

PANJAB UNIVERSITY CHANDIGARH

REVISED LIST OF HOLIDAYS for the calendar year 2018 to be observed by the Administrative Offices, University Teaching/Non-Teaching departments and colleges affiliated to the Panjab University, Chandigarh.

S.No.	Name of the Holiday	Date/s	Day/s
All Saturdays (except in colleges)			
All Sundays			
Other Holidays:			
1.	Birthday of Sri Guru Gobind Singh Ji	January 05	Friday
2.	Republic Day	January 26	Friday
3.	Guru Ravi Dass Jayanti	January 31	Wednesday
4.	Mahashivratri	February 14	Wednesday
5.	Holi	March 02	Friday
6.	Shahidi Divas of S. Bhagat Singh Ji	March 23	Friday
7.	Ram Naumi	March 25	Sunday
8.	Mahavir Jayanti	March 29	Thursday
9.	Good Friday	March 30	Friday
10.	Baisakhi/Ambedkar Jayanti	April 14	Saturday
11.	Parshuram Jayanti	April 18	Wednesday
12.	Id-ul-Fitr	June 16	Saturday
13.	Martyrdom Day of Sri Guru Arjun Dev	June 17	Sunday
14.	Independence Day	August 15	Wednesday
15.	Id-ul- Zuha (Bakrid)	August 22	Wednesday
16.	Janam Ashtami	September 3	Monday
17.	Muharram	September 21	Friday
18.	Mahatama Gandhi Jayanti	October 02	Tuesday
19.	Agarsain Jayanti	October 10	Wednesday
20.	Dusshera	October 18 October 19	Thursday Friday
21.	Birthday of Maharishi Balmiki Ji	October 24	Wednesday
22.	Birthday of Sri Guru Ram Dass ji	October 26	Friday
23.	Diwali	November 7 November 8	Wednesday Thursday
24.	Birthday of Sri Guru Nanak Dev Ji	November 23	Friday
25.	Martyrdom Day of Sri Guru Teg Bahadur Ji	December 12	Wednesday
26.	Christmas Day	December 25	Tuesday

1. The Teaching Departments (including Non-Teaching Staff) and Administrative Offices of the University will open at 11.00 a.m. instead of 9.00 a.m. on account of **Raksha Bandan and Bhai Dooj** as and when these occasions fall.
2. The Women employees of the University who are to observe **Karva Chauth** as and when this falls are allowed to leave the office at 2.00 p.m under an intimation to the respective Chairperson/Head of the Department/Branch/Office.
3. The Panjab University employees working in the teaching Departments or Administrative Offices, who wish to participate in religious processions/Nagar Kirtans to be taken out in the city on the eve of the various religious occasions, may join the procession after obtaining half day restricted holiday (second half) for this purpose.

For availing of the restricted holidays (maximum five half days), the employees are required to give their choice to their respective Chairperson/Head of the Department/Branch/Office in a Proforma (attached) latest by 23.7.2018. The Chairperson/Head of the Department/Branch/Office, in turn, shall send the signed Proforma to the Dean University Instruction in the case of employees working in the teaching departments and to the Registrar in the case of employees working in other Offices/Non-Teaching departments/Branches latest by 31.7.2018. They shall enforce it strictly. The Chairperson/Head of the Departments/Branches/Offices shall make arrangements for the emergent work of the person/s who take half day restricted holiday.

The Chairperson/Head should also ensure that the choices so given are such that the working of the office shall not come to a halt.

SAMPLE PROFORMA FOR HALF DAY'S RESTRICTED HOLIDAYS TO JOIN RELIGIOUS PROCESSIONS/NAGAR KIRTANS.

Name of the Department/Branch/Office

S.No.	Name of the Employee	Designation	Choice of 5 half days Restricted holidays	Signatures

Date _____

Signature of Chairperson/Head

NOTE: Separate proforma be filled in the case of Teaching/Non-Teaching Employees and sent to the Dean of University Instruction/Registrar.

No. 2476-2575/GM

Dated: 8.2.2018

Copy of the above is forwarded to the Chairpersons/Heads of all the Teaching/Non teaching Departments/Branches/Offices/P.U.Construction Office/ P.U. Health Centre/VVBIS & IS Hoshiarpur, Teachers Holidays Homes Shimla/Dalhousie, P.U. Extension Library Ludhiana/P.U Regional Centres Ludhiana/Hoshiarpur and Muktsar for information and necessary action.

Sd/-
Assistant Registrar (General)

