



**STEEL AUTHORITY OF INDIA LIMITED
DURGAPUR STEEL PLANT**

Ref. No.: DSP/PERS-NW/HOLIDAY_2025/2024/3004

Date: 21/12/2024

C I R C U L A R

Circular Sl. No. 2024/47

HOLIDAYS FOR THE YEAR 2025

Employees of DSP are categorized as follows for defining the holidays as per their admissibility for the year 2025:

SL NO.	CATEGORY	DESCRIPTION
1	Category A	Executives (both Works and Non -Works)
2	Category B	Non-industrial non-executives attached to Offices, Education Department and Kolkata Branch Office.
3	Category C	Industrial non-executives (Works & Non-Works)
4	Category D	Non-executive Trainees

1. CLOSED/ PUBLIC HOLIDAYS:

Following closed /public holidays are admissible to all categories of employees including Trainees (Category A, B, C & D):

SL. NO.	HOLIDAYS	DATE	DAY
1	SAIL Foundation Day	24 th January	Friday
2	Republic Day	26 th January	Sunday
3	May Day	1 st May	Thursday
4	Independence Day	15 th August	Friday
5	Mahatma Gandhi's Birthday	2 nd October	Thursday

2. FESTIVAL HOLIDAYS: Following Festival Holidays are admissible to Category A & Category B employees as mentioned against each:

Numbers of festival holidays admissible: Category A: 06 nos., Category B: 13 nos.

SL NO.	HOLIDAYS	DATE	DAY	CATEGORY
1	Maha Shivaratri	26 th February	Wednesday	Category B
2	Doljatra / Holi	14 th March	Friday	Category A & B
3	Id-ul-Fitr	31 st March	Monday	Category A & B
4	Good Friday	18 th April	Friday	Category B
5	Buddha Purnima	12 th May	Monday	Category B
6	Id-Ud-Zoha (Bakrid)	7 th June	Saturday	Category B
7	Janmasthami	16 th August	Saturday	Category B
8	Durgapuja - Maha Ashtami	30 th September	Tuesday	Category A & B
9	Durgapuja - Maha Navami	1 st October	Wednesday	Category B
10	Lakshmi Puja	6 th October	Monday	Category B
11	Diwali (Deepavali) / Kali Puja	20 th October	Monday	Category A & B
12	Birth Day of Guru Nanak	5 th November	Wednesday	Category A & B
13	Christmas Day	25 th December	Thursday	Category A & B

For Category B employees: One Closed / Public Holiday namely Republic Day falls on Sunday. So, one restricted holiday namely Bhatridwitiya (**23rd October, 2024**) will be treated as additional Festival Holiday for maintaining total number of Public/ Closed/ Festival holidays to 18 for this category of employees.

Sourav Ray

3. **RESTRICTED HOLIDAYS (RH)**: Employees can avail restricted holidays from the list below as per numbers indicated against each category:

CATEGORY	Numbers
Category A [Executives (both Works and Non -Works)] & Category C [Industrial non-executive (Works & Non-Works)]	04 (Four) RH
Category B [Non-industrial non-executives attached to Offices, Education Department and Kolkata Branch Office].	02 (Two) RH
Category D [Non-Executive Trainee]	04 (Four) RH

LIST OF RESTRICTED HOLIDAYS (RH)

SL. No.	HOLIDAYS	DATE	Day
1	New Year's Day	1 st January	Wednesday
2	Guru Govind Singh's Birthday	6 th January	Monday
3	Makar Sankranti / Magha Bihu / Pongol	14 th January	Tuesday
4	Netaji's Birth Day	23 rd January	Thursday
5	Basanta Panchami / Sri Panchami	2 nd February	Sunday
6	Maha Shivaratri	26 th February	Wednesday
7	Doljatra / Holi	14 th March	Friday
8	Jamat - Ul - Vida	28 th March	Friday
9	Id-ul-Fitr	31 st March	Monday
10	Ram Navami	6 th April	Sunday
11	Mahavir Jayanti	10 th April	Thursday
12	Bengali New Year's day	15 th April	Tuesday
13	Good Friday	18 th April	Friday
14	Birthday of Rabindranath Tagore	9 th May	Friday
15	Buddha Purnima	12 th May	Monday
16	Id-ul-Zuha (Bakrid)	7 th June	Saturday
17	Rath Yatra	27 th June	Friday
18	Muharram	6 th July	Sunday
19	Raksha Bandhan	9 th August	Saturday
20	Janmasthami	16 th August	Saturday
21	Milad-Un-Nabi / Id-E-Milad	5 th September	Friday
22	Mahalaya	21 st September	Sunday
23	Durgapuja - Maha Saptami	29 th September	Monday
24	Durgapuja - Maha Ashtami	30 th September	Tuesday
25	Durgapuja - Maha Navami	1 st October	Wednesday
26	Lakshmi Puja	6 th October	Monday
27	Kali Puja / Diwali / Dipawali	20 th October	Monday
28	Bhatridwitiya	23 rd October	Thursday
29	Chhat Puja	27 th October	Monday
30	Guru Nanak's Birthday	5 th November	Wednesday
31	Guru Teg Bahadur's Martyrdom Day	24 th November	Monday
32	Christmas Eve	24 th December	Wednesday
33	Christmas Day	25 th December	Thursday

*Muslim festivals, not falling on the notified dates due to non-sighting of moon, will be observed as per Government guidelines.

For availing Restricted Holidays, concerned employees shall have to exercise their option by 31st January 2025 and obtain approval of their controlling officer before availing the same.

Soumit Ray

4. COMPENSATORY OFF:

All employees (including non-executive trainees) can avail a compensatory off against not spared Closed / Public / Festival / Restricted holiday(s) within two (02) months in same calendar year.

- a. **Category A** [Executives (both Works and Non-Works)], **Category C** [Industrial non-executives (Works & Non-Works)] and **Category D** (non-executive trainees) employees can avail a compensatory off against each Public/ Closed holiday coinciding with their weekly off (including Sunday).
- b. **Category C** [industrial non-executive employee (Works & Non-Works)] employees who will not spared/ does not want to avail Closed / Public Holidays on Republic Day, May Day, Independence Day and Mahatma Gandhi's Birthday- will have the following option:

Claiming of Compensatory off within 2 months in the same calendar year Or Extra wages.

This option of claiming Compensatory off or extra wages will also be available if any of the aforesaid holidays coincides with their weekly off (excluding Sunday). In case of Sunday weekly-off, only Compensatory off will be admissible.

5. Employees joining services of the company during the calendar year will be entitled for proportionate Restricted Holiday(s) to be calculated on half-yearly or quarterly basis with reference to their joining date, as the case may be.

This issues with the approval of the Competent Authority.

Soumit Roy
(Soumit Roy) 21/12/2024
Junior Manager (HR – NW)

Distribution: Standard