

अखिल भारतीय आयुर्विज्ञान संस्थान  
अंसारी नगर, नई दिल्ली - 110029

पत्रांक एफ.20-2/2022 स्था. I

दिनांक:

कार्यालय ज्ञापन

12 APR 2022

विषय: संकाय कर्मचारी को ग्रीष्मकालीन अवकाश 2022 उपयोग करने की स्वीकृति।

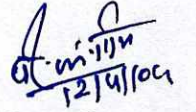
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सभी केन्द्रों के प्रमुख / विभागाध्यक्षों / इकाइयों के प्रमुखों को सूचित किया जाता है कि ग्रीष्मकालीन अवकाश के समेकित प्रस्ताव - 2022 हेतु अपने केन्द्र/विभागों/इकाइयों में कार्यरत ग्रीष्मकालीन अवकाश की पात्रता रखने वाले संकाय सदस्यों की जानकारी इस पत्र के साथ संलग्न प्रफॉर्म में भरकर निदेशक महोदय के संज्ञान/विचाराधीन हेतु दिनांक 30 अप्रैल, 2022 तक संकाय प्रकोष्ठ में भेजने की कृपा करें। (साथ ही उसकी एक सॉफ्ट कॉपी ई-मेल svwvfc@gmail.com पर तथा एक हार्ड कॉपी को संकाय प्रकोष्ठ में भेजना होगा) ग्रीष्मकालीन अवकाश को 2 भागों में पूर्वनिर्धारित तौर पर प्रत्येक वर्ष हेतु विभाजित किया गया है जोकि 16 मई से 14 जून तक तक प्रथम चरण में तथा 16 जून से 15 जुलाई तक द्वितीय चरण देय मान्य होगा।

ग्रीष्मकालीन अवकाश के प्रस्ताव के दौरान, केन्द्रों / विभागों / इकाइयों के प्रमुखों से यह सुनिश्चित करने का अनुरोध किया जाता है कि किसी भी समय, संकाय सदस्यों के 50% से कम नहीं होना चाहिए जिनमें वरिष्ठ संकाय सदस्यों यानि प्रत्येक श्रेणी का 50% , छुट्टी के दौरान केन्द्रों / विभागों / इकाइयों में हमेशा उपलब्ध रहना चाहिए। केन्द्रों के प्रमुख / विभाग / इकाइयों के प्रमुख समान रूप से छुट्टी के पूर्ण या हिस्से का लाभ उठाने के लिए अपने कर्तव्यों की देखभाल के लिए पर्याप्त वैकल्पिक व्यवस्था करने का प्रमाण पत्र जोड़ सकते हैं।

सभी केन्द्रों के प्रमुख / विभागों के प्रमुख को सूचित किया जाता है कि उनके तहत काम कर रहे किसी भी संकाय के लिए दोनों हिस्सों के लिए ग्रीष्मकालीन अवकाश प्रदान करने का कोई प्रस्ताव नहीं दिया जाएगा, यह और अनुरोध किया जाता है कि छुट्टी कार्यक्रम इस तरह से तैयार किया जाए कि संकाय सदस्य को या तो प्रथम चरण या द्वितीय चरण में छुट्टी दी जाए। छुट्टी के प्रस्ताव के खण्डशः रूप में मान्य नहीं किया जायेगा।

संकाय सदस्यों का व्यक्तिगत आवेदन और प्रोग्राम ग्रीष्मकालीन अवकाश के लिए देय तिथि के बाद स्वीकार नहीं किये जाएंगे। अवकाश कार्यक्रम को इस तरह से प्रस्तुत किया जाए कि इसे और परिवर्तन की आवश्यकता नहीं हो।



(बी.एस. गिल)

व. प्रशासनिक अधिकारी  
(संकाय प्रकोष्ठ)

वितरण:

1. केन्द्रों के सभी प्रमुख / विभागों / इकाइयों के प्रमुख
2. निदेशक के प्रधान निजी सचिव
3. संकायाध्यक्ष के निजी सचिव
4. उपनिदेशक(प्रशासक) के निजी सचिव
5. कंप्यूटर सुविधा → इस ज्ञापन को संस्थान की आधिकारिक वेबसाइट पर अपलोड करने के अनुरोध सहित।

Ms. Ankita

  
13.4.22





**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 alongwith 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 (along with 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 Department/Centre/Unit.

Date



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

No. F. 20-2/2022 Estt.I.

Dated the :

**OFFICE MEMORANDUM**

12 APR 2022

**Subject: Grant of Summer Vacation 2022 to the Faculty Staff.**

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All the Chief of Centres/Heads of the Departments/Units are requested to send consolidated proposals of Summer Vacation - 2022 (A soft copy must send to [svwvfc@gmail.com](mailto:svwvfc@gmail.com) as well as a hard copy to FACULTY CELL) for their Centres/Departments/Units in respect of the Faculty entitled to vacation on the prescribed Performa for consideration of the Director latest by 30<sup>th</sup> April, 2022 . The Summer Vacation is allowed in two halves i.e., from 16<sup>th</sup> May to 14<sup>th</sup> June (1<sup>st</sup> half ) and 16<sup>th</sup> June to 15<sup>th</sup> July (2<sup>nd</sup> half ) every year.

While making the proposals for grant of Summer 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 Summer 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 1<sup>st</sup> half or 2<sup>nd</sup> 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 Summer Vacation will not be considered. The Vacation programme may be submitted in such a way that it does not necessitate further changes.



(B.S.GILL)

Sr. Administrative Officer  
(Faculty Cell)

**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.)

5. Professor-in-charge (Computer Facility) → With the request to upload the same in

प्राप्त किया / RECEIVED  
कम्प्यूटर सविधा / Computer Facility

12 APR 2022

समय / Time 03:12 pm

अभा.आ.स., नई दिल्ली / A.I.I.M.S., New Delhi

Ms. Ankita



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 alongwith 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 (along with reasons).

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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 Department/Centre/Unit.

Date