अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI, 110029

Date: 17-11-2026

Ref. Number: E-FC020/237/2026-FACULTY CELL

17 NOV 2026

OFFICE MEMORANDUM

Subject: Schedule of Winter Vacation for 2026 to the Faculty- regarding.

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All the Chief of Centres/Heads of the Departments/Units are requested to send consolidated proposals regarding grant of winter vacation to various Faculty members entitled for vacation in the prescribed proforma for consideration of the Director latest by **30th November, 2026.** Please send this information on E-mail ID **admnofficerfacultycell@aiims.edu or E-Office ID of Sh. Narottam Anand AAO -FACULTY CELL.**

The Winter Vacation is normally granted in two halves i.e., from **23rd December to 31st December (1st half) and 2nd January to 10th January(2nd half)** every year with faculty members opting for either of the halves as per the understanding in the department/center.

Accordingly, while making the proposals for granting Winter Vacation, the Chief of Centres/ Head of the Departments are requested to ensure that 50% of faculty members or more (including senior faculty members in each level if feasible) are available in the center/department at any given point of time during the vacation. A certificate to this effect may be appended to the proposal.

Digitally signed by
Narottam Anand
Date: 17-11-2026
15:24:11

NAROTTAM ANAND
ASSISTANT
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 1st half of vacation	S.I. No.	Name alongwith designation of Officers who will be present in Department/Centre/Unit during the 1st 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 2nd half of the vacation.	S.I. No.	Name with designation of Officers who will be present in the Department/Centre during the 2nd 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