



UNION TERRITORY OF JAMMU & KASHMIR

**GOVERNMENT MEDICAL COLLEGE & ASSOCIATED HOSPITAL RAJOURI**

Contact No :- 01962 - 263209 (O)

email : gmcahrajouri@gmail.com

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Subject: Winter Vacation.

**ORDER NO. 114 GMCR OF 2025**

**DATED: 20.12.2025**

The winter vacation shall be observed for a period of four weeks w.e.f. 29-12-2025 to 26.01.2026. The vacation shall be divided into two halves as under: **First Half:** 29-12-2025 to 11-01-2026 & **Second Half:** 13-01-2026 to 26-01-2026. The common working days shall be on 12.01.2026.

The Heads of Departments and Incharge Heads of Departments are requested to send the duty roster covering the period of winter vacation w.e.f. 29-12-2025 to 26.1.2026 to this office of the undersigned in duplicate, as per the rules governing the subject. While preparing the duty roster, the following points shall be strictly adhered to:

1. Teaching, training, and hospital services concerning the Departments shall be maintained during both halves of the vacation.
2. An equal number of Professors / Associate Professors / Assistant Professors in each Department shall remain on duty when other Professors / Associate Professors / Assistant Professors are on winter vacation.
3. In Departments where there is more than one Professor/ Associate Professor, the HoD shall arrange the duty roster in such a manner that at least one Professor/Associate Professor remains on duty in the Hospital. This shall also apply to Departments/Units having more than one Associate Professor/Assistant Professor. Further, it shall be ensured that the two senior-most faculty members in a Department shall avail vacations in separate halves.
4. HoDs concerned with laboratory services shall ensure proper laboratory services as per routine during the winter vacation.
5. All HoDs / Incharge HoDs shall ensure that teaching and training programmes of the students are carried out as per routine during the winter vacation by making such arrangements as deemed necessary.
6. HoD of P&SM shall make arrangements to ensure proper functioning of UHTC & RHTC during the period of winter vacation.
7. The faculty members designated to take clinical classes as per the approved roster of the Department shall ensure that the allotted clinical work is carried out as per routine. The concerned HoD / I/c HoD and designated faculty members shall be responsible for implementation of the teaching/training roster of the Departments.
8. **Registrars/Demonstrators are not entitled to avail the vacations.**
9. Faculty proceeding on vacation shall be entitled to avail either the **first half or second half** of the vacation in totality. **Recommendations for availing both halves shall not be considered.**
10. Faculty members availing vacation shall **not be granted any other leave** in continuation with the vacation.
11. All faculty members should be available in their respective Departments if NMC inspection takes place during the vacation period.
12. All faculty members availing vacation shall keep their mobile phones switched on (24x7) during the vacation so that they can be contacted in case of any emergency.
13. The sanctioned vacation shall be liable to be cancelled in view of natural or man-made calamity. Further, faculty availing vacation are advised **not to leave headquarters beyond reachable limits** and shall submit their **proper address to the Personal Section of the undersigned** while on vacation.
14. The duty roster in duplicate must reach this office within two days from the issuance of this order.

**Note:** Faculty members engaged under S.O. 364 of 2020 on academic arrangement basis in GMC Rajouri are permitted to avail winter vacation however such faculty members shall not be entitled to any remuneration during period they are on vacation.

*(Signature)*  
Prof. (Dr) A S Bhatia  
Principal  
Govt. Medical College  
Rajouri  
Dated: 20/12/2025

No. GMCR/2025-26/ 8242-47

Copy to the:

1. Secretary to the Government, Health & Medical Education Department for kind information.
2. All HoDs, GMC Rajouri for information.



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3. Chief Accounts Officer, GMC Rajouri for information.
4. Medical Superintendent, GMC & AH Rajouri for information.
5. Administrative Officer, GMC Rajouri for information.
6. Office Copy.