



प्रो. (डॉ.) श्रीमंत कुमार दास  
Prof.(Dr).Shreemanta Kumar Dash  
डीन (अकादमिक) /Dean (Academic)

F.No: AIIMS/MG/Dean/Leaves & Vacation/2025

21.02.2025

**CIRCULAR**

Sub: Grant of summer vacation- 2025 for faculty at AIIMS Mangalagiri –Reg

The summer vacation for the year 2025 for faculty is hereby finalized with the approval of competent authority as under subject to following terms and conditions;

First Half	Common working day	Second Half
14 <sup>th</sup> April to 13 <sup>th</sup> May 2025	14 <sup>th</sup> May 2025	15 <sup>th</sup> May to 13 <sup>th</sup> June 2025

1. Faculty shall be granted vacation only after putting in a minimum of 6 months continuous service at the Institute on the day prior to the commencement of the 1<sup>st</sup> or 2<sup>nd</sup> half of vacation (i.e. on 13<sup>th</sup> April 2025 or 14<sup>th</sup> May 2025).
2. With reference to the Office Memorandum F. No. AIIMS/MG/Dean/Leaves & Vacation/01/2020-21 dated 26/01/2021;
  - a. Total no. of summer vacation is 60 days.
  - b. Each faculty is entitled for 30 days (half of 60 days) of summer vacation.
  - c. No. of ELs to be credited against half of the surrendered/un-availed summer vacation (30 days) is 08 days.
3. Vacation should be availed either in first half or second half in one stretch only and not in piecemeal manner.
4. When the HOD of a department avails vacation, the next senior faculty shall look after the department. HOD should ensure that equal or nearly equal faculty is on duty for both halves of the vacation.
5. All the faculty members are requested to submit their station leave application along with the contact address and telephone numbers before proceeding for summer vacation. They are also requested to submit their joining report after returning from vacation.
6. The vacation proposed should be final and no change will be entertained under any circumstances.
7. Suffix / prefix or any kind of regular leave along with the vacation is not permitted.
8. No request for grant of leave for those on duty during the vacation will be entertained. This includes conferences, CME, Workshops and examinership at other colleges etc, even if it has been sanctioned on an earlier date.
9. The vacation can be cancelled at any time, if situation warrants the presence of staff in the interest of public or any staff member may be prevented from availing vacation in public interest.

10. Departments with single faculty are requested to avail 15 days from 1<sup>st</sup> half (14th April to 13th May 2025) and another 15 days from 2nd half (15th May to 13th June 2025) without taking 30 days continuously.

11. Prevention of availing summer vacation will be permitted only with approval of Director.

All the HOD's should prepare the vacation and duty roster in the prescribed format given below according to the above conditions. It should reach the O/o Dean(A) on or before **1<sup>st</sup> March 2025**.

Department of .....

Sl.No	Name of the Faculty	Designation	Employee ID	Period of Vacation/Duty		Remarks
				1st Half (14 <sup>th</sup> April to 13 <sup>th</sup> May 2025)	2nd Half (15 <sup>th</sup> May to 13 <sup>th</sup> June 2025)	
1.		Professor & Head		Vacation	Duty	---
2.		Additional Professor/Associate Professor/Assistant Professor		Duty	Vacation	---

\*Name of the faculty member who will be head/acting head of the department should be specified in remarks column for each half.

This issues with the approval of Director, AIIMS Mangalagiri.

Sd/-  
Dean (Academic)  
AIIMS Mangalagiri.

To,

All HOD's, AIIMS Mangalagiri.

**Copy for information to;**

- 1.The Director, AIIMS Mangalagiri- for information please.
- 2.The Dean's/DDA/MS/AO, AIIMS, Mangalagiri.
- 3.All HOD's AIIMS Mangalagiri.
- 4.All Faculty & Teaching staff, AIIMS Mangalagiri (Through teamaiims).
- 5.Guard file.