



संजय गाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान  
Sanjay Gandhi Postgraduate Institute of Medical Sciences

Raebareli Road, Lucknow 226014, UP (India)

FAX: 91-522-2668017, 2668129  
Email: registrar@sgpgi.ac.in

Phone: 91 (522) 2494009; 2494011

PGI/ER/ACAD/1674/2026

Date: 17-04-2026

**CIRCULAR**

**Subject: Grant of Summer Vacation-2026 to the Faculty Staff**

The summer vacation for the year 2026 will commence w.e.f. 16/05/2026 to be availed in two halves The first half from 16/05/2026 to 14/06/2026 and 2<sup>nd</sup> half from 16/06/2026 to 15/07/2026. **The 15.06.2026 will be common working day for all faculty members.**

**All HOD are requested to forward the vacation list to reach this office latest by 30/04/2026** for finalization of the vacation and issue of office order well in time. All regular Faculties completing six months service as on 16/05/2026 will only be entitled for vacation. **Re-employed, Contractual and Bonded Faculties are not eligible for the vacation.**

While submitting the list of vacation, the following points will be ensured.

1. Faculty members availing vacation either in first half or in second half must be available in the Institute during the entire period for which they are scheduled in working slot.
2. Vacation slot may also coincide with the national and international conference if any intended to be attended by the members that falls within the full vacation period. Availing vacation in one half and permission for conferences within the vacation period in other half will not be permissible.
3. A faculty member could be prevented by the Director to avail vacation in public interest. The Heads of the Departments should send their recommendation for prevention of faculty member of their departments with justification before the commencement of vacation.
4. **Ordinarily, no change in the vacation roster will be permitted after it has been released.** All faculty members desirous of change after circulation of roster should obtain prior permission from the Director with the recommendations of the HOD that proposed change will not effect the work in the department adversely.
5. Both halves of the vacation will ordinarily be permissible only once in 5 years on adequate justification and prior permission of the Director.
6. If a faculty member on vacation wishes to return to work before completing vacation period, he/she should obtain written permission of the appropriate authority. The appropriate authority in case of faculty member will be the regular Head of the



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- Department and in case of a Head of the Department will be the Director However, no benefit of the surrendered period of vacation will be available to the faculty.
7. Extension of vacation would not ordinarily be permitted, and other leave will not be allowed unless on Medical grounds, if no prior permission is taken.
  8. Institute can recall a faculty member from vacation, if his/her services are required in the department. If the recalled faculty member is out of station, he/she will be entitled to claim TA/DA as per the Institute rules.
  9. 12 (Twelve) days earned leave will be credited in lieu of unavailed half of summer vacation. If faculty member is prevented to take vacation as per clause - 3 or recalled as per clause 8, he/she would be entitled to additional equivalent Earned Leave.
  10. It will be essential to send a departure report along with the contact address during the period of absence. Faculty member will also have to submit a joining report on their return.
  11. **All HOD are responsible for submission of their vacation schedule for the regular faculty member of their respective department in time.** In case the vacation schedule is not received in time, no earned leave will be credited.
  12. **While making the proposals for grant of Summer Vacation, the Chief of Centres/Head of the Departments/Units are requested to ensure that there are 50% of regular faculty members or more (including senior faculty members in each level if feasible) at any given point of time available in the Centres/Departments/Units, during the vacation period. A Certificate to this effect may be appended along with the proposals.**
  13. **All information related to faculty members for the summer vacation must be submitted in the prescribed format. Submissions in any other format will not be accepted.**

Encl: Form for grant of Summer Vacation 2026.

  
(Col. Varun Bajpai, VSM)  
Executive Registrar



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**Copy forwarded for information to:-**

1. Director, SGPGIMS, Lucknow.
2. Dean, SGPGIMS, Lucknow.
3. Additional Director (Admn), SGPGIMS, Lucknow.
4. All Head of the Department, SGPGIMS, Lucknow.
5. Chief Medical Superintendent/Medical Superintendent, SGPGIMS, Lucknow
6. Finance Officer, SGPGIMS, Lucknow.
7. Head Department of Biostatistics & Health Informatics, SGPGIMS, Lucknow, with the request to kindly upload this Office Order in the Institute's website.
8. Chief, Apex Trauma Center, SGPGIMS, Lucknow.
9. Guard File.
10. Concerned File.

(Col. Varun Bajpai, VSM)  
Executive Registrar



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**Form for grant of summer vacation 2026**

Name of Department	1st Half Summer Vacation (16.05.2026 to 14.06.2026)		2nd Half Summer Vacation (16.06.2026 to 15.07.2026)	
	Vacation	Duty	Vacation	Duty

Name of Department	Name with designation of Faculty Members/ Officers who are allowed to avail of Full Vacation i.e. <b>both half Vacation</b>	Sl. No	Name with designation of Faculty Members/ Officers who are to be <b>refused entire vacation</b> in the public interest (alongwith reasons).

It is certified that 50% of faculty staff of the Department/ Centers i.e., Professors, Additional Professors, Associate Professors and Assistant Professors will be practically available in both half halves of the vacation and that cut of 50 % staff shown to be present in the Department/ Center, no one will go for attending conference, avail of earned leave except in exceptional cases during the period shown to be present in the Department /Center Units.

Signature of the Head of the Department/ Center/ Unit  
Date: