

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

No.F. 20-11/2024-Estt.-I (Winter Vacation)

Dated the:

**OFFICE MEMORANDUM**

**Subject: Grant of Winter Vacation 2024 to the Faculty Staff.**

13 NOV 2024

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All the Chief of Centres/Heads of the Departments/Units are requested to send consolidated proposals of Winter Vacation – 2024 on E-mail ID **admnofficerfacultycell@aiims.edu** OR E- Office ID **NAROTTAM ANAND/ASSISTANT ADMINISTRATIVE OFFICER-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 **25<sup>th</sup> November, 2024.**

The Winter Vacation is allowed in two halves i.e., from **23<sup>rd</sup> December to 31<sup>st</sup> December (1<sup>st</sup> half ) and 2<sup>nd</sup> January to 10<sup>th</sup> January(2<sup>nd</sup> half )** 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 there are 50% of faculty members or more (including senior faculty members in each level if feasible) at any given point of time available in the Centres/Departments/Units during the vacation. A certificate to this effect may be appended to the proposals.

The Vacation programme may be submitted in such a way that it does not necessitate further changes.

↓  
12/11/2024  
(N.ANAND)

**Asstt. 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 Additional Director (Admn.)
5. Professor-in-charge (Computer Facility) →

**With the request to upload the same on Institute's website.**

6. Sr. Hindi Officer, Hindi Section →

**With the request to kindly translate and forward the same to Computer Facility, AIIMS, New Delhi to upload the same on Institute's website.**

# FORM FOR GRANT OF SUMMER/WINTER VACATION

S.I. No.	Name with Designation of Officers who are allowed to avail of the 1 <sup>st</sup> half of vacation	S.I. No.	Name alongwith designation of Officers who will be present in Department/Centre/Unit during the 1 <sup>st</sup> half of the vacation.
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10	

S.I. No.	Name with designation of officers who are to be allowed to avail of the 2 <sup>nd</sup> half of the vacation.	S.I. No.	Name with designation of Officers who will be present in the Department/Centre during the 2 <sup>nd</sup> half of vacation.
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	

S.I. No.	Name with designation of Officers who are to be allowed to avail of full vacation i.e., both halves.	S.I. No.	Name with designation of Officers who are to be refused entire vacation in the public interest (alongwith reasons).
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	

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