



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110029.

No. F. 20 - 19 /2014-Estt.-I

Dated the : 28th October, 2014

OFFICE MEMORANDUM

Subject : Grant of Winter Vacation - 2014 to the Faculty Staff.

All the Chief of Centres/Heads of the Departments/Units are requested to send consolidated proposals of Winter Vacation - 2014 for their Centres/Departments/Units in respect of the Faculty entitled to vacation on the prescribed Proforma for consideration of the Director **latest by 15th November, 2014.** The Winter Vacation is allowed in two halves i.e., from **14th December to 22nd December (1st half) and from 23rd December to 31st December (2nd half)** in every year.

While making the proposals for grant of Winter Vacation, the Chief of Centres/Head of the Departments/Units are requested to ensure that at no time, there should be less than 50% of faculty members including senior faculty members i.e. 50% of each category, should always remain available in the Centres/Departments/Units during the vacation. A certificate to this effect may be appended to the proposals. The Chief of the Centres/Head of the Departments/ Units may similarly append a certificate of having made adequate alternative arrangements to look after their duties, if they wish to avail of full or a part of the vacation.

All the Chief of Centres/Head of the Departments are informed that no proposal for grant of Winter Vacation for both halves to any of the faculty working under them, be submitted as the same will not be granted. It is further requested that the vacation schedule may be prepared in such a way that faculty member may be granted vacation either on 1st half or 2nd half. The proposal of vacation in piece-meal manner will also not be considered.

Individual applications from the Faculty and programme **received after due date for grant of Winter Vacation will not be considered.** The Vacation programme may be submitted in such a way that it does not necessitate further change.

Sd/-
(K.K. GIRIDHARI)
SR. ADMN. OFFICER

Distribution :

1. All Chief of the Centres/Head of the Departments/Units
2. The PPS to Director
3. The PS to Dean
4. The PS to Dy. Director (Admn.)

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 1st 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 2nd 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 1st 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 2nd 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