

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

No.F. 20-3/2012-Estt.-I

Dated the : 23rd March, 2012

MEMORANDUM

Subject: Grant of Summer Vacation 2012 to the Faculty Staff.

All the Chief of Centres/Heads of the Departments/Units are requested to send consolidated proposals of Summer Vacation- 2012 for their Centres/Departments/ Units in respect of the Faculty entitled to vacation on the prescribed Proforma enclosed for consideration of the Director **latest by 16th April 2012**. The Summer Vacation is allowed in two halves i.e., from 16th May to 14th June and from 16rd June, to 15th July 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 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 Summer Vacation will not be considered**. The Vacation programme may be submitted in such a way that it does not necessitate further change.

Sd/-
(LALIT KUMAR)
ADMN. OFFICER (FACULTY)

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.)

Dated the 21st March, 2012

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
FACULTY CELL

The Officer-in-Charge (Computer Facility) is requested to kindly put the enclosed Summer Vacation – 2012 Schedule of faculty members for 1st half, both halves and break-up period, in the Official Website of the Institute. A hard copy as well as pen drive, are enclosed.

www.aiims.ac.in & www.aiims.edu

(LALIT KUMAR)
ADMN. OFFICER (FACULTY)

The Officer-in-Charge
(Computer Facility)