



**ALL INDIA INSTITUTE OF**

**ANSARI NAGAR, NEW DELHI – 110029.**

**MEDICAL SCIENCES**

No. F. 20-5/2017-Estt.-I (F.C.)

Dated the : **31<sup>st</sup> March, 2017**

**OFFICE MEMORANDUM**

**Subject: Grant of Summer Vacation 2017 to the Faculty Staff.**

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All the Chief of Centres/Heads of the Departments/Units are requested to send consolidated proposals of Summer Vacation - 2017 for their Centres/Departments/Units in respect of the Faculty entitled to vacation on the prescribed Proforma for consideration of the Director **latest by 15<sup>th</sup> April, 2017**. The Summer Vacation is allowed in two halves i.e., from **16.05.2017 to 14.06.2017 and from 16.06.2017 to 15.07.2017**.

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 n 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 Summer Vacation will not be considered**. The Vacation programme may be submitted in such a way that it does not necessitate further change.

Sd/-  
( MANOJ KUMAR JHA )  
Sr. Administrative 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.)

# **FORM FOR GRANT OF SUMMER/WINTER VACATION**

**Name of the Department/Centre/Unit**

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Name with Designation of Officers who are  
designation of Officers who will be present in  
allowed to avail of the 1<sup>st</sup> half of vacation  
Department/Centre/Unit during the 1<sup>st</sup> half of the vacation.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Name allongwith  
the

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Name with designation of officers who are to be  
of Officers who will be present  
allowed to avail of the 2<sup>nd</sup> half of the vacation.  
Department/Centre during the 2<sup>nd</sup> half of vacation.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Name with designation  
in the

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Name with designation of Officers who are to be designation of Officers who are to be refused allowed to avail of full vacation i.e., both halves. public interest (alongwith reasons).

Name with  
entire vacation in the

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

- 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

