Indira Gandhi Medical College & Research Institute

(A Government of Puducherry Institution functioning under Perunthalaivar Kamaraj Medical College Society)
I-Floor, College Block, Vazhudavour Road, Kadirkamam, Puducherry – 605 009 Ph: 0413-2277545 Extn. 3072
Email: puducherrymedicalcollege@gmail.com website: www.igmcri.edu.in

No. 148/IGMC&RI/Estt.II/Vacation/2026/ 3637 **Dated** 13 NOV 2026

CIRCULAR

Sub: IGMC&RI – Grant of Winter Vacation for the Faculty members of this Institute for the year 2025-26 – Regarding.

Ref: 1. Receipt No. 1213/CM/OSD/PA/2024, Dated: 17.04.2024 of the CM Office, Puducherry.
2. I.D. No. 148/IGMC&RI/Estt.II/Vacation/2025/4421, Dated: 21.11.2025.

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Upon the approval of the Hon'ble Chief Minister-cum-Chairman obtained vide ref. cited the Faculty/Teaching Staff of this Institute are permitted to avail of Winter Vacation for the year 2026 in one spell as indicated below.

WINTER VACATION

First Half	:	13.12.2026 to 21.12.2026
Common Working day	:	22.12.2026
Second Half	:	23.12.2026 to 31.12.2026

2. Only Faculty members who have completed **minimum of one year of regular service** are eligible to avail any one half of the vacation period mentioned above. Hence, all Heads of Departments are requested to intimate the details of Faculty availing vacation **in the schedule enclosed herewith on or before 18.11.2026**, subject to the following terms and conditions:

(I) The Faculty members are requested to avail vacation in two batches, in such a way that the **normal work in the Institute is not dislocated.** It may be ensured that **equal or nearly equal Faculty members in each cadre,** i.e. Associate Professor and Asst. professor, of the respective department remain on duty for both halves of the vacation.

(v) In the Department having strength of only one Faculty avails when on vacation, the Senior- most Faculty of the Allied Department shall take charge of the functions of the former department and inform the same to this Office.

(iii) When the HOD/Faculty-in-charge of the Department avails vacation, he/she shall **hand over the charge to the Faculty on duty, who is identified as next in-charge of the concerned department** or allied department as the case may be and the same is to be intimated to this Office.

(iv) Faculty who are **leaving the Headquarters during the vacation should send intimation to this office** and also give their vacation address including e-mail and alternative phone numbers in their letter for contacting them in case of emergency.

(v) The Faculty who are on duty are informed that they should avoid proceeding on any leave or attending Conferences etc., as Departments are functioning during this period with the skeletal staff. **No request for grant of leave including Special C.L, on duty permission, etc. for those on duty during the vacation will be entertained.**

(vi) The vacation proposed should be **final and no change will be entertained under any circumstances.**

(xvi) The Heads of Departments are requested to ensure that the staff members submit the vacation proceeding letter/joining report immediately as the case may be.

(xvii) The entitlement of Earned Leave during the vacation period will be as prescribed in rule 28 under CCS (Leave) Rules.

(xviii) In the event of any inspection by MCI/University or due to reasons of **any emergency during the above said period, the proposed vacation will stand cancelled and such faculty on vacation should join duty forthwith.**

(Dr. C. UDAYASHANKAR)
DIRECTOR

To
All Heads of Departments - for dissemination to all Faculty members (by e-mail).

Copy to: The Dean / Medical Superintendent / Institute Website

Indira Gandhi Medical College & Research Institute

PUDUCHERRY

SCHEDULE FOR AVAILING VACATION

Name of Department

Name and details of HOD/In-charge of Department during I half of vacation period :

Name and details of HOD/In-charge of Department during II half of vacation period :

Sl. No.	Name of Faculty	Designation	Period of vacation	Vacation address including e-mail, phone/Alternative phone number	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Sign & Seal