

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./2301/2020

Date: 24.12.2020

CIRCULAR

In accordance to 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. 12/9/2020-JCA-2 dated 10.06.2020, the Institute will observe the following Holidays during the Calendar Year-2021.

INSTITUTE HOLIDAYS: 2021

Sl.No	Name of Holidays	Date(s)	Day(s) of the week	No. of Days
1.	Republic Day	26.01.2021	Tuesday	01
2.	Basant Panchami	16.02.2021	Tuesday	01
3.	Holi/Dolyatra	29.03.2021	Monday	01
4.	Good Friday	02.04.2021	Friday	01
5.	Mahavir Jayanti	25.04.2021	Sunday	01
6.	Id-ul- Fitr*	14.05.2021	Friday	01
7.	Buddha Purnima	26.05.2021	Wednesday	01
8.	Id-ul-Zuha (Bakrid)*	21.07.2021	Wednesday	01
9.	Independence Day	15.08.2021	Sunday	01
10.	Muharram*	19.08.2021	Thursday	01
11.	Mahatma Gandhi's Birthday	02.10.2021	Saturday	01
12.	Additional Day for Dussehra (Mahanavmi)	14.10.2021	Thursday	01
13.	Dussehra (Vijaya Dashmi)	15.10.2021	Friday	01
14.	Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad)*	19.10.2021	Tuesday	01
15.	Diwali (Deepavali)	04.11.2021	Thursday	01
16.	Guru Nanak's Birthday	19.11.2021	Friday	01
17.	Christmas Day	25.12.2021	Saturday	01

NB: The holidays with single asterisk mark i.e (*) of Holidays list of 2021, is applicable depending on the appropriate of as per appearance of Moon.

LIST OF RESTRICTED HOLIDAYS: 2021

Sl.No	Name of Holidays	Date(s)	Day(s) of the week	No. of Days
1.	New Year's Day	01.01.2021	Friday	01
2.	Lohri	13.01.2021	Wednesday	01
3.	Makar Sankranti/ Pongal	14.01.2021	Thursday	01
4.	Guru Gobind Singh's Birthday	20.01.2021	Wednesday	01
5.	Shivaji Jayanti	19.02.2021	Friday	01
6.	Hazarat Ali's Birthday	26.02.2021	Friday	01
7.	Guru Ravidas's Birthday	27.02.2021	Saturday	01
8.	Swami Dayananda Saraswati Jayanti	08.03.2021	Monday	01
9.	Maha Shivaratri	11.03.2021	Thursday	01
10.	Holika Dahan/Dolyatra	28.03.2021	Sunday	01
11.	Easter Sunday	04.04.2021	Sunday	01
12.	Chaitra Sukladi/Gudi Padava/Ugadi/Cheti Chand/ Vaisakhi/Vishu	13.04.2021	Tuesday	01
13.	Mesadi Tamil New Year's day	14.04.2021	Wednesday	01
14.	Vaisakhi (Bengal) / Bahag Bihu (Assam)	15.04.2021	Thursday	01
15.	Ram Navami	21.04.2021	Wednesday	01

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16.	Jamat-ul-Vida	07.05.2021	Friday	01
17.	Guru Rabindranath's Birthday	09.05.2021	Sunday	01
18.	Rath Yatra	12.07.2021	Monday	01
19.	Parsi New Year's day / Nauraj	16.08.2021	Monday	01
20.	Onam or Thiru Onam Day	21.08.2021	Saturday	01
21.	Raksha Bandhan	22.08.2021	Sunday	01
22.	Janmashtami (Smarta)	30.08.2021	Monday	01
23.	Vinayaka Chaturthi / Ganesh Chaturthi	10.09.2021	Friday	01
24.	Dussehra (Maha Saptami)	12.10.2021	Tuesday	01
25.	Dussehra (Mahashtami)	13.10.2021	Wednesday	01
26.	Maharishi Valmiki's Birthday	20.10.2021	Wednesday	01
27.	Karaka Chaturthi (Karva Chouth)	24.10.2021	Sunday	01
28.	Naraka Chaturdasi	03.11.2021	Wednesday	01
29.	Gobardhan Puja	05.11.2021	Friday	01
30.	Bhai Duj	06.11.2021	Saturday	01
31.	Pratihara Sashthi or Surya Sashthi (Chhat Puja)	10.11.2021	Wednesday	01
32.	Guru Teg Bahadur's Martyrdom Day	24.11.2021	Wednesday	01
33.	Christmas Eve	24.12.2021	Friday	01

1. Individual may avail 02 (two) days of restricted Holyday from the above list in the Calendar Year 2021.
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 2021

CASUAL LEAVE

Sl. No	Date		No. of days applied /availed in 2021	Prefix	Suffix	No. of days balance in Year 2021	Remarks	Signature of HOD
	From	To						

RESTRICTED HOLIDAYS (Maximum 02 days in a year)

Sl. No	Date		No. of days applied /availed in 2021	Prefix	Suffix	Occasion	No. of days balance in Year 2021	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)