



Phone: (0522) 2494011, 2494537,
2494304, 2495511

संजय गाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ
SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES,
Raebareli Road, Lucknow -226014

Ref: PGI/ER/ACAD/2723/2021

Date: 08/07/2021

Circular

Subject: Grant of vacation 2021 to the faculty members at SGPGIMS, Lucknow

All the Heads of the Department are requested to send consolidated proposals of vacations-2021 (a soft copy must be sent to registrar@sgpgi.ac.in as well as a hard copy to the office of Executive Registrar) for their departments in respect to the faculty entitled to vacation on the prescribed proforma for the consideration of the Director latest by 10th of July 2021. The vacation is allowed in two halves i.e. 15th July to 24th July 2021 (first half) and 25th July to 3rd August 2021 (second half).

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

Heads of the Departments are informed that no proposal for grant of 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 1st half or 2nd 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 vacation will not be considered. The vacation programme may be submitted in such a way that it does not necessitate further changes.

(Prof. Afzal Azim)
Executive Registrar

Copy forwarded for information and necessary action to:

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

Form for grant of vacation-2021

Name of the Department:

Proposal for 1st half of vacation-2021 from 15th July to 24th July 2021 (first half)

| Sr. | Name & Designation of faculty members who will be availing vacation in the 1 st half of vacation | Sr. | Name & Designation of faculty members who will be ON DUTY in the 1 st 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 2nd half of vacation-2021 from 25th July 2021 to 3 August 2021 (second half)

| Sr. | Name & Designation of faculty members who will be availing vacation in the 2 nd half of vacation | Sr. | Name & Designation of faculty members who will be ON DUTY in the 2 nd 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

Department:

Date: