

	<p>भारतीय प्रौद्योगिकी संस्थान मद्रास INDIAN INSTITUTE OF TECHNOLOGY MADRAS चेन्नै / Chennai 600 036 दूरभाष /Telephone: [044] 2257 8116 फैक्स/FAX: [044] 2257 0509 ई-मेल/E-mail: admin1@iitm.ac.in वेबसाइट/Website: http://web.iitm.ac.in/admin/ (internal)</p>	
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No.F.Admn.I/A1/WV/2022/1266

दिनांक/Date: 07.12.2022

सेवामें / To

The Heads of Departments / Centers

महोदय/ महोदया / Sir/ Madam,

विषय/Sub: Winter Vacation (**2022-2023**) from **15.12.2022 to 12.01.2023 (29 days)** – reg.

Competent Authority has declared that the Winter vacation for the year 2022-2023 will be from **15.12.2022** (Thursday) to **12.01.2023** (Thursday) for 29 days. The following points are brought to your kind notice for necessary action:

- Heads of Departments / Centers are empowered to approve the Winter vacation for eligible Faculty members in respect of their Departments/Centers.
- Winter vacation for the Faculty members may be phased in such a manner that those engaged in teaching or grading answer books, conducting practical examinations, Class committee works etc., may be on duty till they complete the work.
- Faculty members are requested to submit vacation leave application through Workflow before availing Vacation.
- **Faculty members who are on duty during the period of declared Winter vacation should not avail Earned leave/Casual leave.**
- Those who are required to be on duty during the whole or part of the Winter vacation shall be given credit of Earned leave proportionately.
- **The excess vacation availed, if any beyond the declared period of vacation will be regulated as Earned leave/Half pay leave at credit as the case may be.**
- Faculty members who have joined the Institute recently could also be permitted to avail of Winter vacation taking into account the exigencies of service and subject to the eligible number of days of Vacation calculated @ 2 days' Vacation per 12 days of service in the Academic year.
- Faculty members are required to submit Work during vacation task through Workflow by end of January.

sd/-
उपकुलसचिव (प्रशासन)
Deputy Registrar (Admin.)

Copy to: All Deans/Deputy Registrar (Academic)/
Deputy Registrar (IC&SR)/Director's Secretary
Workflow team