



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)

धन्वंतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006

Website: www.jipmer.edu.in

Phone: 0413 – 2296022

Fax: 0413 – 2272067- 227273



No. Admn.II/WV/2019

Dated: 25 SEP 2019

CIRCULAR

Sub: Grant of Winter Vacation for the year 2019 – Reg.

The faculty/teaching staff members of this institute may avail 9 days of Winter Vacation, either 1st Half (14-22 Dec, 2019) or 2nd Half (23-31 Dec, 2019) during the period from 14th December 2019 to 31st December 2019, subject to the following terms and conditions:-

1. Only faculty/staff members, who have completed in six months of service in this institute on regular basis on the day prior to the commencement of the vacation (i.e. on 13.12.2019), are eligible.
2. Vacation should be availed in one stretch only and not in piecemeal manner.
3. **When the Head 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 in the two halves.**
4. Station leave form should be submitted to the Director, mentioning the vacation address, in case an Officer leaves headquarters during vacation.
5. The vacation proposed should be final and no change will be entertained under any circumstances.
6. The Heads of Departments are requested to ensure that staff members submit the vacation proceeding letter/joining report immediately.
7. **Prefixing and suffixing any kind of regular leave along with the vacation, except casual leave for a short spell in unavoidable circumstances, is not permitted.**
8. No request for grant of leave for those on duty during vacation period 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

9. The Heads of Departments may indicate if any faculty/staff members should be **prevented from availing Winter Vacation, with full justification / remarks.**
10. Vacation can be cancelled at any time, if situation warrants the presence of a staff member. Also, in public interest, any faculty/staff member may be prevented from availing vacation.

The vacation and duty roster as in the format below and according to the above conditions should reach the Office of the Director on or before **01.11.2019** 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	Remarks

* Employee No. is Mandatory



DIRECTOR

निदेशक / DIRECTOR
जिपमेर / JIPMER
पुडुच्चेरी / PUDUCHERRY

To

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

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.