



# N. C. MEDICAL COLLEGE & HOSPITAL

(A Unit of Shanti Devi Charitable Trust)

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Ref.No.-NCMCH/2022/Principal/2174

Dated:- 08/09/2022

## OFFICE ORDER

The Summer Vacation will be observed in this institute as under:-

1<sup>st</sup> Half : 12.09.2022 to 26.09.2022  
Common day : 27.09.2022  
2<sup>nd</sup> Half : 28.09.2022 to 12.10.2022

All Heads of Departments are requested to please send their summer vacation roster UNIT-WISE in respect of their teaching staff (Professors, Associate Prof. and Assistant Prof.) to this office by 10.09.2022 positively for the eligible faculty members (who have completed their one year regular service tenure as on 30<sup>th</sup> June, 2022) on the following format:-

### SUMMER VACATION ROSTER (on Vacation Faculty)

#### 1<sup>st</sup> Half Vacation

#### 2<sup>nd</sup> Half Vacation

Sr.No.	Name & Designation	Contact No. & Address	Sr.No.	Name & Designation	Contact No. & Address
1			1		
2			2		
3			3		
4			4		

**Note:-** All faculty members are requested to provide their contact number and address during vacation. All are advised not to go too far, because in case of any emergency (Inspections from NMC/ University/ DMER) they may be called back on short notice.

*S. S. S. S.*  
8/9/22  
Principal

Copy to:-

1. Chairman Office
2. M.S. Office
3. All HODs (for internal circulation)
4. H.R. Office