

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

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

Dated the :

12 APR 2023

OFFICE MEMORANDUM

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

All the Chief of Centres/Heads of the Departments/Units are requested to send consolidated proposals of Summer Vacation - 2023 on **E-mail ID admnofficerfacultycell@aiims.edu OR E- Office ID B.S.GILL--B.S.GILL/SAO--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 **20th April, 2023.**

The Summer Vacation is allowed in two halves i.e. from **16th May to 14th June (1st half) and 16th June to 15th July (2nd half) 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 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.


(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 allongwith 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