Notice on the Arrangement of the QingMing Festival

Dear all,

The QingMing Festival is hereby, notified as follows:

I.Holiday Time

The holiday will be from Saturday Apr 4th to Monday Apr 6th, for a total of 3 days. Work on Tuesday, Apr 7th.

II.Notices

All departments are requested to conduct a comprehensive inspection of the office areas before leaving work on Apr 3rd. Turn off all power sources (such as sockets, computers, printers, etc.), air conditioners, and lights, and lock the doors and windows.

During the QingMing Festival holiday, a 24-hour on-duty schedule will be implemented.

Duty Arrangement Table

Duty Time (24Hour)	Phone Duty Supervisor	On-Duty Personnel	
		Name	Phone Number
Apr 4th(Saturday)	Xi Chuanwu	Huang Guoding	18758444828
Apr 5th(Sunday)	Zhu Jingxu	Jiang Luyin	
Apr 6th(Monday)	Zhao Yusheng	Jin Feiyue	

Office of Administration

March 31st, 2026