



MALANKARA ORTHODOX SYRIAN CHURCH MEDICAL MISSION HOSPITAL

(AN INSTITUTION UNDER THE MALANKARA ORTHODOX SYRIAN CHURCH MEDICAL MISSION)

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NO.HRM/53/2022

23/11/2022

CIRCULAR

SUB: LIST OF NATIONAL AND FESTIVAL HOLIDAYS FOR THE YEAR 2023

Management is pleased to declare and announce the **National and Festival holidays for the year 2023**. These National and Festival holidays will be applicable to all staff members, staff trainees, management staff, Medical Officers/Doctors and all Faculties working under various institutions of MOSC Medical Mission, Kolenchery.

NATIONAL HOLIDAYS

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| 1. Republic Day | : 26/01/2023 – Thursday | : Closed Holiday |
| 2. May Day | : 01/05/2023 – Monday | : Closed Holiday |
| 3. Independence Day | : 15/08/2023 – Tuesday | : Closed Holiday |
| 4. Gandhi Jayandhi | : 02/10/2023 – Monday | : Closed Holiday |

FESTIVAL HOLIDAYS

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| 1. Sivarathri | : 18/02/2023 – Saturday | : Closed Holiday |
| 2. Good Friday | : 07/04/2023 – Friday | : Closed Holiday |
| 3. Vishu | : 15/04/2023 – Saturday | : Closed Holiday |
| 4. Bakrid | : 28/06/2023 – Wednesday | : Closed Holiday |
| 5. St.Thomas Day | : 03/07/2023 – Monday | : Closed Holiday |
| 6. <u>St.Peter's & St.Pauls Day</u> | : <u>12/07/2023 – Wednesday</u> | : <u>Restricted Holiday</u> |
| 7. Thiruonam | : 29/08/2023 – Tuesday | : Closed Holiday |
| 8. Mahanavami | : 23/10/2023 – Monday | : Closed Holiday |
| 9. Christmas | : 25/12/2023 – Monday | : Closed Holiday |

The above mentioned **12 days are closed holidays**, and on closed holidays, **the Casualty, IP and emergency services will only function with optimum number of staff members**. There will be no OPD on these days and Sunday schedule of work will be followed.

However, **12th July 2023, the St.Peters and St.Pauls day**, will be a **Restricted holiday**. On the day, the hospital will function as usual with optimum number of staff members. All Teaching Institutions and teaching departments under the Medical Mission will remain closed on that day, and staff members/Faculties under such teaching departments/institutions shall avail the holiday on that day.

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All Heads of Departments/In charges are advised to engage optimum number of staff members on closed holidays and **the list of staff members to be engaged on the closed holidays need to be submitted to the HR Department, in advance,** for concurrence and attendance.

This Circular is issued for the information to all staff members and Head of the Departments. All are requested to make necessary arrangements for the smooth implementation and functioning of the respective departments, accordingly.



Joy P. Jacob
Secretary.

To: All Staffs through Heads of Departments

Cc: Treasurer, Org. Secretary, Dean, Medical Supdt., Administrative Director
Manager Human Resources, Manager Finance, Manager Materials, Manager Maintenance,
Principal – College of Nursing, Principal – Institute of Allied Health Sciences, Director – Centre
for Allied Health Sciences, Nursing Superintendent, Manager (PR & General Admn).