

OFFICE OF THE MUNICIPAL COUNCILLERS KAMARHATI

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Memo. No.

Date :.....

Circular Dt.31.12.2012

The following days has been declared by the Govt. of West Bengal as public holiday under the negotiable instrument Act, 1881 during the year 2013 and will be observed by Kamarhati Municipality as holidays :-

Birthday of Swami Vivekananda	: 12 th January, Saturday
Netaji's Birthday	: 23 rd January, Wednesday
Republic Day	: 26 th January, Saturday
Shree Panchami	: 15 th February, Friday
Dol Jatra	: 27 th March, Wednesday
Good Friday	: 29 th March, Friday
Bengali New Years' Day	: 15 th April, Monday
May Day	: 1 st May, Wednesday
Birthday of Rabindranath Tagore	: 9 th May, Thursday
Id- Ul- Fitre	: 9 th August, Friday
Independence Day	: 15 th August, Thursday
Gandhiji's Birthday	: 2 nd October, Wednesday
Mahalaya	: 4 th October, Friday
<u>Durga Puja</u>	
Saptami	: 11 th October, Friday
Ashtami	: 12 th October, Saturday
Dasami	: 14 th October, Monday
Id- Uz- Zoha	: 16 th October, Wednesday
Lakshmi Puja	: 18 th October, Friday
Kali Puja	: 2 nd November, Saturday
Muharram	: 14 th November, Thursday
Christmas Day	: 25 th December, Wednesday

NOTE:

- (1) Sunday are holidays under Negotiable Instruments Act.
- (2) In the year 2013, the following festivals/ occasions fall on Sunday which are public holidays under N.I. Act. And hence have not been included in the list of holidays:
 - (i) Birthday of B.R. Ambedkar : 14th April
 - (ii) Nabami of Durga Puja : 13th October
 - (iii) Guru Nanak's Birthday & Parswanath's Rathajatra : 17th November
- (3) Kamarhati Municipal office will remain open on 1st April Monday & 30th September Monday
Yearly closing of Bank A/C.

Kamarhati Municipal office shall remain closed like Govt. offices.

Fateh Duaz Daham	: 25 th January, Friday
Janmastami	: 28 th August, Wednesday
Ekadasi of Durga Puja	: 15 th October, Tuesday
Treodasi of Durga Puja	: 17 th October, Thursday
Bhatridwitiya	: 5 th November, Tuesday

The following days may be observed as Sectional Holidays in the year 2013 for the employees of Different communities mentioned against each:

Mahabir Jayanti	: 23 rd April, Tuesday (for Jains only)
Easter Suterday	: 30 th March, Saturday (for Christians only)
Buddha Purnima	: 25 th May, Suterday (for Buddhist only)
Sab-e-Barat	: 25 th June, Tuesday (for Muslims only)
Karampuja	: To be notified later on
Chhatpuja	: 8 th November, Friday

NOTE:

- (1) In 2013, Baisakhi (for Sikhs only) falls on 14th April which is a Sunday and a Public Holiday under N.I.Act. so, the day has not been included here.
- (2) May Day may be treated as additional paid holidays for the employees of the industrial & Establishment under the Govt.
Above mentioned holidays will be observed only for the indoor staff including collecting sarkar, In-charge of W.S & D Deptt, In- charge of Building section, S.I. of P.H. Deptt, In- charge of Vehicles, In – charge of Ambulance section, and those who are deputed to office duty.

*** Under noted holidays will be observed for the Out Door staff including Majdoor and Market toll collector and those who are deputed to Out Door duty:-

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| 1) Netaji's Birth Day | : 23 rd January, Wednesday |
| 2) Republic Day | : 26 th January, Saturday |
| 3) Sree Panchami | : 15 th February, Friday |
| 4) Dol Jatra | : 27 th March, Wednesday |
| 5) Bengali New Years Day | : 15 th April, Monday |
| 6) May Day | : 1 st May, Wednesday |
| 7) Birth Day of Rabindra Nath Tagore | : 9 th May, Thursday |
| 8) Id- Ul- Fitre | : 9 th August, Friday |
| 9) Independence Day | : 15 th August, Thursday |
| 10) Gandhiji's Birth Day | : 2 nd October, Wednesday |
| 11) Durga Puja (Saptami) | : 11 th October, Friday |
| 12) " " (Astami) | : 12 th October, Saturday |
| 13) Laxmi Puja | : 18 th October, Friday |
| 14) Bhatridwitiya | : 5 th November, Tuesday |
| 15) Muharam | : 14 th November, Thursday |
| 16) Christmas Day | : 25 th December, Wednesday |

And all Sunday in the year:-2013.

The holidays of triple asterisk mark excluding Sundays will also be observed by the staff of Ambulance, Water Pumping Stations & Darwans during the year 2013.

And a Weekly Day- Off.

Notes:- As per previous year the emergent staff Viz- Ambulance, Water pumping station & Darwans will be allowed compensatory leave for the holidays declared with triple asterisk mark if engaged on duty on the declared holidays or rest day, concerned departmental in charge will allow compensatory leave to their employees preferably within 3 Months from the date of each holidays or rest day.

On the question of allowing compensatory leave the procedure should be followed Strictly that compensatory leave will not be allowed in combination with or in Continuation with any other leave except casual leave.


In the year 2013 the Municipal office (Indoor & Outdoor) declared to be closed ' Ratha Jatra' local festival date will be notified later on.

General Instructions to be followed in all types of holidays including holidays for the Muslim Festivals.

- 1) No substitute holidays should be allowed if any of the festival holidays initially notified Subsequently happens to fall on a weekly off any other non- working day or in the event Of more than one festival falling on the same day.
- 2) If there is any change in the date of ID- UL- Fitre, ID-UZ- ZOHA, Maharam, Fathe- Daaz-Daham, Sabe-Barat depending upon the sighting of the moon, holidays will be declared by separate order for the date on which the festival would be actually observed in lieu of the date originally notified as holiday for this festival.
- 3) If many happen that the change of the date of the above occasions has to be notified at a very short notice.

In such situation announcement would be made through TV/A.I.R./Newspaper and The head of the department/ offices of the ULB take action according to such announcement without waiting for a formal order, about the change of date.

No separate circular will be issued in respect of above mentioned holidays during the year 2013.


Chairman

Kamarhati Municipality.