

**BHARATI VIDYAPEETH
(Deemed to be University)
DENTAL COLLEGE AND HOSPITAL, PUNE**

NOTICE

Date: 09.11.2019

To
The Heads / In-charges of all Departments,
Bharati Vidyapeeth (Deemed to be University)
Dental College and Hospital
Pune.

Sub: Winter Vacation and duty arrangements.

The Head / In-charge of every department is informed that those teaching staff members eligible for vacation will avail it either during the first half i.e. from **02.12.2019 to 12.12.2019** or during the second half i.e. **14.12.2019 to 24.12.2019 (13.12.2019 being the common working day)**. While allowing the vacation, it is to be ensured that hospital services, conduct of revision classes and examinations are not adversely affected and are conducted as scheduled. Wherever possible at least **50%** of the staff should be on duty at any given time.

- 8.) **Those staff members who are working in these periods are instructed not to take any type of leave as only 50% staff will be available in the department during vacation period.**
- 9.) **No deviation from the above plan will be permitted without valid justification and prior permission of the Principal.**
- 10.) **It is to be noted that teachers can be called for duty during their vacation period if the need so arises and reporting for such duty is mandatory. The details of the vacation & duty arrangements are to be submitted to Mr. Rahul Panbude / Mrs. Anita More before 15.11.2019 in the following format.**

Name of the department:

1. Total number of teaching staff:
2. Number of staff eligible for vacation:
3. Name, address and telephone numbers (during vacation period) of staff
Members during the first / second half:
4. Signature of Head / In-charge of department

Dr. Rajesh Kshirsagar
Principal

Email to all teaching faculty,

Rajesh Kshirsagar