



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in

(An Autonomous Institution of the Govt. of India under Ministry of Education (Shiksha Mantralaya))

No. NITD/Estt./2301-HL/2024

Dated: 1st January, 2024

CIRCULAR

In accordance with the directive by the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Establishment (JCA) Section, Government of India vide Office Memorandum No. F. No. 12/2/2023-JCA dated 3rd July, 2023, the Institute will observe the following Holidays during the calendar year 2024.

INSTITUTE HOLIDAYS - 2024

Sl. No.	Name of holidays	Date(s)	Day(s) of the week	No. of days
1	Republic Day	26.01.2024	Friday	01
2	Basant Panchami / Sri Panchami	14.02.2024	Wednesday	01
3	Holi	25.03.2024	Monday	01
4	Good Friday	29.03.2024	Friday	01
5	Idu'l Fitr*	11.04.2024	Thursday	01
6	Mahavir Jayanti	21.04.2024	Sunday	01
7	Buddha Purnima	23.05.2024	Thursday	01
8	Idu'l Zuha (Bakrid)*	17.06.2024	Monday	01
9	Muharram*	17.07.2024	Wednesday	01
10	Independence Day	15.08.2024	Thursday	01
11	Prophet Mohammad's Birthday (Id-E-Milad)*	16.09.2024	Monday	01
12	Mahatma Gandhi's Birthday	02.10.2024	Wednesday	01
13	Additional day for Dussehra	11.10.2024	Friday	01
14	Dussehra (Vijay Dashmi)	12.10.2024	Saturday	01
15	Diwali (Deepavali)	31.10.2024	Thursday	01
16	Guru Nanak's Birthday	15.11.2024	Friday	01
17	Christmas Day	25.12.2024	Wednesday	01

NB: The holidays with single asterisk mark i.e. (*) of Holidays list of 2024, is applicable depending on appearance of Moon.

LIST OF RETRICTED HOLIDAYS - 2024

Sl. No.	Name of holidays	Date(s)	Day(s) of the week	No. of days
1	New Year's Day	01.01.2024	Monday	01
2	Lohri	13.01.2024	Saturday	01
3	Makar Sankranti	14.01.2024	Sunday	01
4	Magha Bihu / Pongal	15.01.2024	Monday	01
5	Guru Govind Singh's Birthday	17.01.2024	Wednesday	01
6	Hazarat Ali's Birthday	25.01.2024	Thursday	01
7	Shivaji Jayanti	19.02.2024	Monday	01
8	Guru Ravidas's Birthday	24.02.2024	Saturday	01
9	Birthday of Swami Dayananda Saraswati	06.03.2024	Wednesday	01
10	Maha Shivratri	08.03.2024	Friday	01
11	Holika Dahan	24.03.2024	Sunday	01
12	Dolyatra	25.03.2024	Monday	01
13	Easter Sunday	31.03.2024	Sunday	01
14	Jamat-ul-Vida	05.04.2024	Friday	01
15	Chaitra Sukladi / Gudi Padava /Ugadi/ Cheti Chand	09.04.2024	Tuesday	01

16	Vaisakhi / Vishu	13.04.2024	Saturday	01
17	Meshadi (Tamil New Year's Day) / Vaisakhadi (Bengal) / Bahag Bihu (Assam)	14.04.2024	Sunday	01
18	Birthday of Guru Rabindranath Tagore	08.05.2024	Wednesday	01
19	Rath Yatra	07.07.2024	Sunday	01
20	Parsi New Year's day / Nauraj	15.08.2024	Thursday	01
21	Raksha Bandhan	19.08.2024	Monday	01
22	Ganesh Chaturthi / Vinayaka Chaturthi	07.09.2024	Saturday	01
23	Onam or Thiru Onam Day	15.09.2024	Sunday	01
24	Dussehra (Saptami)	10.10.2024	Thursday	01
25	Maharishi Valmiki's Birthday	17.10.2024	Thursday	01
26	Karaka Chaturthi (Karva Chouth)	20.10.2024	Sunday	01
27	Naraka Chaturdasi	31.10.2024	Thursday	01
28	Gobardhan Puja	02.11.2024	Saturday	01
29	Bhai Duj	03.11.2024	Sunday	01
30	Pratihara Shashthi or Surya Shashthi (Chhat Puja)	07.11.2024	Thursday	01
31	Guru Teg Bahadur's Martyrdom Day	24.11.2024	Sunday	01
32	Christmas Eve	24.12.2024	Tuesday	01

- Individual may avail 02 (two) days of restricted Holyday from the above list in the Calendar Year 2024.
- Each head of the Department/Section are requested to maintain a record (in a Register) of Casual leave & Restricted Holydays of each individual for future reference. The record may be maintained in the following format.

Name of the Employee:

Designation:

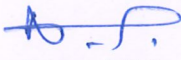
For the year 2024
CASUAL LEAVE

Sl No	Date		No. of days applied /availed in 2024	Prefix	Suffix	No. of days balance in Year 2024	Remarks	Signature of HOD
	From	To						

RESTRICTED HOLIDAYS (Maximum 02 days in a year)

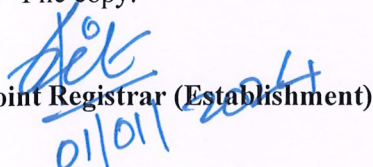
Sl. No	Date		No. of days applied /availed in 2024	Prefix	Suffix	Occasion	No. of days balance in Year 2024	Remarks	Signature of HOD
	From	To							

This issue with the approval of the competent authority of the Institute.


Registrar (I/C)

Copy forwarded for information to:-

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- All Deans / Head of the Departments /Sections / Centers and Central facilities - with request for wide circulation amongst all employees of their respective Departments /Sections/ Centers and Central facilities.
- Web Master- for display in Institute Website.
- Director's Secretariat.
- Registrar's Secretariat.
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Joint Registrar (Establishment)