

CIRCULAR

No.:DSU/ADM/HR/2026/022

11th February, 2026

To,
All Staff, DSU

SUMMER VACATION FOR THE YEAR 2026

VACATION PERIOD FROM **MONDAY, 27TH APRIL, 2026 TO SUNDAY, 17TH MAY, 2026**

The vacation eligibility shall be applicable as per the following criteria:

1. Employees whose appointment completes **one (1) year as on 27th April 2026 shall be eligible for two (2) weeks of vacation.**
2. Employees whose appointment completes **six (6) months as on 27th April 2026 shall be eligible for one (1) week of vacation.**
3. Employees who do not **complete six (6) months of service as on 27th April 2026** shall not be eligible for vacation benefits.

Dean(s) and Head(s) of Department are requested to plan the staff vacation schedule keeping in view the academic requirements and continuity of work. The finalized vacation schedule, duly signed by the concerned Dean / HOD, should be submitted in hard copy to the HR Office for record purposes.

It is hereby informed that the Admission Cell shall remain operational during the vacation period.

All staff members are instructed to remain in regular contact with their respective departments during the vacation period, so that they may be called upon in case of any academic or administrative exigency.

Staff members who have been assigned examination-related duties such as Paper Setting, Paper Assessment, or any other examination work must complete the same within the stipulated time period. No excuse shall be entertained in this regard.



Registrar,
Dr. Subhash University,
Junagadh

