



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.4(Fac. Wing)/WV/2024

CIRCULAR

Sub: Grant of Winter Vacation for the year 2024 – Reg.

The faculty/teaching staff members of this institute may avail 9 days of Winter Vacation, either 1st Half or 2nd Half during the period from 12th December 2024 to 30th December 2024, subject to the following terms and conditions:-

First Half	:	12.12.2024 to 20.12.2024
Common working day	:	21.12.2024
Second Half	:	22.12.2024 to 30.12.2024

1. Only staff members with six months of regular service on the day prior to start of vacation are eligible. If a staff member completes 6 months in the middle of the vacation, he/she may avail 50% of the remaining period.
2. Vacation should be availed either in First half or in Second half, as above.
3. **HODs shall ensure that equal or nearly equal faculty are on duty in the two halves.**
4. **When the Head of a Department avails vacation, the next senior officer shall look after the Department.**
5. The vacation as proposed should be final and no change will be entertained later.
6. Each officer shall submit a station leaving form to the Director, mentioning the vacation address, if he/she leaves headquarters during vacation. Heads of Departments are requested to ensure that the vacation proceeding and joining reports are submitted without delay.
7. **Those availing vacation in the 1st half will not be allowed to suffix or those in the 2nd half to prefix any kind of regular leave with vacation, except casual leave for a short spell and that too only in unavoidable circumstances.**
8. No request for grant of leave for those on duty during a particular half of vacation will be entertained. This includes conferences, acting as institute representative, examinership at other colleges, etc.

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9. For any staff members sought to be prevented from availing even half the vacation, the heads of departments may record their specific remarks in the last column with full justification. The right to prevent a faculty member from availing vacation lies with the institute, and not with individuals.
10. Vacation once sanctioned can be cancelled at any time, if the situation warrants the presence of one or more staff member for work in public interest. Also, any staff member may be prevented from availing vacation in public interest.

Please note that vacation has been shifted by a day to ensure that common working day does not fall on Sunday.

All HoDs are requested to send a roster of willingness in the format below to reach the **Admn.4 (Faculty Wing)** by **01.11.2024, through the Medical Superintendent for Clinical Departments and through the Dean (Academic) for Para Clinical and Pre-Clinical Departments:-**

Department of _____

Sl. No.	Name	Designation	Employee No.*	Period of Vacation	Remarks

* Employee No. is Mandatory

This is issued with the approval of the Director.

Signed by

Hawa Singh

Date: 07-10-2024 15:57:06

SENIOR ADMINISTRATIVE OFFICER

To

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

Copy to:

- PS to Director /Dean (A) /Dean (R) /Dean (Karaikal)/Medical Superintendent
- P.A. to D.D.(A)/S.A.O/Academic Section/Accounts Section
- MS-Office /College of Nursing
- Notice Board, Institute/Hospital/IT Wing-To upload in JIPMER Website.