

UNION TERRITORY OF JAMMU & KASHMIR
GOVT. MEDICAL COLLEGE AND ASSOCIATED HOSPITAL, UDHAMPUR

Dr. Mrityunjay
Principal GMC, Udhampur



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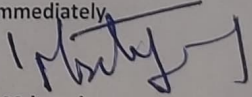
Office order No. 27 of 2023

Dated: 04-12-2023

The winter vacation for eligible Faculty will be observed for four weeks (two halves) w.e.f 18-12-2023 to 15-01-2024. The vacation will be divided into two halves, First Half from 18-12-2023 to 31-12-2023 and 2nd half from 02-01-2024 to 15-01-2024. Common working days shall be on 01-01-2024.

The I/C Heads of Departments of Govt. Medical College Udhampur are required to send duty roster of the faculty eligible for this vacation, covering the period of winter on the dates mentioned, to this office in duplicate within 3 working days positively. While preparing the duty roster the following points should be kept in view:-

1. Teaching, Training and Hospital services concerning the departments are maintained during both halves of the vacation.
2. Equal no. of professors/Associate Professors/ Assistant Professors are on winter vacation.
3. In the department where there are more than one Associate Professor/ Assistant Professor, the HOD will arrange the duty roster in such a way that at least one of them remains on duty in the Hospital.. Further it shall be ensured that the two senior most Faculty members in a department shall avail vacations in separate halves.
4. HOD'S concerned with the lab services will ensure proper laboratory services as per normal routine during the winter vacation.
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. Patient Care should not suffer at any cost during the vacation period.
7. The Faculty members designated to take lectures/ clinical classes as per the approved roster of the department shall ensure that the allotted work to them is carried out punctually and without mess as per teaching time table. The concerned HOD's / Incharge HOD's and the 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. The Faculty proceeding for vacation shall be entitled to either first half or 2nd half of vacation in total number recommended.
10. **All the Faculty members availing vacations shall keep their mobile numbers on during the vacations.**
11. All the Faculty members who remain on duty during the first and 2nd half of the vacation shall not avail any kind of leave.
12. Faculty members availing vacations will not be granted any other leave in continuation with the vacation.
13. The vacations are liable to be cancelled any time in case of exigency of any kind.
14. All Faculty members should be available in their respective departments as and when NMC Inspection takes place during the duration of inspection only.
15. **In case of any disaster, mass trauma etc. the faculty members of the concerned departments shall immediately report to the hospital for providing help.**


Dr. Mrityunjay
Principal
Govt. Medical College
Udhampur.

Dated: 04-12-2023.

No. GMC/UDH/2023-24 / 3513-18

Copy to:-

1. Administrative Secretary Health & Medical Education department J&K Govt. for information.
2. All Head of the Departments of Govt. Medical College Udhampur.
3. FA/CAO Govt. Medical College Udhampur.
4. Dy. Director planning Govt. Medical College Udhampur.
5. Administrative Officer Govt. Medical College Udhampur.
6. Office file.