



## **C I R C U L A R**


### **Subject: Winter Vacations 2025 for faculty members of SKIMS.**

The Winter vacation holidays 2025 for the Faculty members of SKIMS will be due w.e.f. 01.01.2025 to 28.01.2025 (1<sup>st</sup> half) and w.e.f. 01.02.2025 to 28.02.2025 (2<sup>nd</sup> half). In this behalf all Heads of Departments are requested to furnish the names of faculty members who are desirous to avail 1<sup>st</sup> half / 2<sup>nd</sup> half of vacation. It may be kept in view that 50% of faculty staff is available in the department for both the halves. Heads of departments must ensure that one amongst the senior faculty members remains available in the department during each half of vacation, wherever possible. No change will be entertained after receipt of the roster from the concerned Heads of Departments. **The Administration has right to call back any faculty member during vacation, in case of emergencies.**

It is reiterated that the vacation roster of faculty members proceeding on vacation shall not be entertained unless their **residential addresses / contact numbers are recorded therein.**

**Further, it should be specifically mentioned in the roster whether any station leaving permission is required or not.** No faculty member on duty will be permitted to avail any leave for attending conference/Seminar/Workshop entailing station permission.

The last date for receipt of vacation roster is 20.12.2024.

  
(Prof. Mohd Ashraf Ganie)  
Director SKIMS &  
Ex-Officio Secretary to Govt.

No. SIMS/Per/W.V.25/2024-6336-45

Dated 13 .12 .2024.

#### **Copy to the:-**

1. Dean Medical Faculty, SKIMS.
2. Medical Superintendent SKIMS.
3. All Heads of Departments of SKIMS (with the directions to forward an extra advance copy of roster directly to the office of Administrative Officer Personnel).
4. Director Finance, SKIMS.
5. Faculty Incharge, Medical Records Department, SKIMS.
6. Administrative Officer (Policy/Hospital Administration/Personnel/Academics).
7. Officer In Charge, Department of EC & IT, for uploading on SKIMS Website.
8. PS to Director SKIMS & Ex-Officio Secretary to Government.
9. PA to Additional Director SKIMS & EOSSG.
10. Notice Board.
11. Concerned file.