



Letter No. /Acad

Dated.....

**OFFICE ORDER**

In the light of AIIMS, New Delhi, letter no. F.20-I/2007-Estt.1 Date 14/08/2007 and in continuation to IGIMS Office order no. 4232/Adm. Dated:- 12/08/2022, following Rules & Regulations are hereby adopted with regard to grant of vacation to the faculty member of IGIMS, Patna:-

1. Summer and Winter Vacation shall be granted to faculty members at this Institute in two halves i.e. from 16<sup>th</sup> May to 14<sup>th</sup> June and 16<sup>th</sup> June to 15<sup>th</sup> July (Summer Vacation) & 14<sup>th</sup> December to 22<sup>nd</sup> December and 23<sup>rd</sup> December to 31<sup>st</sup> December (Winter Vacation) every year. Vacation shall be granted in two halves in order to ensure availability of 50% faculty staff in the Department.
2. Vacation shall be granted in two halves, however, faculty members can avail it only in any one half in order to ensure the availability of at least 50% of the faculty staff members in the Institution.
3. Formula for calculation of Earned Leave in lieu of un-availed portion of vacation is 2.63 days of unavailed vacation = 1 day of Earned Leave, for example.
  - Suppose a faculty member neither avails summer vacation nor winter vacation in a year, then his/her total unavailed days of vacation shall be 79 (61 days of both the halves of summer vacation + 18 days of both the halves of winter vacation.). Hence, as per the formula, 30 (79/2.63) days of Earned Leave shall be credit to his/her leave account.
  - Accordingly, when a faculty member avails 30 days of summer vacation only, then for 49 days of unavailed vacation, 19 (49/2.63) days of Earned Leave shall be credited to his/her leave account.
4. Suppose availing 30 days of summer vacation and 09 days of winter vacation, then for 40 days of unavailed vacation, 15 (40/2.63) days earned leave shall be credit to the leave account.
5. Vacation Leave shall be adjusted against El as per aforesaid formula subject to limit of 30 days a year.

*edf*  
Dean.

IGIMS, Patna

Memo No. 1918 /Acad.

Date:- 28/10/2022

Copy to:- Director Cell/ Dean (Academic)/ Dean (Exam)/ Dean (Research)/ Principal Medical College/ Medical Superintendent/ All Chief/ All Head of Department/ Financial Advisor/ Adm. Officer /Superintending Engineer (Bio-Med.) for information & needful for uploading the Institute website.

*edf*  
Dean.

