

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

No. F. 20-23/2013-Estt.-I

Dated the : 1<sup>st</sup> April, 2013

**MEMORANDUM**

**Subject: Grant of Summer Vacation 2013 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 - 2013 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, 2013**. The Summer Vacation is allowed in two halves i.e., from **16<sup>th</sup> May to 14<sup>th</sup> June and 16<sup>th</sup> June to 15<sup>th</sup> 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 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/-**  
**( ATTAR SINGH )**  
**CHIEF ADMN. 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.)