

**राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर**  
**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
**MAHATMA GANDHI AVENUE, DURGAPUR-713209**

West Bengal, INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)

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

No. NITD/Estt./2301/2021

Date: 23.12.2021

**CIRCULAR**

In accordance with the directive by the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Establishment (JCA-2) Section, Government of India vide Office Memorandum No. F.No. 12/5/2021-JCA-2 dated 08.06.2021, the Institute will observe the following Holidays during the Calendar Year-2022.

**INSTITUTE HOLIDAYS: 2022**

Sl.No	Name of Holidays	Date(s)	Day(s) of the week	No. of Days
1.	Republic Day	26.01.2022	Wednesday	01
2.	Holi/Dolyatra	18.03.2022	Friday	01
3.	Mahavir Jayanti	14.04.2022	Thursday	01
4.	Good Friday	15.04.2022	Friday	01
5.	Id-ul- Fitr*	03.05.2022	Tuesday	01
6.	Buddha Purnima	16.05.2022	Monday	01
7.	Id-ul-Zuha (Bakrid)*	10.07.2022	Sunday	01
8.	Independence Day	15.08.2022	Monday	01
9.	Muharram*	09.08.2022	Tuesday	01
10.	Janmashtami	19.08.2022	Friday	01
11.	Mahatma Gandhi's Birthday	02.10.2022	Sunday	01
12.	Additional Day for Dussehra (Mahashtami)	03.10.2022	Monday	01
13.	Dussehra (Vijaya Dashmi)	05.10.2022	Wednesday	01
14.	Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad)*	09.10.2022	Sunday	01
15.	Diwali (Deepavali)	24.10.2022	Monday	01
16.	Guru Nanak's Birthday	08.11.2022	Tuesday	01
17.	Christmas Day	25.12.2022	Sunday	01

NB: The holidays with single asterisk mark i.e (\*) of Holidays list of 2022, is applicable depending on the appropriate of as per appearance of Moon.

**LIST OF RESTRICTED HOLIDAYS: 2022**

Sl.No	Name of Holidays	Date(s)	Day(s) of the week	No. of Days
1.	New Year's Day	01.01.2022	Saturday	01
2.	Guru Gobind Singh's Birthday	09.01.2022	Sunday	01
3.	Lohri	13.01.2022	Thursday	01
4.	Makar Sankranti/ Pongal	14.01.2022	Friday	01
5.	Basant Panchami	05.02.2022	Saturday	01
6.	Hazarat Ali's Birthday	15.02.2022	Tuesday	01
7.	Guru Ravidas's Birthday	16.02.2022	Wednesday	01
8.	Shivaji Jayanti	19.02.2022	Saturday	01
9.	Swami Dayananda Saraswati Jayanti	26.02.2022	Saturday	01
10.	Maha Shivaratri	01.03.2022	Tuesday	01
11.	Holika Dahan/Dolyatra	17.03.2022	Thursday	01
12.	Chaitra Sukladi/Gudi Padava/Ugadi/Cheti Chand/ Vaisakhi/Vishu	02.04.2022	Saturday	01
13.	Ram Navami	10.04.2022	Sunday	01
14.	Vaisakhi /Vishu/ Meshadi	14.04.2022	Thursday	01
15.	Vaisakhadi(Bengal) / Bahag Bihu (Assam)	15.04.2022	Friday	01
16.	Easter Sunday	17.04.2022	Sunday	01

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17.	Jamat-ul-Vida	29.04.2022	Friday	01
18.	Guru Rabindranath's Birthday	09.05.2022	Monday	01
19.	Rath Yatra	01.07.2022	Friday	01
20.	Raksha Bandhan	11.08.2022	Thursday	01
21.	Parsi New Year's day / Nauraj	16.08.2022	Tuesday	01
22.	Janmashtami (Smarta)	18.08.2022	Thursday	01
23.	Onam or Thiru Onam Day	08.09.2022	Thursday	01
24.				
25.				
26.	Vinayaka Chaturthi / Ganesh Chaturthi	31.08.2022	Wednesday	01
27.	Dussehra (Mahanavmi)	04.10.2022	Tuesday	01
28.	Maharishi Valmiki's Birthday	09.10.2022	Sunday	01
29.	Karaka Chaturthi (Karva Chouth)	13.10.2022	Thursday	01
30.	Naraka Chaturdasi	24.10.2022	Monday	01
31.	Gobardhan Puja	25.10.2022	Tuesday	01
32.	Bhai Duj	26.10.2022	Wednesday	01
33.	Pratihar Sashthi or Surya Sashthi (Chhat Puja)	30.10.2022	Sunday	01
34.	Guru Teg Bahadur's Martyrdom Day	24.11.2022	Thursday	01
35.	Christmas Eve	24.12.2022	Saturday	01

1. Individual may avail 02 (two) days of restricted Holyday from the above list in the Calendar Year 2022.
2. 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 2022**  
**CASUAL LEAVE**

Sl. No	Date		No. of days applied /availed in 2022	Prefix	Suffix	No. of days bal2nce in Year 2022	Remarks	Signature of HOD
	From	To						

**RESTRICTED HOLIDAYS (Maximum 02 days in a year)**

Sl. No	Date		No. of days applied /availed in 2022	Prefix	Suffix	Occasion	No. of days balance in Year 2022	Remarks	Signature of HOD
	From	To							

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

  
**Registrar**

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

  
**Joint Registrar (Establishment)**  
29/12/2021