



GOVT. OF JAMMU & KASHMIR
OFFICE OF THE PRINCIPAL



GOVERNMENT MEDICAL COLLEGE DODA

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Subject: **Winter Vacations for the year 2020 in Government Medical College Doda**

Ref: 1. Government Order No: 512-HME of 1992 dated 25-09-1992

2. Government Order No: 423-HME of 2012 dated 28-06-2012

(C I R C U L A R)

All the Heads of Departments of various Disciplines of Government Medical College Doda are requested to furnish the Winter Vacation Roster for the year 2020 of Faculty Members for both the halves as under and submit the same to this office within a period of 05 days positively from the date of issue of this circular, so that the Roster is completed and issued well in time. However, while preparing the Roster, the following guidelines are reiterated for being kept in view:-

| | |
|---------------------------------------|--------------------------|
| First Half vacations w.e.f. | 01-01-2020 to 28-01-2020 |
| 2 nd Half Vacations w.e.f. | 01-02-2020 to 28-02-2020 |

(29th, 30th and 31st January, 2020 will be the common working days for all the faculty members and no kind of leave whatsoever for these days will be entertained)

Some Important Instructions/guidelines

- 1) As far as possible equal number of faculty staff in each department will remain present during both the halves of the vacations, so that the work will be carried on smoothly,
- 2) Faculty members on duty during any of the above halves of Winter vacations shall not be entitled to attend conference / Workshops / Seminars etc.unless otherwise the same is unavoidable and the alternative arrangements therefore are ensured by the concerned HOD,
- 3) No Faculty Members shall be allowed to avail of the vacations in excess in any case,
- 4) All the Faculty Members availing of any of the halves of vacations shall join thereafter and no kind of leave whatsoever can be allowed,
- 5) All the Faculty Members availing of any of the halves of vacations will record and communicate to the College in their departure report their mailing address/telephone numbers,
- 6) Next senior Faculty Member available in the department will provide cover during the absence/vacations of HOD, as the case may be and the Senior Faculty Member will act as I/C Head of the Department. If the faculty members of any department have not availed the previous Winter Vacations due to any reason credit shall be given in their Earned Leave account as per rules.

NOTE

- In case Vacation Roster of any Department is not received by this office in time, last year's vacations roster will be considered for the winter vacations of 2020,
- All the Heads of the Departments will ensure that teaching programme as well as patient care will not suffer during the period of winter vacations 2020,
- No partial Modification to the winter vacation 2020 roster shall be accepted and accordingly all the HODs are advised not to recommend any partial modification/change in their Departmental Winter Vacation-2020 roster after its circulation.

Principal/Dean
Govt. Medical College Doda

No: GMCD/Adm/1283-86

Dated:- 19-12-2018

CC:

- 1-23) All HODs of Government Medical College Doda for information and n/action
- 24) Medical Superintendent, Associated Hospital, GMC Doda for information
- 25) Chief Accounts Officer, GMC Doda for information
- 26) I/C IT Section for uploading on official website