

PANJAB UNIVERSITY CHANDIGARH

List of holidays for the calendar year 2016 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 16	Saturday
2.	Republic Day	January 26	Tuesday
3.	Guru Ravi Dass Jayanti	February 22	Monday
4.	Mahashivratri	March 07	Monday
5.	Shahidi Divas of S. Bhagat Singh Ji	March 23	Wednesday
6.	Holi	March 24	Thursday
7.	Good Friday	March 25	Friday
8.	Baisakhi	April 13	Wednesday
9.	Ambedkar Jayanti	April 14	Thursday
10.	Ram Naumi	April 15	Friday
11.	Mahavir Jayanti	April 20	Wednesday
12.	Parshuram Jayanti	May 09	Monday
13.	Martyrdom Day of Sri Guru Arjun Dev	June 08	Wednesday
14.	Id-ul-Fitr	July 06	Wednesday
15.	Independence Day	August 15	Monday
16.	Janam Ashtami	August 25	Thursday
17.	Id-ul- Zuha (Bakrid)	September 12	Monday
18.	Agarsain Jayanti	October 01	Saturday
19.	Mahatama Gandhi Jayanti	October 02	Sunday
20.	Dusshera	October 11	Tuesday
	Dusshera/Muharram	October 12	Wednesday
21.	Birthday of Maharishi Balmiki Ji	October 16	Sunday
22.	Birthday of Guru Ram Dass ji	October 17	Monday
23.	Diwali	October 30	Sunday
		October 31	Monday
24.	Birthday of Sri Guru Nanak Dev Ji	November 14	Monday
25.	Martyrdom Day of Sri Guru Teg Bahadur Ji	December 04	Sunday
26.	Christmas Day	December 25	Sunday

Note:- Except for Saturdays falling in the month of May/June in case of the Office timings are changed from 8.00 a.m to 2.00 p.m. without lunch break, during this period, Saturdays would be observed as full working days under the orders of the competent authority.

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 23.1.2016. 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 31.1.2016. 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. _____/GM

Dated: _____

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 Muksar for information and necessary action.

Assistant Registrar (General)