

PANJAB UNIVERSITY, CHANDIGARH

**LIST OF HOLIDAYS for the calendar year 2023 to be observed by the
Administrative Offices, University Teaching/Non-Teaching Departments and**

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 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 23.7.2023. 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