

OFFICE MEMORANDUM

Subject: Holidays to be observed in Central Government Offices during the year 2018- reg.

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 2018. 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. **BUDDHA 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 accordingly 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 / BASANT PANCHAMI**
12. **VISHU/ VAISAKHI / VAISAKHADI / BHAG BIHU / MASHADI UGADI / CHAITRA SUKLADI / CHETI CHAND / GUDI PADAVA / 1ST NAVRATRA / NAORAZ/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 festival 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 (DCP, Special Branch, Delhi Police).

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 P.I.B/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. In 2018, Diwali (Deepavali) falls on Wednesday, November 7, 2018 (Kartika 16). In certain States, the practice is to celebrate the occasion a day in advance, i.e., on "Naraka Chaturdasi 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.

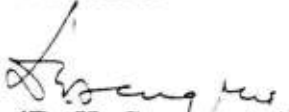

7. Central Government Organisations which include industrial, commercial and trading establishments would observe upto 16 holidays in a year including three national holidays viz. Republic Day, Independence Day and Mahatma Gandhi's birthday, as compulsory holidays. The remaining holidays / occasions may be determined by such establishments / organisations themselves for the year 2018, subject to para 3.2 above.

8. Union Territory Administrations shall decide the list of holidays in terms of instructions issued in this regard by the Ministry of Home Affairs.

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 17th December, 2002. In other words, they will have the option to select 16(Sixteen) holidays of their own only after including in the list, three National Holidays and Idu'l Fitr, in the list of compulsory holidays with the Idu'l Fitr falling on day of weekly off (Saturday).

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.


(D. K. Sengupta)
Deputy Secretary (JCA)
 23040255

Encl.: List 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 of the States/Central Administrative Tribunal Principal Bench/ Election Commission of India/Minorities Commission/ National Human Rights Commission/Central Information Commission/National Commission for Women/National Commission for SC/NCST/NCBC.
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. PS to Cabinet Secretary.
9. Deputy Secretary (Coordination), Delhi Govt. Secretariat, I.G. Stadium, I.T.O., New Delhi.
10. The Manager (Store), Government of India, Forms Store, 166, Lenin Sarai, Kolkata (with 10 spare copies).
11. Chief Secretaries to all the State Governments/Union Territories.
12. Directorate of Advertising and Visual Publicity, PTI Building, New Delhi (with 5 spare copies)
13. Deputy Director (Bills), Dte. of Printing, B-Wing, Nirman Bhavan, New Delhi (with 5 spare copies)
14. Positional Astronomy Centre, Block-AQ, Plot No.8 Sector-V, Salt lake, Manish Bathan, Kolkata - 700091
15. Facilitation Centre, DOP&T (20 copies)
16. NIC (DOPT) with the request to place this O.M. on the Website of the Department (www.persmin.nic.in) dopt.gov.in
17. 100 Spare Copies.

LIST OF HOLIDAYS DURING THE YEAR 2018 FOR ADMINISTRATIVE OFFICES OF CENTRAL GOVERNMENT LOCATED AT DELHI / NEW DELHI

S.No.	Holiday	Date	Saka Date	Day
<u>1939 SAKA ERA</u>				
1.	Republic Day	January 26	Magha 06	Friday
2.	Maha Shivaratri	February 14	Magha 25	Wednesday
3.	Holi	March 02	Phalguna 11	Friday
<u>1940 Saka Era</u>				
4.	Mahavir Jayanti	March 29	Chaitra 08	Thursday
5.	Good Friday	March 30	Chaitra 09	Friday
6.	Buddha Purnima	April 30	Vaisakha 10	Monday
7.	Idu'l Fitr	June 16	Jyaishtha 26	Saturday
8.	Independence day	August 15	Sravana 24	Wednesday
9.	Id-ul-Zuha (Bakrid)	August 22	Sarvana 31	Wednesday
10.	Janmashtami	September 03	Bhadra 12	Monday
11.	Muharram	September 21	Bhadra 30	Friday
12.	Mahatma Gandhi's Birthday	October 02	Asvina 10	Tuesday
13.	Dussehra	October 19	Asvina 27	Friday
14.	Diwali (Deepavali)	November 07	Kartika 16	Wednesday
15.	Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad)	November 21	Kartika 30	Wednesday
16.	Guru Nanak's Birthday	November 23	Agrahayana 02	Friday
17.	Christmas Day	December 25	Pausha 04	Tuesday

LIST OF RESTRICTED HOLIDAYS DURING THE YEAR 2016 FOR ADMINISTRATIVE OFFICES OF CENTRAL GOVERNMENT LOCATED AT DELHI / NEW DELHI

S.No	Holiday	Date	Saka Date	Day
SAKA ERA 1939				
1.	New Year's Day	January	01 Vasaha	Monday
2.	Makar Sankranti	January	14 Pousha	Sunday
3.	Pongal	January	21 Pousha	Sunday
4.	Ekadash Puashami / Sri. Hanuman	January	27 Magha	Monday
5.	Makar Sankranti Birth Day	January	31 Magha	Wednesday
6.	Sankranti Day/Arundo Sankranti Jayanti	February	10 Magha	Saturday
7.	Sri. Jyoti Jayanti	February	19 Magha	Monday
8.	Holiha Dahan/Dalyatra	March	01 Pshyama	Thursday
9.	Chaitra Sukladi/Gudi Pudava/Lundi/Cheti Chaud	March	08 Pshyama	Sunday
SAKA ERA 1940				
10.	Ram Navami	March	25 Chaitra	Sunday
11.	Easter Sunday	April	01 Chaitra	Sunday
12.	Hazrat Ali's Birth Day	April	01 Chaitra	Monday
13.	Vaisakhi/Vishu/Mesadi	April	14 Chaitra	Saturday
14.	Vaisakhadi/Parigal/ Bahag Sibu (Assam)	April	18 Chaitra	Sunday
16.	Guru Gobindram's Birth Day	May	09 Vasaha	Wednesday
15.	Jaisalmer Jyoti	June	15 Jyeshtha	Friday
17.	Ram Yatra	July	14 Ashadha	Saturday
18.	Hans' New Year's day/Vaisakhi	August	27 Shukla	Friday
19.	Onam or Thiruv Onam Day	August	28 Bhadra	Saturday
20.	Kalra's Birth Day	August	29 Bhadra	Sunday
21.	Vinayaka Chaturthi/ Ganesh Chaturthi	September	13 Bhadra	Thursday

23.	Dussehra (Maha Navami) (Aarti Puja)	October	16	Asvina	24	Tuesday
23	Dussehra (Maha Navami) (Aarti Puja)	October	17	Asvina	25	Wednesday
24.	Dussehra (Maha Navami)	October	18	Asvina	26	Thursday
24.	Maharishi Valmiki's Birthday	October	24	Kartika	02	Wednesday
26.	Kanaka Chaturthi (Kanya Meyubi)	October	27	Kartika	05	Saturday
27.	Deepavali (South India)	November	06	Kartika	15	Thursday
28.	Kanaka Chaturthi	November	06	Kartika	15	Tuesday
29.	Govardhan Puja	November	08	Kartika	17	Thursday
30.	Aha Day	November	09	Kartika	18	Friday
31.	Poojari Sashti or Surya Sashti (Chhat Puja)	November	13	Kartika	22	Tuesday
32.	Kamajog Bahadur's Kalyan Day	November	24	Agrahayana	03	Saturday
33.	Chaturmas Eve	December	24	Pausa	03	Monday