



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family welfare)
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No. Admn.II/SV/2018

Dated: 17 MAR 2018

CIRCULAR

Sub: Grant of Summer Vacation for the year 2018 – Reg.

The Staff members of Clinical & Para-Clinical and Pre-Clinical Departments teaching staff may avail 30 days of Summer Vacation whether 1st Half or 2nd Half during the period from 1st May 2018 to 30th June 2018 subject to the following terms and conditions.

1. Only staff members, who have put in six months of service on regular basis on the day prior to the commencement of the vacation (i.e. on 30.04.2018), are eligible.
2. Vacation should be availed in one stretch only and not in piecemeal manner.
3. Vacation should be availed either from 1st May 2018 to 30th May 2018 (First Half) OR from 1st June 2018 to 30th June 2018 (Second Half) as the case may be **31st May 2018** will be the common working day to all.
4. **When the HOD of a Department avails vacation, the next senior officer shall look after the Department. HODs should ensure that equal or nearly equal faculty are on duty for both halves of the vacation.**
5. Station leaving form should be submitted to the Office of the Director, mentioning the vacation address, in case the Officer leaves the Headquarters during the vacation.
6. The vacation proposed should be final and no change will be entertained under any circumstances.
7. The Heads of Departments are requested to ensure that the staff members submit the vacation proceeding letter/joining report without delay.
8. **Those availing vacation in 1st Half & 2nd Half will not be allowed to suffix or prefix respectively, any kind of regular leave along with the vacation except casual leave for a short spell and that too only in unavoidable circumstances.**
9. No request for grant of leave for those on duty during the vacation will be entertained. This includes conferences and representing the Institution for examinations as institute representative, examinership at other Colleges etc., even if prior permission has been taken.

Contd...2/-

10. Staff members seeking to be prevented from availing vacation may send a separate application to the Director (through proper channel) stating the reasons. The Heads of Departments are requested to record their specific remarks in the tabular column as to which of the staff members shall be prevented from availing Summer Vacation with full justification. Also mention whether permission from Director has been obtained or not. **Prevention of availing vacation will be permitted only with approval of Director.**
11. The vacation can be cancelled at any time, if situation warrants the presence of staff in public interest (or) any staff member may be prevented from availing vacation in public interest.

The vacation and duty roster as in the format given below may be prepared according to the above conditions. It should reach the Office of the Director on or before **31.03.2018** without fail **through the Medical Superintendent in case of Clinical Departments and through the Dean (Academic) in case of Para Clinical and Pre-Clinical Departments:-**

Department of _____

Sl. No.	Name	Designation	Employee No.*	Period of Vacation First/second	Remarks

* Employee No. is Mandatory

Name of faculty member who will be Head/Acting Head of the department in First half -

Name of faculty member who will be Head/Acting Head of the department in Second half -

To

All Heads of Departments ... for circulation among the teaching staff.

Copy to:

- PS to Director /Dean (A) /Dean (R) /Medical Superintendent
- P.A. to Faculty (Admn.) /D.D.(A)/A.O/Academic Section/Accounts Section
- MS-Office /College of Nursing
- Notice Board, Institute/Hospital.



DIRECTOR

डॉ. एस.सी. परिजा

Dr. S.C. PARIJA

निदेशक / DIRECTOR

जिपमेर / JIPMER,

पुदुच्चेरी / Puducherry - 6