

Ref. No. IITDh/FW/Admin/2025-26/222

दिनांक / Date: 31st October 2025

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Subject: Winter Vacation for the faculty members: Academic Session 2025-26


This is for the information of all concerned that the period from 8th December 2025 (Monday) to 1st January 2026 (Thursday) is declared as Winter Vacation for the Faculty Members of the Institute for the academic session 2025-26. All the Faculty Members are requested to phase the vacation leave suitably by discussing with the Heads of their respective Departments and Deans (if you hold any institutional responsibilities) and ensure the smooth conduct of all official works, particularly those relating to academic, research, and campus development.

A faculty member may avail up to a maximum of 60 days vacation leave during the declared vacation period for Winter and Summer (combined) in an academic session, commencing in July every year. However, for a new faculty member joining the Institute after the commencement of the academic session, the number of days of vacation leave that may be availed by him/her will be proportionate to the number of completed calendar months (@ 5 days for every completed calendar month). Casual Leave may be taken independently during the vacation period without being merged with Vacation Leave. However, it can be combined with Vacation Leave, provided the Casual Leave period falls outside the declared vacation period, and the total period of absence on Casual Leave should not exceed 5 (five).

The minimum permissible days for availing vacation leave is 1 day at one instance. The balance of the vacation leaves not availed at the end of the declared Winter Vacation period will be carried over to the Summer Vacation. Individual faculty members willing to avail of Vacation Leave should apply for a formal sanction through the CIMS portal for the said leave.

This will supersede the earlier issued Office Memorandum No. IITDh/FW/Admin/2025-26/216 dated 29th October 2025.

This has been issued with the approval of the Competent Authority.


for उप कुलसचिव (प्रशासन)/Deputy Registrar (Admin.)

सेवा में / To:

1. All regular faculty members only

प्रतिलिपि / Copy to: for information

1. All Deans & Associate Deans
2. All HoDs
3. Registrar
4. Director's Office

5. Registrar's Office
6. Web-admin to upload the order on the intranet in the appropriate place.
7. CIMS-Support team- *for necessary action.*