



# Sanjay Gandhi Postgraduate Institute of Medical Sciences

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PGI/ER/ACAD/ 1605 /2022  
RSD # 7568/FI

Date: 21/04/2022

## CIRCULAR

Sub: Grant of Summer Vacation 2022 to the Faculty Members at SGPGIMS, Lucknow.

All the Heads of the Department are requested to send consolidated proposals of Summer Vacation-2022 (a soft copy must be sent to [registrar@sgpgi.ac.in](mailto:registrar@sgpgi.ac.in) as well as a hard copy to the office of Executive Registrar) for their departments in respect of the faculty entitled to vacation on the prescribed proforma for the consideration of the Director latest by 30<sup>th</sup> of April 2022. The summer vacation is allowed in two halves i.e. from 16<sup>th</sup> May to 14<sup>th</sup> June 2022 (1<sup>st</sup> Half) and 16<sup>th</sup> June to 15<sup>th</sup> July 2022 (2<sup>nd</sup> Half).

While making the proposals for grant of summer vacation, the Head of the Departments are requested to ensure that at no time there should be less than 50% of faculty members available in the departments.

Heads of the Departments are informed that no proposal for grant of summer vacation for both halves to any of the faculty working under them, be submitted as the same will not be granted. It is further requested that the vacation schedule may be prepared in such a way that faculty members may be granted vacation either on 1<sup>st</sup> half or 2<sup>nd</sup> half. The proposal of vacation in piece-meal manner will also not be considered.

Individual applications from the faculty after due date for grant of summer vacation will not be considered. The vacation programme may be submitted in such a way that it does not necessitate further changes.

This issues with the approval of Director, SGPGIMS, Lucknow.

Encl: Form for grant of summer vacation 2022

EXECUTIVE REGISTRAR

Copy to:

1. Director, SGPGIMS, Lucknow.
2. Dean/CMS/MS/FO, SGPGIMS, Lucknow.
- ✓ 3. All HODs/Incharge, ATC, SGPGIMS, Lucknow.
4. HOD, BHI, with a request to ensure to upload this circular in the Institute website.
5. Principal, College of Nursing, SGPGIMS, Lucknow.
6. Guard File
7. Concerned file.

EXECUTIVE REGISTRAR

Form for Grant of Summer Vacation 2022

Name of the Department:

1<sup>st</sup> Half of Summer Vacation – 16.05.2022 to 14.06.2022 (First Half)

Sr. No.	Name & Designation of faculty members who will be availing <b>VACATION</b> in the 1 <sup>st</sup> half of vacation	Sr. No.	Name & Designation of faculty members who will be <b>ON DUTY</b> in the 1 <sup>st</sup> half of vacation
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	

Proposal for 2<sup>nd</sup> Half of Summer Vacation – 16.06.2022 to 15.07.2022 (2<sup>nd</sup> Half)

Sr. No.	Name & Designation of faculty members who will be availing <b>VACATION</b> in the 2 <sup>nd</sup> half of vacation	Sr. No.	Name & Designation of faculty members who will be <b>ON DUTY</b> in the 2 <sup>nd</sup> half of vacation
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	

Signature of the HOD

Date: