



DATTA MEGHE INSTITUTE OF MEDICAL SCIENCES

(Declared as Deemed to be University Under Section 3 of UGC Act 1956)

Conferred 'A' Grade Status by Ministry of HRD, Govt. of India
Re-accredited by NAAC (3rd Cycle) with 'A+' Grade (Score 3.53 on 4 Point Scale)
Placed under Category-I (Graded Autonomy) by University Grants Commission

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Ref.No.: DMIMS(DU)/2020-21/128

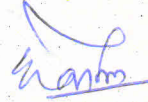
Date: 09.12.2020

NOTIFICATION

HOLIDAYS DURING THE YEAR 2021

It is notified for the information of all concerned that list of Public Holidays including local holidays (Annexure-I) for the staff working in the Constituent Colleges / Institutions excluding the staff working in hospitals under Datta Meghe Institute of Medical Sciences (Deemed to be University), the list of the Holidays (Annexure-II) for the non-teaching staff of hospital and the teaching staff of JNMC, MGACH&RC, DMMC and the staff of SRMMCON who is working / posted in AVBRH / SMHRC and the SOP for availing Hospital special leaves (Annexure-III) by the staff working in hospitals shall be as per the Annexures enclosed:

- Annexure-I
- Annexure-II
- Annexure-III


Registrar
DMIMS (DU)

Copy to:

1. Hon'ble Pro Chancellor, DMIMS (DU)
2. Hon'ble Vice Chancellor, DMIMS (DU)
3. Hon'ble Shri Sagar Meghe, Member, Board of Management
4. The Chief Advisor, DMIMS (DU)
5. Hon'ble Pro Vice Chancellor, DMIMS (DU)
6. The Chief Coordinator, DMIMS (DU)
7. All the Heads of Institutions, DMIMS (DU) Wardha
8. The Dean, DMMC, Wanadongri, Nagpur (Off Campus of DMIMSDU)
9. CEO, Hospitals, DMIMS (DU)
10. The CMS, AVBRH

NAAC Accredited Grade 'A+'

11. The CMS, SMH&RC, Wanadongri, Nagpur
12. The Principal, FNTCN/SMCON
13. All the Deans, Faculties, DMIMS (DU)
14. The Dean, Interdisciplinary Health Sciences, DMIMS (DU)
15. The Dean, Examinations, DMIMS(DU)
16. The Dean, Allied Health Science, DMIMS (DU)
17. The Director, Examinations, Assessment and Evaluation, DMIMS (DU)
18. The Director, IQAC
19. The Director, Research & Development, DMIMS (DU)
20. The Director, School of Advanced Studies, DMIMS (DU)
21. The Director, SHPER, DMIMS (DU)
22. The Director, Personnel & Planning, DMIMS (DU)
23. The Director, (Intl. Initiatives & Strategic Planning), DMIMS (DU)
24. The Director, Ph.D Cell, DMIMS (DU)
25. The Director, Centre for Excellence, DMIMS (DU)
26. The Director, CRL, DMIMS (DU)
27. The Convener, Autonomous Cell, DMIMS (DU)
28. The Convener, Ph.D. Cell, DMIMS (DU)
29. The Secretary, IEC, DMIMS (DU)
30. The Joint Registrar, DMIMS (DU)
31. Mrs. Manisha Meghe, Director, Sharad Pawar Dental College, Sawangi (Meghe)
32. Sr. Tessa Sebastian, Director, Nursing
33. The OSD, DMIMS(DU)
34. The Finance Officer, DMIMS (DU)
35. The Asst. Registrar DMMC, Wanadongri, Nagpur
36. CAOs/AOs/AOs of all constituent colleges
37. HR Manager DMIMS (DU) Wardha & Nagpur
38. PA to Hon'ble Chancellor, DMIMS (DU)
39. Website Incharge

**LIST OF PUBLIC HOLIDAYS & Local Holidays (2021) FOR COLLEGES /
INSTITUTIONS UNDER DMIMS(DU)**

Sr. No.	Holiday	Date	Day
1.	Republic Day	26.01.2021	Tuesday
2.	Chhatrapati Shivaji Maharaj Jayanti	19.02.2021	Friday
3.	Mahashivratri	11.03.2021	Thursday
4.	Holi (2 nd Day)	29.03.2021	Monday
5.	Good Friday	02.04.2021	Friday
6.	Gudhi Padwa	13.04.2021	Tuesday
7.	Dr. Babasaheb Ambedkar Jayanti	14.04.2021	Wednesday
8.	Ram Navmi	21.04.2021	Wednesday
9.	Maharashtra Day	01.05.2021	Saturday
10.	Ramzan-Id (Id-UI-Fitr) (Shawal-1)	13.05.2021	Thursday
11.	Buddha Pournima	26.05.2021	Wednesday
12.	Bakri Id (Id-Uz-Zuha)	21.07.2021	Wednesday
13.	Parsi New Year (Shahenshahi)	16.08.2021	Monday
14.	Moharum	19.08.2021	Thursday
15.	Ganesh Chaturthi	10.09.2021	Friday
16.	Mahatma Gandhi Jayanti	02.10.2021	Saturday
17.	Dasara	15.10.2021	Friday
18.	Id-E-Milad	19.10.2021	Tuesday
19.	Diwali Amavasaya (Laxmi Pujan)	04.11.2021	Thursday
20.	Diwali (Balipratipda)	05.11.2021	Friday
21.	Diwali (Bahubeej)	06.11.2021	Saturday
22.	Guru Nanak Jayanti	19.11.2021	Friday
23.	Christmas	25.12.2021	Saturday

The above public holidays will be applicable to all the non-teaching staff and the teaching staff not attached to the hospital duties of the following colleges:

- 1) JNMC, SPDC, MGACHRC, SRMMCON, FNTCN, RNPC, DMCP, SMCON & DMMC
- 2) School of Allied Health Sciences and School of Allied Sciences.
- 3) All the staff of hostel

Note : The above public holidays will not be applicable to all the staff who are on the roll of college but working in the hospitals. They shall follow the public holidays declared for hospital staff.

Probable list of local holidays declared by Commissioner/Collector of the District:

- | | | | |
|------|--------------------|---|------------------------|
| i) | Akshaya Tritiya | - | 14.05.2021 - Friday |
| ii) | Mahalakshmi Poojan | - | 13.09.2021 - Monday |
| iii) | Sarvapitruamavasya | - | 06.10.2021 - Wednesday |

Note for Local Holidays: Local holidays declared by the Collector, Wardha are applicable for Wardha DMIMS (DU) campus and local holidays declared by the Collector, Nagpur are applicable to Nagpur DMIMS (DU) Campus.

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09/12/2020

ANNEXURE-II

LIST OF HOLIDAYS FOR HOSPITAL STAFF – 2021 UNDER DMIMS(DU)

Sr. No.	Holiday	Date	Day
1.	Republic Day	26.01.2021	Tuesday
2.	Chhatrapati Shivaji Maharaj Jayanti	19.02.2021	Friday
3.	Mahashivratri	11.03.2021	Thursday
4.	Holi (2 nd Day)	29.03.2021	Monday
5.	Good Friday	02.04.2021	Friday
6.	Dr. Babasaheb Ambedkar Jayanti	14.04.2021	Wednesday
7.	Ram Navmi	21.04.2021	Wednesday
8.	Maharashtra Day	01.05.2021	Saturday
9.	Akshaya Tritiya (Local Holiday)	14.05.2021	Friday
10.	Buddha Pournima	26.05.2021	Wednesday
11.	Bakri Id (Id-Uz-Zuha)	21.07.2021	Wednesday
12.	Pola (2 nd Day)	07.09.2021	Tuesday
13.	Ganesh Chaturthi	10.09.2021	Friday
14.	Mahalakshmi Poojan (Local Holiday)	13.09.2021	Monday
15.	Sarvapitruamavasya (Local Holiday)	06.10.2021	Wednesday
16.	Mahatma Gandhi Jayanti	02.10.2021	Saturday
17.	Dasara	15.10.2021	Friday
18.	Id-E-Milad	19.10.2021	Tuesday
19.	Diwali Amavasaya (Laxmi Pujan)	04.11.2021	Thursday
20.	Diwali (Bahubeej)	06.11.2021	Saturday
21.	Guru Nanak Jayanti	19.11.2021	Friday
22.	Christmas	25.12.2021	Saturday

The above holidays will be applicable to all the non-teaching staff of the hospital and the teaching staff of following colleges who are attached to the hospital:

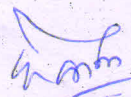
- 1) JNMC
- 2) MGACHRC
- 3) RNPC
- 4) SMHRC
- 5) The staff of SRMMCON / SMCON / FNTCN who is working/posted in AVBRH

As per policy OPD in the Hospital will work on following days:

- 1) 28.03.2021 - Sunday
- 2) 02.05.2021 - Sunday
- 3) 12.09.2021 - Sunday
- 4) 03.10.2021 - Sunday
- 5) 07.11.2021 - Sunday
- 6) 26.12.2021 - Sunday

The Compensatory off to the concerned staff shall be sanctioned as per existing rules.

Note for Local Holidays: Local holidays declared by the Collector, Wardha are applicable for Wardha DMIMS (DU) campus and local holidays declared by the Collector, Nagpur are applicable to Nagpur DMIMS (DU) Campus.


09/12/2020

ANNEXURE-III

The conditions for availing the special leaves of 4 days shall be as below.
Special Leaves of 4 days applicable for the period 01.01.2021 to 31.12.2021.

- 1) 22 Closed Holidays in the year 2021. (List attached).
- 2) 04 days Special Leave in calendar year 2021 to be taken as below:
 - a) 01.01.2021 to 30.06.2021 – 2 days
 - b) 01.07.2021 to 31.12.2021 – 2 days
- 3) This policy shall be applicable to hospital staff of AVBRH, MGACH&RC, RNPC & SMHRC.
- 4) This policy shall be applicable to Permanent/Tenure/Probationer & On-contract employees (Teaching & Non-Teaching) only.
- 5) The 02 days SL in the first half of the year should be availed within first half of the year only and cannot be carried forward to the second half of the year
- 6) SL in the second half of the year cannot be carried forward to next year and shall be lapsed on 31.12.2021 midnight.

The rules for availing of Special Leave (SL) shall be as follows:

- a) This leave shall be granted on pro-rata basis as given above to all including permanent employees.
- b) This leave shall be given strictly on prior sanctioned only. SL shall NOT BE granted on emergency ground/ medical ground/ telephonic intimation or written intimation from home. In such cases, the absence shall be treated as Extraordinary Leave without Pay.
- c) SL shall be sanctioned for full day and cannot be granted for half day.
- d) SL can be prefixed or suffixed or both to Sunday/Holiday/weekly off/C/off.
- e) SL cannot be interposed in between Sunday/holiday/weekly off/night off/C-off or any such combinations.
- f) SL can be accumulated but not more than 02 days can be availed at a time. The total absence including suffix & prefix shall not exceed more than 05 days.
- g) SL can be availed with any type of leave.
- h) SL cannot be deducted for the purpose of deduction on account of Late arrival/ Early Departure/forget to punch/any other such reason.
- i) SL must be pre-sanctioned at least one day in advance. SL shall not be sanctioned on the same day on any grounds / any reason. Post -facto sanction is not permitted for grant of SL.

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09/12/2020