



AIIMS/Rajkot/Admin/Circular//2022-23/1326

Date: 15/09/2022

CIRCULAR

Subject- Vacation calendar for Faculty of AIIMS, Rajkot

1. In pursuance of the Section 27 of AIIMS Regulation 2019 the following categories of teaching staff in the Institute or any other post declared as academic post by the standing academic committee and ratified by the Governing Body from time to time shall be treated as serving in the vacation department, namely-

- Professor, Additional Professor, Associate Professor and Assistant Professor,
- Medical Superintendent and Additional Medical Superintendent
- Principal, Lecturers, Senior Nursing Tutors, and Tutors in Nursing of College of Nursing

2. Summer and winter vacation shall be granted in two halves with one intervening common working day. Entitled faculty members of the institute can avail only one half each of summer and winter vacation. Tentative schedule of the vacation is as under-

	First Half		Second Half		Common working day
	From	To	From	To	
Summer	16 May	14 June	16 June	15 July	15 June
Winter	23 December	31 December	2 January	10 January	1 January

3. Period of vacation shall be notified by Dean (Academics) after obtaining approval of the competent authority at least 60 days prior to commencement of vacation.

4. Heads of Departments/ In-charge shall communicate duty and vacation period of each faculty member of their department on receipt of notification of vacation.

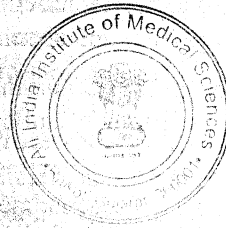
5. It may also be noted that-


- No vacation can be availed by the faculty members during their first year of service
- At least 50% of the faculty shall be present on duty at any given time and teaching of the students does not suffer.
- The Professor and Additional Professor cannot avail vacation together
- Heads of Departments/ In-charge shall make arrangements for duties of concerned faculty member during their absence.
- A faculty member entitled to vacation shall be considered to have availed himself/herself of a vacation or a portion of a vacation unless he/she has been required by general or special order of the competent authority to forgo such vacation or portion of a vacation.

This issues with the approval of the Executive Director, AIIMS Rajkot.

Copy to,

- Executive Director, AIIMS Rajkot.
- All Heads of Department, AIIMS Rajkot.
- DDO, AIIMS, Rajkot.
- Deputy Medical superintendent I & II, AIIMS, Rajkot.
- Administrative Officer, AIIMS, Rajkot.




Col. Puneet Kumar Arora
Deputy Director (Admin)
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