

PANJAB UNIVERSITY, CHANDIGARH

LIST OF HOLIDAYS for the calendar year 2022 to be observed by the Administrative Offices, University Teaching/Non-Teaching departments and colleges affiliated to the Panjab University, Chandigarh.

All Saturdays (except in colleges)

All Sundays

Other Holidays:

S.No.	Name of the Holiday	Date/s	Day/s
1.			

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 23.7.2022 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 31.7.2022. 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.7679/GM

Dated: 22.12.2021

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/ P.U. Rural Centre for information and necessary action.

Sd/-

Assistant Registrar (General)