

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
COUNCIL OF SCIENTIFIC & INDUSTRIAL  
RESEARCH

अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001

Circular No. 577



Dated: 13.07.2012.

No. 5-1(38)/08-PD

From

संयुक्त सचिव (प्रशासन)

Joint Secretary (Admn.)

To,

The Directors/Heads of all  
National Labs./Instts. of CSIR

महोदय/Sir,

मुझे भारत सरकार के कार्यालय ज्ञापन आपकी सूचना, अनुपालन एवं आवश्यक कार्रवाई हेतु अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith the following Office Memorandums issued by Government of India for information, guidance and compliance:-

महोदय/Sir,

S.No	Govt. of India, DoPT, OM No. & date	Subject
1.	DoPT circular letter No. 12/4/2012-JCA-2 dated 5 <sup>th</sup> June, 2012.	Holidays to be observed in Central Government Offices during the year 2013.
2.	DoPT OM No. 31011/2/2003-Estt.A-IV dated 15 <sup>th</sup> June, 2012.	CCS (LTC) Rules, 1988- Relaxation for travel by air to visit J&K.

भवदीय

Yours faithfully

*D. Vijayalakshmi*

डी विजयालक्ष्मी

D. Vijayalakshmi

उप सचिव

Deputy Secretary

प्रतिलिपि /Copy to:

1. Sr. COA/COA/AO of all Labs/Instts.,
2. US to DG, CSIR/JS(Admn.)
3. PA to FA, CSIR
4. PS to CVO, CSIR
5. Legal Consultant, CSIR
6. Sr. Deputy Secretary (HR)
7. Head, URDIP/IPMD/HRDC/PPD/ISTAD/USD/HRDG.
8. All Dy. Secretaries/Under Secretaries in CSIR Hqrs. & CSIR Complex
9. Head, RAB, CSIR Complex, Pusa, New Delhi
10. Secretary, JCM (Staff Side), Indian Institute of Chemical Technology, Uppal Road, Hyderabad-5000 07 (Andhra Pradesh).
11. Head, IT Division with the request to make this circular available on the website.

F.No.12/4/2012-JCA-2  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi  
Dated the 5<sup>th</sup> June, 2012

**Subject: Holidays to be observed in Central Government Offices during the year 2013.**

It has been decided that the holidays as specified in the **Annexure -I** to this O.M. will be observed in all the Administrative Offices of the Central Government located at Delhi/New Delhi during the year 2013. In addition, each employee will also be allowed to avail himself/herself of any two holidays to be chosen by him/her out of the list of Restricted Holidays in **Annexure - II**.

2. Central Government Administrative Offices located outside Delhi / New Delhi shall observe the following holidays compulsorily in addition to three holidays as per para 3.1 below:

1. **REPUBLIC DAY**
2. **INDEPENDENCE DAY**
3. **MAHATMA GANDHI'S BIRTHDAY**
4. **BUDHA PURNIMA**
5. **CHRISTMAS DAY**
6. **DUSSEHRA (VIJAY DASHMI)**
7. **DIWALI (DEEPAVALI)**
8. **GOOD FRIDAY**
9. **GURU NANAK'S BIRTHDAY**
10. **IDU'L FITR**
11. **IDU'L ZUHA**
12. **MAHAVIR JAYANTI**
13. **MUHARRAM**
14. **PROPHET MOHAMMAD'S BIRTHDAY (ID-E-MILAD)**

3.1. In addition to the above 14 Compulsory holidays mentioned in para 2, three holidays shall be decided from the list indicated below by the Central Government Employees Welfare Coordination Committee in the State Capitals, if necessary, in consultation with Coordination Committees at other places in the State. The final list applicable uniformly to all Central Government offices within the concerned State shall be notified after seeking prior approval of this Ministry and no change can be carried out thereafter. It is also clarified that no change is permissible in regard to festivals and dates as indicated.

1. **AN ADDITIONAL DAY FOR DUSSEHRA**
2. **HOLI**
3. **JANAMASHTAMI (VAISHNAVI)**
4. **RAM NAVAMI**
5. **MAHA SHIVRATRI**
6. **GANESH CHATURTHI / VINAYAK CHATURTHI**
7. **MAKAR SANKARANTI**
8. **RATH YATRA**
9. **ONAM**
10. **PONGAL**
11. **SRI PANCHAMI / BASANTA PANCHAMI**
12. **VISHU/ VAISAKHI / VAISAKHADI / BHAG BIHU / MASHADI UGADI / CHAITRA SUKLADI / CHETI CHAND / GUDI PADAVA 1<sup>ST</sup> NAVRATRA / NAURAJ/CHHATH POOJA/KARVA CHAUTH.**

3.2 No substitute holiday should be allowed if any of the festival holidays initially declared subsequently happens to fall on a weekly off or any other non-working day or in the event of more than one festivals falling on the same day.

4. The list of Restricted Holidays appended to this O.M. is meant for Central Government Offices located in Delhi / New Delhi. The Coordination Committees at the State Capitals may draw up separate list of Restricted Holidays keeping in view the occasions of local importance but the 9 occasions left over, after choosing the 3 variable holidays in para 3.1 above, are to be included in the list of restricted holidays.

5.1 For offices in Delhi / New Delhi, any change in the date of holidays in respect of Idu'l Fitr, Idu'l Zuha, Muharram and Id-e-Milad, if necessary, depending upon sighting of the Moon, would be declared by the Ministry of Personnel, Public Grievances and Pensions after ascertaining the position from the Govt. of NCT of Delhi.

5.2 For offices outside Delhi / New Delhi, the Central Government Employees Welfare Coordination Committees at the State Capitals are authorised to change the date of holiday, if necessary, based on the decision of the concerned State Governments / Union Territories, in respect of Idu'l Fitr, Idu'l Zuha, Muharram and Id-e-Milad.

5.3 It may happen that the change of date of the above occasions has to be declared at a very short notice. In such a situation, announcement could be made through T.V. / A.I.R. / Newspapers and the Heads of Department / Offices of the Central Government may take action according to such an announcement without waiting for a formal order, about the change of date.

6. During 2013, Diwali (Deepavali) falls on Sunday, November 03, 2013 (Kartika 12). In certain States, the practice is to celebrate the occasion a day in advance, i.e., on "Narakachaturdasi Day". In view of this, there is no objection if holiday on account of Deepavali is observed on "Naraka Chaturdasi Day (in place of Deepavali Day) for the Central Government Offices in a State if in that State that day alone is declared as a compulsory holiday for Diwali for the offices of the State Government.


7. Central Government Organisations which include industrial, commercial and trading establishments would observe upto 16 holidays in a year including three national holidays viz. Republic Day, Independence Day and Mahatma Gandhi's birthday, as compulsory holidays. The remaining holidays / occasions may be determined by such establishments / organisations themselves for the year 2013, subject to para 3.2 above.

8. Union Territory Administrations shall decide the list of holidays in terms of Ministry of Home Affairs letter No.14046/27/83- GP-I dated 15.2.1984 by which they would observe a total of 16 holidays including the three National Holidays Viz. Republic Day, Independence Day & Mahatma Gandhi's birthday.

9. In respect of Indian Missions abroad, the number of holidays may be notified in accordance with the instructions contained in this Department's O.M. No.12/5/2002-JCA dated 17<sup>th</sup> December, 2002. In other words, they will have the option to select 10(Ten) holidays of their own only after including in the list, three National Holidays and Buddha Purnima, Dussehra, Diwali (Deepavali) and Guru Nanak's Birthday included in the list of compulsory holidays and falling on days of weekly off.

10. In respect of Banks, the holidays shall be regulated in terms of the extant instructions issued by the Department of Financial Services, Ministry of Finance.

11. Hindi version will follow.

  
(Ashok Kumar)  
Deputy Secretary (JCA)  
☎ 2309 2589

**Encl.: Lists of holidays**

To

1. All Ministries/ Departments of Government of India.
2. UPSC/CVC/C&AG/ PMO / Lok Sabha Secretariat/ Rajya Sabha Secretariat/ President's Secretariat/Vice-President's Secretariat/ Supreme Court/ High Court/ Central Administrative Tribunal/ Election Commission of India / Minorities Commission/ National Human Rights Commission/Central Information Commission/National Commission for Women.
3. All attached and subordinate offices of Ministry of Personnel, P.G. & Pensions.
4. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
5. All Staff Side Members of the National Council (JCM).
6. All Staff Side Members of the Departmental Council (JCM), Ministry of Personnel, P.G. and Pensions.
7. Chairman / Secretaries, Central Government Employees Welfare Coordination Committees (As per updated list from Welfare Section).
8. Commissioner for Scheduled Castes /Commissioner for Scheduled Tribes.
9. PS to Cabinet Secretary.
10. Deputy Secretary (Coordination), Delhi Govt. Secretariat, I.G. Stadium, I.T.O., New Delhi.
11. The Manager (Store), Government of India, Forms Store, 166, Lenin Sarai, Kolkata (with 10 spare copies).
12. Chief Secretaries to all the State Governments / Union Territories.
13. Directorate of Advertising and Visual Publicity, PTI Building, New Delhi (with 5 spare copies)
14. Deputy Director (Bills), Dte. of Printing, B-Wing, Nirman Bhavan, New Delhi (with 5 spare copies)
15. Positional Astronomy Centre, Block-AQ, Plot No.8 Sector-V, Salt lake, Manish Bathian, Kolkata - 700091
16. Facilitation Center, DOP&T (20 copies)
- ✓ 17. NIC (DOPT) with the request to place this O.M. on the Website of the Department ([www.persmin.nic.in](http://www.persmin.nic.in))
18. 100 Spare Copies.

**LIST OF HOLIDAYS DURING THE YEAR 2013 FOR ADMINISTRATIVE OFFICES  
OF CENTRAL GOVERNMENT LOCATED AT DELHI / NEW DELHI**

S.No.	Holiday	Date		Saka Date		Day
1934 SAKA ERA						
1.	Milad-Un-Nabi or Id-E-Milad (Birthday of Prophet Mohammad)	January	25	Magha	05	Friday
2.	Republic Day	January	26	Magha	06	Saturday
3.	Holi	March	27	Phalguna	06	Wednesday
1935 SAKA ERA						
4.	Good Friday	March	29	Chaitra	08	Friday
5.	Ram Navami	April	19	Chaitra	29	Friday
6.	Mahavir Jayanti	April	24	Vaisakha	04	Wednesday
7.	Buddha Purnima	May	25	Jyaishtha	04	Saturday
8.	Idul Fitr	August	09	Sravana	18	Friday
9.	Independence day	August	15	Sravana	24	Thursday
10.	Janmashtami	August	28	Bhadra	06	Wednesday
11.	Mahatma Gandhi's birthday)	October	02	Asvina	10	Wednesday
12.	Dussehra	October	13	Asvina	21	Sunday
13.	Id-ul-Zuha(Bakrid)	October	16	Asvina	24	Wednesday
14.	Diwali (Deepavali)	November	03	Kartika	12	Sunday
15.	Muharram	November	14	Kartika	23	Thursday
16.	Guru Nanak's Birthday	November	17	Kartika	26	Sunday
17.	Christmas Day	December	25	Pausa	04	Wednesday

**LIST OF RESTRICTED HOLIDAYS DURING THE YEAR 2013 FOR ADMINISTRATIVE  
OFFICES OF CENTRAL GOVERNMENT LOCATED AT DELHI / NEW DELHI**

S.No	Holiday	Date	Saka Date	Day
<b>SAKA ERA 1934</b>				
1.	New Year's Day	January 01	Pausha 11	Tuesday
2.	Makar Sankranti	January 13	Pausha 23	Sunday
3.	Pongal	January 14	Pausha 24	Monday
4.	Guru Gobind Singh's Birthday	January 18	Pausha 28	Friday
5.	Sri Panchami	February 14	Magha 25	Thursday
6.	Basanta Panchami	February 15	Magha 26	Friday
7.	Shivaji Jayanti	February 19	Magha 30	Tuesday
8.	Guru Ravidas's Birthday	February 25	Phalguna 06	Monday
9.	Swami Dayananda Saraswati Jayanti	March 07	Phalguna 16	Thursday
10.	Maha Shivratri	March 10	Phalguna 19	Sunday
<b>SAKA ERA 1935</b>				
10.	Holika Dahan	March 26	Chaitra 05	Tuesday
11.	Easter Sunday	March 31	Chaitra 10	Sunday
12.	Chaitra Sukladi/Gudi Padava/Ugadi/Cheti Chand	April 11	Chaitra 21	Thursday
13.	Vaisakhi	April 13	Chaitra 23	Saturday
14.	Vishu	April 13	Chaitra 23	Saturday
15.	Mesadi	April 14	Chaitra 24	Sunday
16.	Vaisakhadi(Bengal)/Bahag Bihu (Assam)	April 15	Chaitra 25	Monday
17.	Guru Rabindranath's birthday	May 09	Vaisakha 19	Thursday
18.	Hazarat Ali's Birthday	May 24	Jyaishtha 03	Friday
19.	Rath Yatra	July 10	Ashadha 19	Thursday
20.	Jamat-Ul-Vida	August 02	Sravana 11	Friday
21.	Parsi New Year's day	August 18	Sravana 27	Sunday

22.	Raksha Bandhan	August 20	Sravana 29	Tuesday
23.	Vinayaka Chaturthi/ Ganesh Chaturthi	September 09	Bhadra 18	Monday
24.	Onam	September 16	Bhadra 25	Monday
25.	Dussehra (Maha Saptami) (Additional)	October 11	Asvina 19	Friday
26.	Dussehra (Maha Ashtami) (Additional)	October 12	Asvina 20	Saturday
27.	Dussehra (Maha Navmi)	October 13	Asvina 21	Sunday
28.	Maharishi Valmiki's birthday	October 18	Asvina 26	Friday
29.	Karaka Chaturthi (Karva Chouth)	October 22	Asvina 30	Tuesday
30.	Deepavali (South India)	November 02	Kartika 11	Saturday
31.	Naraka Chaturdasi	November 02	Kartika 11	Saturday
31.	Govardhan Puja	November 03	Kartika 12	Sunday
32.	Bhai Duj	November 05	Kartika 14	Tuesday
33.	Pratihara Sashthi or Surya Sashthi (Chhat Puja)	November 08	Kartika 17	Friday
34.	Guru Teg Bahadur's Martyrdom Day	November 24	Agrahayana 03	Sunday
35.	Christmas Eve	December 24	Pausha 03	Tuesday

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