INTER OFFICE MEMO

Date	:	December 13, 2023
To	:	All Employees
From	:	M K Anand
Sub	:	List of Holidays for 2024

Dear All,

The following days are being declared as **10 Mandatory Holidays** for Times Network from January 1, 2024 to December 31, 2024

Mandatory Holidays – 9 Nos (All Locations)

Holiday	Date	Day
New Year Day	1-Jan-2024	Monday
Republic Day	26-Jan-2024	Friday
Holi	25-Mar-2024	Monday
Good Friday	29-Mar-2024	Friday
Ramzan-Id (Id-Ul-Fitr)	11-Apr-2024	Thursday
Independence Day	15-Aug-2024	Thursday
Mahatma Gandhi Jayanti	2-Oct-2024	Wednesday
Diwali	1-Nov-2024	Friday
Christmas	25-Dec-2024	Wednesday

Location specific mandatory Holiday – 1 No

Holiday	Date	Day	NORTH Bureaus (NOIDA & Gurugram)	EAST Bureaus (Kolkata)	WEST Bureaus (Mumbai)	SOUTH Bureaus (Bengaluru)
Labour Day	01-May-2024	Wednesday			*	*
Raksha Bandhan	19-Aug-2024	Monday	*			
Durga Pooja	11-Oct-2024	Friday		*		

Note :

1. The following holidays fall on Saturday and Sunday :
- *Dussera (12-Oct-2024)*

2. Colleagues who are working on designated holidays can avail a compensatory off subject to a total of 10 Holidays.
3. Colleagues working in shift duty may report for shift according to their work requirements in consultation with the respective department heads.
4. In case any other holiday is announced additionally during the year, a CL will be adjusted against the same.

Yours Sincerely,

M K Anand
MD & CEO, Times Network