

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

No. F. 20-9/2023 Estt.I.(F.C.)

Dated the :

04 MAY 2023

OFFICE MEMORANDUM

Subject: Grant of Summer Vacation 2023 to the Faculty Staff.

In continuation of this office memorandum of even number dated 12th April, 2023, it is to inform that the matter regarding grant of summer vacation to newly joined Assistant Professor, who are completing six months on or after start of vacation period i.e. 16th May, has been considered by the Competent Authority and it has been decided that faculty members who complete six months on or before 15th May only may be considered for summer vacation.

Accordingly, all the Chief of Centres/Heads of the Departments/Units are requested to bring the above to the notice of all concerned. The names of faculty members, who joined on or after 16th May and included in vacation list provided by the departments will be excluded from the vacation list.

Due to above, in case revised proposal for grant of vacation is required to be submitted, the same will be submitted by 8th May positively.


(B.S.GILL)

**Sr. 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 in AIIMS, New Delhi website.

FORM FOR GRANT OF SUMMER/WINTER VACATION

Name of the Department/Centre/Unit _____

Name with Designation of Officers who are
allowed to avail of the 1st half of vacation

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

Name with designation of officers who are to be
allowed to avail of the 2nd half of the vacation.

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

Name alongwith designation of Officers who will be present in
the Department/Centre/Unit during the 1st half of the vacation.

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

Name with designation of Officers who will be present
in the Department/Centre during the 2nd half of vacation.

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

Name with designation of Officers who are to be allowed to avail of full vacation i.e., both halves.

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

Name with designation of Officers who are to be refused entire vacation in the public interest (alongwith reasons).

- 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