.K. Panda, Professor & Head	1.	Dr. Chitra, Sarkar, Professor
2.	Dr. Rajni Safaya, Professor	2.	Dr. Manoj Kr. Singh, Professor
3.	Dr. Asis Kr. Karak, Professor	3.	Dr. Ruma Ray, Professor
4.	Dr. Vaishali Suri, Associate Professor	4.	Dr. Amit Kr. Dinda, Professor
		5.	Dr. M.C. Sharma, Additional Professor
		6.	Dr. Sandeep R. Mathur, Associate Professor
41. DEPARTMENT OF PHARMACOLOGY			
1.	Dr. V.L. Kumar, Professor	1.	Dr. Y.K. Gupta, Professor & Head
		2.	Dr. Kamal Kishore, Professor
		3.	Dr. Jatinder P. Katyal, Associate Professor
		4.	Dr. Jagriti Bhatia, Assistant Professor
42. DEPARTMENT OF PHYSICAL MEDICINE AND REHABILITATION			
1.	Dr. U. Singh, Professor & Head	1.	Dr. Sanjay Wadhwa, Professor
2.	Dr. S.L. Yadav, Additional Professor	2.	Dr. Gita Handa, Additional Professor

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43. DEPARTMENT OF PHYSIOLOGY			
	NIL	1.	Dr. K.K. Deepak, Professor
		2.	Dr. H.N. Mallick, Professor
		3.	Dr. Ashok Kr. Jaryal, Additional Professor
		4.	Dr. Raj Kr. Yadav, Associate Professor
		5.	Dr. Sanjay Kr. Sood, Associate Professor
44. DEPARTMENT OF PSYCHIATRY & N.D.D.T.C.			
1.	Dr. Manju Mehta, Professor	1.	Dr. Rajaj Ray, Professor & Head & Chief
2.	Dr. Rakesh Kr. Chadda, Professor	2.	Dr. S.K. Khandelwal, Professor
3.	Dr. Rakesh Lal, Professor	3.	Dr. Pratap Sharan, Professor
4.	Dr. Raka Jain, Professor	4.	Dr. Meera Vaswani, Professor
5.	Dr. Atul Ambekar, Associate Professor	5.	Dr. Rajesh Sagar, Additional Professor
6.	Dr. Nanaji Kaw, Assistant Professor	6.	Dr. Mamta Sood, Assistant Professor
		7.	Dr. Sonali Jhanjee, Associate Professor
45. DEPARTMENT OF RADIODIAGNOSIS			
1.	Dr. Raju Sharma, Professor	1.	Dr. Arun K. Gupta, Professor
2.	Dr. Sanjay Sharma, Additional Professor	2.	Dr. Deep N. Srivastava, Professor
3.	Dr. Ashu Seith Bhalla, Additional Professor	3.	Dr. Smriti Hari, Associate Professor
46. DEPARTMENT OF REPRODUCTIVE BIOLOGY			
1.	Dr. Ashutosh Halder, Additional Professor	1.	Dr. Anand Kumar, Professor & Head
2.	Dr. N.N. Sarkar, Associate Professor	2.	Dr. P.K. Chaturvedi, Associate Professor
47. DEPARTMENT OF UROLOGY			
1.	Dr. Amlesh Seth, Professor	1.	Dr. P.N. Dogra, Professor & Head
		2.	Dr. Rajeev Kumar, Additional Professor
48. DEPARTMENT OF SURGICAL DISCIPLINES			
1.	Dr. Anurag Srivastava, Professor	1.	Dr. M.C. Misra, Professor & Head
2.	Dr. Rajinder Parshad, Professor	2.	Dr. Arvind Kumar, Professor
3.	Dr. S. Aggarwal, Additional Professor	3.	Dr. Sunil Chumber, Professor
4.	Dr. V.K. Bansal, Additional Professor	4.	Dr. V. Seenu, Additional Professor
		5.	Dr. Anita Dhar, Associate Professor
49. JAI PRAKASH NARAYAN APEX TRAUMA CENTRE			
1.	Dr. Amit Gupta, Associate Professor	1.	Dr. Sushma, Associate Professor
2.	Dr. Subodh Kr., Associate Professor	2.	Dr. Biplabh Mishra, Associate Professor
3.	Dr. Deepak Agarwal, Associate Professor	3.	Dr. Manish Singhal, Associate Professor
4.	Dr. G.D. Satyarthee, Assistant Professor	4.	Dr. Deepak Gupta, Associate Professor
5.	Dr. Kamran Farooque, Additional Professor	5.	Dr. Sumit Sinha, Associate Professor
6.	Dr. Vivek Trikha, Associate Professor	6.	Dr. Vijay Sharma, Associate Professor
7.	Dr. Atin Kumar, Assoc. Professor	7.	Dr. B.D. Chowdhury, Associate Professor
8.	Dr. Purva Mathur, Associate Professor	8.	Dr. S. Gamangatti, Associate Professor
9.	Dr. Chhavi Sawhney, Associate Professor	9.	Dr. S. Arulselvi, Associate Professor
10.	Dr. Sanjeev Kr. Bhoi, Associate Professor	10.	Dr. Sanjeev Lalwani, Associate Professor
		11.	Dr. Babita Gupta, Associate Professor

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50. ENDOCRINOLOGY & METABOLISM			
1.	Dr. A.C. Ammini, Professor & Head	1.	Dr. Nikhil Tandon, Professor
2.	Dr. V.P. Jyotsna, Associate Professor	2.	Dr. R. Goswami, Additional Professor
		3.	Dr. R. Khadgawat, Associate Professor
		4.	Dr. Nandita Gupta, Professor

The following members of the faculty staff have been allowed by the Director to avail of the Winter vacation for the period as indicated against each as a special case:-

Sr. No	Name & Designation	Period of Vacation
1.	Dr. P. Chattopadhyay, Additional Professor of Biochemistry	26-12-2011 to 31-12-2011
2.	Dr. Kalpana Luthra, Additional Professor of Biochemistry	26-12-2011 to 31-12-2011
3.	Dr. Alpana Sharma, Additional Professor of Biochemistry	26-12-2011 to 31-12-2011
4.	Dr. M. Ramam, Professor of Dermatology & Venereology	16-12-2011 to 24-12-2011
5.	Dr. Lalit Kumar, Professor of Med. Oncology (DR. BRAIRCH)	21-12-2011 to 31-12-2011
6.	Dr. Seema Mishra, Additional Professor of Anesthesia (DR. BRAIRCH)	24-12-2011 to 31-12-2011
7.	Dr. Pratik Kumar, Additional Professor of Medical Physics (DR. BRAIRCH)	24-12-2011 to 31-12-2011
8.	Dr. Aarti Vij, Additional Professor of Hospital Administration (ORBO)	23-12-2011 to 31-12-2011
9.	Dr. Ashutosh Biswas, Additional Professor of Medicine	16-12-2011 to 24-12-2011
10.	Dr. Uma Kumar, Additional Professor of Medicine	25-12-2011 to 31-12-2011
11.	Dr. A. Nehra, Associate Professor of Cl. Neuro-Psychology (N.S. Centre)	23-12-2011 to 31-12-2011
12.	Dr. N.R. Jagannathan, Professor & Head of N.M.R.	27-12-2011 to 30-12-2011
13.	Dr. N.K. Mishra, Professor & Head of Neuro Radiology	19-12-2011 to 27-12-2011
14.	Dr. K.H. Reeta, Associate Professor of Pharmacology	22-12-2011 to 31-12-2011
15.	Dr. Rashmi Mathur, Professor of Physiology	18-12-2011 to 31-12-2011
16.	Dr. V.K. Iyer, Additional Professor of Pathology	20-12-2011 to 22-12-2011

All the aforesaid faculty members are requested to submit their departure report alongwith contact address & telephone numbers before proceeding for Winter Vacation. They are also requested to submit their joining report.

Sd/-

(LALIT KUMAR)
ADMN. OFFICER (FACULTY)

DISTRIBUTION :

1. All concerned, Thr.: their respective Departments
2. The Dean (Academic)
3. The Dean (Research)
4. Professor-in-Charge (Examination)
5. The Medical Superintendent, AIIMS
6. The P.P.S. to the Director
7. The P.S. to Dy. Director (Admn.)
8. The P.A. to Sr. Financial Advisor
9. Dr. R.P. Centre for Ophthalmic Sciences
10. The Emergency & Casualty Services
11. The Accounts Section II
12. Personal File of person concerned
13. The master file of vacation
14. The Professor-in-Charge, Computer Facility with the request to host the same in the official website.