

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Mangalagiri, Andhra Pradesh**

F.No. AIIMS/MG/Dean/Leaves & Vacation/04/2020-21

Dt: 26/01/2021

**OFFICE MEMORANDUM**

**Subject: Notification of Leave & Vacation Policy for Faculty at AIIMS, Mangalagiri.**

Ref: Note approved by Director vide F.No.AIIMS/MG/Dean/Leaves & Vacation dtd.11/01/2021.

In the first Institute Body meeting of AIIMS Mangalagiri, it has been decided & adopted vide resolution no.IB01/8(b) that *“all rules, regulations and general orders pertaining to establishment and service matters of employees of AIIMS Delhi mutatis and mutandis shall be made applicable to AIIMS Mangalagiri.”*

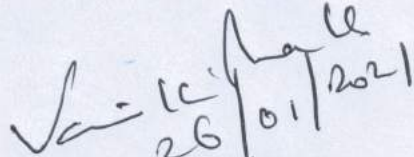
Accordingly the following shall be the official leave & vacation policy of the institute faculty:

a) **Number of days of Vacation: 78 days** (60 days summer & 18 days winter).

SUMMER VACATION		WINTER VACATION	
First Half	Second Half	First Half	Second Half
16 <sup>th</sup> April to 15 <sup>th</sup> May	17 <sup>th</sup> May to 15 <sup>th</sup> June	24 <sup>th</sup> Dec to 1 <sup>st</sup> Jan	12 <sup>th</sup> Jan to 20 <sup>th</sup> Jan
Common Working Day on 16 <sup>th</sup> May		Common Working Days from 2 <sup>nd</sup> Jan to 11 <sup>th</sup> Jan	

- b) No. of EL's credited/admissible against un-availed vacation : 20 days
- c) No. of EL's credited against half of the surrendered/un-availed Summer Vacation (30 days) : 8 days
- d) No. of EL's credited against half of the surrendered/un-availed Winter Vacation (09 days) : 02 days
- e) No. of EL's credited in advance in lieu of HPL : 10 days (05 days in January & 05 days in July)
- f) No Vacation can be availed by the faculty in their first year of service. However they will be credited leaves as is being granted to the employees of Non-Vacation department.

This issues with the approval of Director AIIMS Mangalagiri.

  
(Dr. K. Vamsi Krishna Reddy)  
Administrative Officer

**Administrative Officer**  
**AIIMS, Mangalagiri**

**Copy to:**

1. The Director, AIIMS Mangalagiri.
2. Dean/MS/DDA/FA/HoDs of AIIMS Mangalagiri.
3. IT cell for website uploading.
4. Guard file.