



Tea Board
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700 001

No.9(1)/Estt/2016/Part-I/ 1266

Dated : 20th Aug 2019
21

CIRCULAR

To

All Officers-In-Charge of the Board's
Zonal/Regional/Sub-Regional Offices

Subject : **Holidays to be observed by the Board during the year 2020**

Like previous years, seventeen (17) holidays are to be observed in different offices of Tea Board. Out of these seventeen (17) holidays, the following fourteen (14) holidays (representing 03 National Holidays and 11 other holidays) will be compulsory as per Govt. of India's order No.12/1/2019-JCA-2 dated 18.06.2019.

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)

The Zonal/Regional/ Sub-Regional offices are hereby requested to forward their proposals about holidays to be observed in their offices for the year 2020 after ascertaining the views of the employees attached to the respective offices as also taking into account the local importance of the festivals. A list of proposed Restricted Holidays may also be forwarded to this office for necessary action. A list of holidays of the respective State Government for the year 2020 may be sent to the undersigned.

This may please be treated as MOST URGENT so that the reply should reach to this office latest by **31st August 2019**.

P. K. Dash
20.8.19
(P.K. Dash)

Assistant Secretary (I/C)

US P. K. Joshi

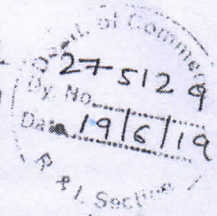
F.No.12/1/2019-JCA-2

DI NO. 1163/E.IV

20/6/2019

Government of India

Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
Establishment (JCA-2) Section



North Block, New Delhi
Dated the 18 June, 2019

OFFICE MEMORANDUM

Subject: Holidays to be observed in Central Government Offices during the year 2020- 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 2020. 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 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 (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. During 2019, Diwali (Deepavali) falls on Saturday, November 14, 2020 (Kartika 23). 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.

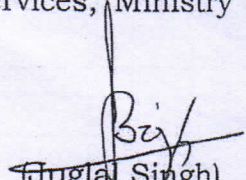
7. Central Government Organisations which include industrial, commercial and trading establishments would observe upto 16 holidays in a year including three national holidays viz. Republic Day, Independence Day and Mahatma Gandhi's birthday, as compulsory holidays. The remaining holidays / occasions may be determined by such establishments/organisations themselves for the year 2020, 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 11(Eleven) holidays of their own only after including in the list, three National Holidays and Republic Day, Id-ul-Zuha (Bakrid), Independence Day, Muharram, Dussehra and Diwali 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.


(Juglal Singh)
Deputy Secretary to the Govt. of India
☎ 2309 2338

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
11. Chief Secretaries to all the State Governments/Union Territories.
12. Directorate of Advertising and Visual Publicity, PTI Building, New Delhi
13. Deputy Director (Bills), Dte. of Printing, B-Wing, Nirman Bhavan, New Delhi
14. Positional Astronomy Centre, Block-AQ, Plot No.8 Sector-V, Salt lake, Manish Bathan, Kolkata - 700091
15. Facilitation Centre, DOP&T (20 copies)

**LIST OF HOLIDAYS DURING THE YEAR 2020 FOR ADMINISTRATIVE OFFICES OF
CENTRAL GOVERNMENT LOCATED AT DELHI / NEW DELHI**

S.No.	Holiday	Date	Saka Date	Day
<u>1941 SAKA ERA</u>				
1.	Republic Day	January 26	Magha 06	Sunday
2.	Holi	March 10	Phalguna 20	Tuesday
<u>1942 Saka Era</u>				
3.	Ram Navami	April 02	Chaitra 13	Thursday
4.	Mahavir Jayanti	April 06	Chaitra 17	Monday
5.	Good Friday	April 10	Chaitra 21	Friday
6.	Budha Purnima	May 07	Vaisakha 17	Thursday
7.	Id-ul-Fitr	May 25	Jyaishtha 04	Monday
8.	Id-ul-Zuha (Bakrid)	August 01	Sarvana 10	Saturday
9.	Janmashtami	August 12	Sarvana 21	Wednesday
10.	Independence Day	August 15	Sarvana 24	Saturday
11.	Muharram	August 30	Bhadra 08	Sunday
12.	Mahatma Gandhi's Birthday	October 02	Asvina 10	Friday
13.	Dussehra	October 25	Kartika 03	Sunday
14.	Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad)	October 30	Kartika 08	Friday
15.	Diwali (Deepavali)	November 14	Kartika 23	Saturday
16.	Guru Nanak's Birthday	November 30	Agrahayana 09	Monday
17.	Christmas Day	December 25	Pausha 04	Friday

LIST OF RESTRICTED HOLIDAYS DURING THE YEAR 2020 FOR ADMINISTRATIVE OFFICES OF CENTRAL GOVERNMENT LOCATED AT DELHI / NEW DELHI

OFFICE OF CENTRAL GOVERNMENT LOCATED AT DELHI / NEW DELHI						
S.No	Holiday	Date		Saka Date		Day
SAKA ERA 1941						
1.	New Year's Day	January	01	Pausha	11	Wednesday
2.	Guru Gobind Singh's Birthday	January	02	Pausha	12	Thursday
3.	Lohri	January	13	Pausha	23	Monday
4.	Makar Sankranti/ Pongal	January	15	Pausha	25	Wednesday
5.	Basant Panchami /Sri Panchami	January	30	Magha	10	Thursday
6.	Guru Ravi Das's Birthday	February	09	Magha	20	Sunday
7.	Swami Dayananda Saraswati Jayanti	February	18	Magha	29	Tuesday
8.	Shivaji Jayanti	February	19	Magha	30	Wednesday
9.	Maha Shivaratri	February	21	Phalguna	02	Friday
10.	Holika Dahan/Dolyatra	March	09	Phalguna	19	Monday
11.	Hazarat Ali's Birthday	March	09	Phalguna	19	Monday
SAKA ERA 1942						
12.	Chaitra Sukladi / Gudi Padava/Ugadi /Cheti Chand	March	25	Chaitra	05	Wednesday
13.	Easter Sunday	April	12	Chaitra	23	Sunday
14.	Vaisakhi/Vishu	April	13	Chaitra	24	Monday
15.	Mesadi/ Vaisakhadi (Bengal)/Bahag Bihu (Assam)	April	14	Chaitra	25	Tuesday
16.	Guru Rabindranath's birthday	May	08	Vaisakha	18	Friday
17.	Jamat-Ul-Vida	May	22	Jyaishtha	01	Friday
18.	Rath Yatra	June	23	Ashadha	02	Tuesday
19.	Raksha Bandhan	August	03	Sarvana	12	Monday
20.	Janmashtami (Smarta)	August	11	Sarvana	20	Tuesday
21.	Parsi New Year's day/Nauraj	August	16	Sravana	25	Sunday

22.	Vinayaka Chaturthi/ Ganesh Chaturthi	August	22	Sravana	31	Saturday
23.	Onam or Thiru Onam Day	August	31	Bhadra	09	Monday
24.	Dussehra (Maha Saptami) (Additional)	October	23	Kartika	01	Friday
25.	Dussehra (Maha Ashtami) (Maha Navmi)(Additional)	October	24	Kartika	02	Saturday
26.	Vijay Dashmi (Bengal, Kerala)	October	26	Kartika	04	Monday
27.	Maharishi Valmiki's Birthday	October	31	Kartika	09	Saturday
28.	Karaka Chaturthi (Karwa Chouth)	November	04	Kartika	13	Wednesday
29.	Naraka Chaturdasi	November	14	Kartika	23	Saturday
30.	Govardhan Puja	November	15	Kartika	24	Sunday
31.	Bhai Duj	November	16	Kartika	25	Monday
32.	Pratihara Shashthi or Surya Shashthi (Chhat Puja)	November	20	Kartika	29	Friday
33.	Guru Teg Bahadur's Martyrdom Day	November	24	Agrahayana	03	Tuesday
34.	Christmas Eve	December	24	Pausha	03	Thursday