

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)

No. NITD/Estt./2301/2022

Dated: 15th December, 2022

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.12/5/2022-JCA dated 16th June, 2022, the Institute will observe the following Holidays during the calendar year 2023.

INSTITUTE HOLIDAYS-2023

Sl. No.	Name of holidays	Date(s)	Day(s) of the week	No. of days
1.	Republic day	26.01.2023	Thursday	01
2.	Holi	08.03.2023	Wednesday	01
3.	Ram Navami	30.03.2023	Thursday	01
4.	Mahavir Jayanti	04.04.2023	Tuesday	01
5.	Good Friday	07.04.2023	Friday	01
6.	Id-ul-Fitr*	22.04.2023	Saturday	01
7.	Budha Purnima	05.05.2023	Friday	01
8.	Id-ul-Zuha (Bakrid)*	29.06.2023	Thursday	01
9.	Muharram*	29.07.2023	Saturday	01
10.	Independence Day	15.08.2023	Tuesday	01
11.	Janmashtami (Vaishnva)	07.09.2023	Thursday	01
12.	Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad)*	28.09.2023	Thursday	01
13.	Mahatma Gandhi's Birthday	02.10.2023	Monday	01
14.	Dussehra (Vijay Dashmi)	24.10.2023	Tuesday	01
15.	Diwali(Deepavali)	12.11.2023	Sunday	01
16.	Guru Nanak's Birthday	27.11.2023	Monday	01
17.	Christmas Day	25.12.2023	Monday	01

NB: The holidays with single asterisk mark i.e (*) of Holidays list of 2023, is applicable depending on the appropriate of as per appearance of Moon.

LIST OF RESTRICTED HOLIDAYS: 2023

Sl. No.	Name of Holidays	Date(s)	Day(s) of the week	No. of Days
1.	New Year's Day	01.01.2023	Sunday	01
2.	Makar Sankranti/ Magha Bihu	14.01.2023	Saturday	01
3.	Pongal	15.01.2023	Sunday	01
4.	Basant Panchami / Sri Panchami	26.01.2023	Thursday	01
5.	Hazarat Ali's Birthday / Guru Ravi Das Birthday	05.02.2023	Sunday	01
6.	Birthday of Swami Dayananda Saraswati	15.02.2023	Wednesday	01
7.	Maha Shivratri	18.02.2023	Saturday	01
8.	Shivaji Jayanti	19.02.2023	Sunday	01
9.	Holika Dahan, Dolyatra	07.03.2023	Tuesday	01
10.	Chaitra Sukladi/Gudi Padava/Ugadi/Cheti Chand	22.03.2023	Wednesday	01

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11.	Easter Sunday	09.04.2023	Sunday	01
12.	Vaisakhi / Vishu / Meshadi	14.04.2023	Friday	01
13.	Vaisakhi (Bengal) / Bahag Bihu (Assam)	15.04.2023	Saturday	01
14.	Jamat-Ul-Vida	21.04.2023	Friday	01
15.	Birthday of Guru Rabindranath Tagore	09.05.2023	Tuesday	01
16.	Rath Yatra	20.06.2023	Tuesday	01
17.	Parsi New Year's day / Nauraj	16.08.2023	Wednesday	01
18.	Vinayaka Chaturthi	20.08.2023	Sunday	01
19.	Onam or Thiru Onam Day	29.08.2023	Tuesday	01
20.	Raksha Bandhan	30.08.2023	Wednesday	01
21.	Janmashtami (Smarta)	06.09.2023	Wednesday	01
22.	Dussehra (Saptami)	21.10.2023	Saturday	01
23.	Dussehra (Mahashtami)	22.10.2023	Sunday	01
24.	An Additional Day For Dussehra	23.10.2023	Monday	01
25.	Maharishi Valmiki's Birthday	28.10.2023	Saturday	01
26.	Karaka Chaturthi (Karva Chouth)	01.11.2023	Wednesday	01
27.	Diwali (Deepavali) /Naraka Chaturdasi	12.11.2023	Sunday	01
28.	Gobardhan Puja	13.11.2023	Monday	01
29.	Bhai Duj	15.11.2023	Wednesday	01
30.	Pratihar Shashthi or Surya Shashthi (Chhat Puja)	19.11.2023	Sunday	01
31.	Guru Teg Bahadur's Martyrdom Day	24.11.2023	Friday	01
32.	Christmas Eve	24.12.2023	Sunday	01

1. Individual may avail 02 (two) days of restricted Holiday from the above list in the Calendar Year 2023.
2. Each head of the Department/Section are requested to maintain a record (in a Register) of Casual leave & 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 2023

CASUAL LEAVE

Sl. No	Date		No. of days applied /availed in 2023	Prefix	Suffix	No. of days balance in Year 2023	Remarks	Signature of HOD
	From	To						

RESTRICTED HOLIDAYS (Maximum 02 days in a year)

Sl. No	Date		No. of days applied /availed in 2023	Prefix	Suffix	Occasion	No. of days balance in Year 2023	Remarks	Signature of HOD
	From	To							

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


Registrar

- i. Director
- ii. All Head of Department/Sections/Centers/Central Facilities- with a request for wide circulation amongst all the faculty and staff members.
- iii. Web Master- with a request to Display in the Institute Web Site.
- iv. Director's Secretariat.
- v. Registrar's Secretariat.
- vi. File Copy


Joint Registrar (Establishment)