

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

No. F. 20- 11/2021-Listt.-I ( Misc)

Dated the : 07 JUL 2021

**OFFICE MEMORANDUM**

**Subject: Grant of Vacation 2021 to the Faculty members at AIIMS, New Delhi.**


All the Chief of Centres/Heads of the Departments/Units are requested to send consolidated proposals of Vacation 2021 (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 08.07.2021. The Vacation is allowed in two halves i.e., from 12<sup>th</sup> July to 21<sup>st</sup> July (1<sup>st</sup> half ) and 22<sup>nd</sup> July to 31<sup>st</sup> July 2021.

While making the proposals for grant of 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 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.

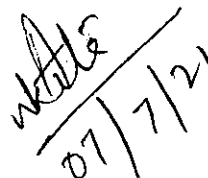
Individual applications from the Faculty and programme received after due date for grant of Vacation will not be considered. The Vacation programme may be submitted in such a way that it does not necessitate further changes.

This issues with the approval of Director, AIIMS, New Delhi

  
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.)



# FORM FOR GRANT OF 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 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 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 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 Department/Centre/Unit.

Date