

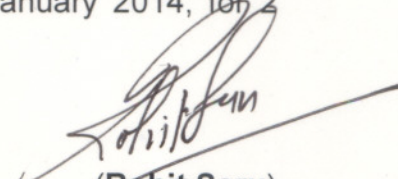
Date 20.12.2013

Office Order No.31

During the year 2014, the Administrative Office including Marketing Department, Accounts Department, Factory Department 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.

SI No	Holidays	Date	Day
1	Birthday of Sri Guru Gobind Singh ji	07.01.2014	Tuesday
2	Republic Day	26.01.2014	Sunday
3	Shivratri	27.02.2014	Thursday
4	Holi	17.03.2014	Monday
5	Independence Day	15.08.2014	Friday
6	Shri Krishan Janamashtami	17.08.2014	Sunday
7	Birthday of Mahatma Gandhi ji	02.10.2014	Thursday
8	Dussehra	03.10.2014	Friday
9	Diwali	23.10.2014	Thursday
10	Birthday of Sri Guru Nanak Dev ji	06.11.2014	Thursday

Republic Day and Shri Krishan Janamashtami fall on Sunday. Holidays in lieu thereof will be observed on 08.04.2014 and 14.04.2014 on account of Ram Navami and Baisakhi. Short Leave may be allowed on Wednesday, the 1st January 2014, for 2 hours in the morning, i.e., up to 11.00 A.M..


(Rohit Seru)
Executive Director

cc Mr.Samir Thapar, CMD, H.O., New Delhi
cc Mr.Kamal Bhasin, Filament Division, Hoshiarpur
cc Mr.M.P.S. Narang, CFO, H.O., New Delhi
cc Mr.R. Seshadri, H.O., New Delhi
cc Head of Operations (Tech.)
cc All Departmental Heads
cc Abohar Office
cc All Sales Offices
cc Export Office, Mumbai
cc Unit Sriganaganagar