

No. 21-01/2023-PE-II  
Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division

Dak Bhavan, Sansad Marg,  
New Delhi-110001

Dated : 20<sup>th</sup> July,2023

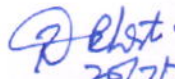
To,  
All Chief Postmasters General

SUB: Holidays to be observed in Central Government Offices during the year 2024  
-reg.

The undersigned is directed to forward herewith a copy of the Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training OM No. 12/2/2023-JCA dated. 3<sup>rd</sup> July,2023 on the subject cited above.

It is requested to bring the aforesaid OM to the notice of all concerned.

The Holiday list of the circles for the year 2024 should invariably be uploaded on the India Post website.

  
20/7/2023  
(R.N.Bharti)  
Director (Estt.)

Copy to:

1. Sr. PPS to Secretary (P)/ Sr. PPS to DG Postal Service
2. PPS to All Members, Postal Services Board/Addl DG (Coordination)
3. AS&FA/Secretary (PSB)
4. CGM, PLI/CGM, BD&MD/CGM, Parcel Directorate
5. Director, RAKNPA
6. All DDsG/Directors/ADsG in Postal Directorate
7. Additional Director General, APS C/o 56, APO, New Delhi
8. DG P&T Audit, Civil Lines, New Delhi - 54
9. GM, CEPT Bengaluru with a request to upload the OM on the India Post Website.
10. All sections of Dak Bhawan(Through e-office notice Board)
11. Office copy/ Guard File

**OFFICE MEMORANDUM**

**Subject: Holidays to be observed in Central Government Offices during the year 2024- reg.**

It has been decided that the holidays, as specified in **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 2024. 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 specified at **Annexure - II**.

2. Central Government Administrative Offices located outside Delhi / New Delhi shall observe the following holidays compulsorily in addition to three holidays, to be chosen out of the 12 optional holidays indicated below at para 3.1:

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. For offices located in New Delhi/Delhi, three holidays are selected by the D/o Personnel & Training and for the offices located outside Delhi/New Delhi three holidays are to be chosen 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, from the list indicated below. 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 the festivals and dates, as indicated at Annexure -I and Annexure-II barring a few exceptions indicated at para 5.1 and 5.2 hereinafter. The 12 optional holidays are as follows:

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 PANCEAMI / BASANT PANCHAMI**
12. **VISHU/ VAISAKHI / VAISAKHADI / BHAG BIHU / MASHADI UGADI / CHAITRA SUKLADI / CHETI CHAND / GUDI PADAVA / 1<sup>ST</sup> NAVRATRA / NAORAZ/CHHATH POOJA/KARVA CHAUTH.**

*[Handwritten signature]*

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 as Annexure-II 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. However, the 9 occasions left over, after choosing the 3 variable holidays in para 3.1 above, are also 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 in respect 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 2024, Diwali (Deepavali) falls on Thursday, October 31, 2024 (Kartika 09). 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) in 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 2024, 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.

