

## JCT LIMITED: PHAGWARA

December 9, 2015

Office Order No. 21

During the year 2016, the Administrative Office including Marketing, Accounts, Factory Departments and staff working in the Technical Departments will observe the following National and Festival Holidays. However, insofar as the staff members in Technical Departments are concerned, their duties during these holidays will be adjusted in a manner that the work does not suffer:-

Sl. No.	Holidays	Date	Day
1	Republic Day	26.01.2016	Tuesday
2	Maha Shivratri	07.03.2016	Monday
3	Holi	24.03.2016	Thursday
4	Ram Navami	15.04.2016	Friday
5	Independence Day	15.08.2016	Monday
6	Sri Krishan Janamashtmi	25.08.2016	Thursday
7	Birthday of Mahatma Gandhi ji	02.10.2016	Sunday
8	Dussehra	11.10.2016	Tuesday
9	Diwali	30.10.2016	Sunday
10	Birthday of Sri Guru Nanak Dev ji	14.11.2016	Monday

Birthday of Mahatma Gandhi ji and Diwali fall on Sunday. Therefore, holidays in lieu thereof will be observed on 16.06.2016 & 31.10.2016 on account of Martyrdom Day of *Guru Arjun Dev Ji* and Vishwakarma Day respectively. As usual, short leave shall be allowed on Friday, the 1<sup>st</sup> January 2016, for 2 hours in the morning, i.e. up to 11.00 A.M.

  
Rohit Seru  
Executive Director

Copy to: -

Mr. Samir Thapar, CMD, H.O., New Delhi  
Madam Priya Thapar, Director [HR]  
Mr. Kamal Bhasin, Filament Division Hoshiarpur  
Mr. Rajmohan Singh, Sr. Vice President [Corporate], H.O. New Delhi  
Mr. M.P.S. Narang, CFO, H.O., New Delhi  
Sr. Vice President [Plant]  
All Departmental Heads  
Abohar Office  
All Sales Offices  
Export Office, Mumbai  
Mr. Charanamrit Singh, Sriganganagar