



December 29, 2023

## LIST OF HOLIDAYS FOR THE YEAR 2024 (NCR – Sohna Road Offices)

*The list may be revised post changes in WFH rules and with gradual return to office*

Date	Day	Festival / Occasion
January 26	Friday	Republic Day
March 25	Monday	Holi
August 15	Thursday	Independence Day
October 02	Wednesday	Gandhi Jayanti
October 12	Saturday	Dussehra
November 01	Friday	Diwali
December 25	Wednesday	Christmas

**Restricted Holiday: ONE-day allowed (non-contiguous days) on any relevant religious or regional festival like Buddha Purnima (May 23, Thursday), Raksha Bandhan (19-Aug-Monday), Janmashtami (Aug 26-Monday), Id-ul-Fitr, Id-ul-Zuha, Muharram etc. which has to be intimated at least two weeks in advance. Other possible holidays are Ram Navami, Maha Shivaratri, Mahavir Jayanti, Bhai Dooj and Good Friday.**

*The holiday opted for has to be on an actual festival day etc., and not for the purpose of convenience in extending leaves*

**\*\* To be resumed post relaxation of WFH: Two Saturdays already off per month for staff other than new joiners. All staff, will continue to work on rotational WFH where possible post office full functional reopening. All staff to be available for client emergencies and deliveries.**

**All staff providing 24x7 support will continue to extend this facility.**

**All staff at other locations will continue to follow client calendars, and this change shall have no impact on their schedule.**

**All resident staff will work as per client holiday lists, other than Saturdays being working, and days that they are required to attend Microware office.**

**Employees posted at Udyog Vihar continue to follow ACT specified US holidays**

Note : Lunar calendar based holidays may shift – this shall be notified, when possible