

**GOVERNMENT OF MIZORAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**MIZORAM SECRETARIAT, MINECO, AIZAWL, MIZORAM – 796001**

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**OFFICE MEMORANDUM**

**Aizawl, the 18<sup>th</sup> September, 2024**

**No. F. 23012/4/2013-GAD/75** : In the interest of public service, the Competent Authority is pleased to notify that the office working hours on all 5 (five) working days (Monday to Friday) during Winter Season and Summer Season for all offices under the Government of Mizoram including offices of organizations/bodies owned or controlled by the Government of Mizoram shall be as shown below :-

<b>Sl. NO</b>	<b>PLACES</b>	<b><u>WINTER TIMING</u></b> 1 <sup>st</sup> October, 2024 to 14 <sup>th</sup> February, 2025	<b><u>SUMMER TIMING</u></b> 17 <sup>th</sup> February, 2025 to 3 <sup>rd</sup> October, 2025
1.	Mizoram and Mizoram Houses in North East States	9:00 AM to 4:00 PM	9:00 AM to 5:00 PM
2	Mizoram Houses in other places, viz, New Delhi, Kolkata, Mumbai and Bengaluru	9:30 AM to 5:00 PM	9:30 AM to 5:30 PM

All the Controlling Officers concerned are requested to take notice and ensure that the timings are scrupulously followed.

**Sd/- VANLALDINA FANAI**


Commissioner & Secretary to the Govt. of Mizoram  
General Administration Department

**Memo No. F. 23012/4/2013-GAD/75** : **Aizawl, the 18<sup>th</sup> September, 2024.**

Copy to :-

- 1) Secretary to the Governor of Mizoram.
- 2) PS to Chief Minister, Mizoram.
- 3) PS to Speaker/Ministers/Leader of Opposition/Deputy Speaker/ Ministers of State/Vice-Chairman, State Planning Board/Deputy Govt. Chief Whip, Mizoram.
- 4) All Members of Legislative Assembly.
- 5) Chief Executive Member, MADC/LADC/CADC.
- 6) Sr. PPS to the Chief Secretary, Govt. of Mizoram.
- 7) All Pr. Secretaries/ Commissioners/ Secretaries/ Special Secretaries, Govt. of Mizoram.
- 8) Secretary, MLA/MIC/MPSC/SEC/Lokayukta/MYC/MSCPCR, Mizoram.
- 9) All Administrative Departments, Govt. of Mizoram.
- 10) All Head of Departments, Govt. of Mizoram.
- 11) Municipal Commissioner, Aizawl Municipal Corporation.
- 12) All Boards/Commissions/Agencies Govt. of Mizoram.
- 13) Resident Commissioner, New Delhi/ Joint Resident Commissioner, Kolkata and Bengaluru/ Deputy Resident Commissioner, Guwahati, Shillong, Silchar and Mumbai, Govt. of Mizoram
- 14) Controller, Printing & Stationery Department with 6(six) spare copies for publication in Mizoram Gazette Extra Ordinary.
- 15) Director, Information & Public Relations Department.
- 16) Controller, Printing & Stationery Department.
- 17) Regional Manager, SBI, Regional Office, Babutlang, Aizawl
- 18) Website Manager, GAD for uploading on the website.
- 19) Guard File.

  
**(LALDINFELI)**

Under Secretary to the Govt. of Mizoram  
 General Administration Department