



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

No.: NITD/Estt./2301/03/2015

Date: 21/12/2015

CIRCULAR

The Institute will observe the following Holidays during the Calendar Year 2016.

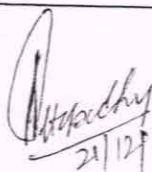
INSTITUTE HOLIDAYS: 2016

Sl.No.	Name of Holiday	Date(s)	Day(s) of week	No. of Day(s)
1.	Republic Day	26.01.2016	Tuesday	01
2.	Maha Shivaratri	07.03.2016	Monday	01
3.	Holi	24.03.2016	Thursday	01
4.	Good Friday	25.03.2016	Friday	01
5.	Mahavir Jayanti	20.04.2016	Wednesday	01
6.	Buddha Purnima	21.05.2016	Saturday	01
7.	Idu'l Fitr*	06.07.2016	Wednesday	01
8.	Independence Day	15.08.2016	Monday	01
9.	Id-ul-Zuha (Bakrid)*	12.09.2016	Monday	01
10.	Mahatma Gandhi's Birthday	02.10.2016	Sunday	01
11.	An additional day for Dussehra (Maha Navmi)	10.10.2016	Monday	01
12.	Dussehra	11.10.2016	Tuesday	01
13.	Muharram*	12.10.2016	Wednesday	01
14.	Diwali (Deepavali)	30.10.2016	Sunday	01
15.	Guru Nanak's Birthday	14.11.2016	Monday	01
16.	Prophet Mohammad's Birthday (Id-E-Milad)	13.12.2016	Tuesday	01
17.	Christmas Day	25.12.2016	Sunday	01

* May change as per the appearance of the moon.

LIST OF RESTRICTED HOLIDAYS: 2016

Sl.No.	Name of Holiday	Date(s)	Day(s) of week	No. of Day(s)
1	New Year's Day	01.01.2016	Friday	01
2	Birthday of Swami Vivekananda	12.01.2016	Tuesday	01
3	Makar Sankranti	14.01.2016	Thursday	01
4	Pongal	15.01.2016	Friday	01
5	Guru Gobind Singh's Birthday	16.01.2016	Saturday	01
6	Netaji's Birthday	23.01.2016	Saturday	01
7	Basant Panchami/Sri Panchami	12.02.2016	Friday	01
8	Shivaji Jayanti	19.02.2016	Friday	01
9	Guru Ravidas's Birthday	22.02.2016	Monday	01
10	Swami Dayananda Saraswati Jayanti	04.03.2016	Friday	01
11	Holika Dahan, Dolyatra	23.03.2016	Wednesday	01
12	Holy Saturday	26.03.2016	Saturday	01
13	Easter Sunday	27.03.2016	Sunday	01
14	Chaitra Sukladi/Gudi Padava/Ugadi/Cheti Chand	08.04.2016	Friday	01
15	Vaisakhi/ Vishu	13.04.2016	Wednesday	01
16	Masadi/Vaisakhadi, Bahag Bihu (Assam)/Bengali New Year	14.04.2016	Thursday	01
17	Dr. Ambedkar's Birthday	14.04.2016	Thursday	01
18	Ram Navami	15.04.2016	Friday	01
19	Hazrat Ali's Birthday	21.04.2016	Thursday	01
20	May Day	01.05.2016	Sunday	01
21	Guru Rabindranath's Birthday	08.05.2016	Sunday	01
22	Jamat-Ul-Vida	01.07.2016	Friday	01
23	Rath Yatra	06.07.2016	Wednesday	01


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Sl.No.	Name of Holiday	Date(s)	Day(s) of week	No. of Day(s)
24	Parsi New Year's Day/Nauraj	17.08.2016	Wednesday	01
25	Raksha Bandhan	18.08.2016	Thursday	01
26	Janmashtami	25.08.2016	Thursday	01
27	Ganesh Chaturthi/Vinayaka Chaturthi	05.09.2016	Monday	01
28	Onam	14.09.2016	Wednesday	01
29	Viswakarma Puja	16.09.2016	Friday	01
30	Mahalaya	30.09.2016	Friday	01
31	Dussehra (Maha Saptami) Additional	08.10.2016	Saturday	01
32	Dussehra (Maha Ashtami) Additional	09.10.2016	Sunday	01
33	Maharishi Valmiki's Birthday	16.10.2016	Sunday	01
34	Lakshmi Puja	16.10.2016	Sunday	01
35	Karaka Chaturthi (Karva Chouth)	19.10.2016	Wednesday	01
36	Deepavali (South India)	29.10.2016	Saturday	01
37	Naraka Chaturdasi	29.10.2016	Saturday	01
38	Kali Puja	30.10.2016	Sunday	01
39	Govardhan Puja	31.10.2016	Monday	01
40	Bhai Dooj	01.11.2016	Tuesday	01
41	Pratihara Sashti or Surya Sashti (Chhat Puja)	06.11.2016	Sunday	01
42	Guru Teg Bahadur's Martyrdom Day	24.11.2016	Thursday	01
43	Christmas Eve	24.12.2016	Saturday	01

1. Individual may avail 02 (two) days of Restricted Holiday from the above List in the Calendar Year 2016.
2. Each Head of the Department/ Section are requested to maintain a record (in a Register) of Casual Leave and Restricted Holidays of each individual for future reference. The record may be maintained in the following format:

Name of the Employee: _____
 Designation: _____

For the Year 2016

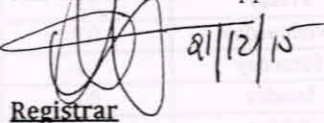
CASUAL LEAVE

Sl. No.	Date		No. of days applied/availed in 2016	Prefix	Suffix	No. of Days Balance in the Year 2016	Remarks	Signature of HOD
	From	To						

RESTRICTED HOLIDAYS (Maximum 02 Days in a year)

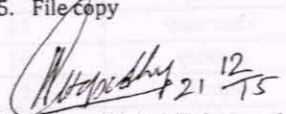
Sl. No.	Date		No. of days applied/availed in 2016	Prefix	Suffix	No. of Days Balance in the Year 2016	Remarks	Signature of HOD
	From	To						

This issues with the approval of the Competent Authority of the Institute.

 21/12/15

Registrar

1. Director Secretariat
2. Registrar Secretariat
3. All Deans, Head of Department/Section/Centres/Central Facilities-with a request for circulation amongst all the faculty and staff members.
4. Webmaster: with a request for uploading in the Institute Website.
5. File copy

 21/12/15
Dy. Registrar (Establishment)