

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

No. F. 20-32/2013-Estt.-I

Dated the : 24th October, 2013

MEMORANDUM

Subject: Grant of Winter Vacation 2013 to the Faculty Staff.

All the Chief of Centres/Heads of the Departments/Units are requested to send consolidated proposals of Winter Vacation - 2013 for their Centres/Departments/Units in respect of the Faculty entitled to vacation on the prescribed Proforma for consideration of the Director **latest by 16th November, 2013**. The Winter Vacation is allowed in two halves i.e., from **14-12-2013 to 22-12-2013 and 23-12-2013 to 31-12-2013** 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/-

(ATTAR SINGH)
CHIEF 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.)