

No.F.23012/4/2013-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

Aizawl, the 25th September, 2019

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 organisations/bodies owned or controlled by the Government of Mizoram shall be as shown below:

Sl. No.	LOCALITY	WINTER TIMING 14 th October, 2019 to 14 th February, 2020	SUMMER TIMING 17 th February, 2020 to 13 th October, 2020
1.	Mizoram and Mizoram Houses in North East States	9:00AM - 4:00PM	9:00 AM - 5:00 PM
2.	Mizoram Houses in other places viz., New Delhi, Kolkata, Mumbai and Bengaluru	9:30AM - 5:00PM	9:30 AM - 5:30 PM

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

Sd/-ASHISH KUNDRA

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

Memo No.F.23012/4/2013-GAD

: **Aizawl, the 25thSeptember, 2019**

Copy to:

- 1) Secretary to Governor, Mizoram.
- 2) PS to Chief Minister, Mizoram.
- 3) PS to Deputy Chief Minister, Mizoram
- 4) PS to Speaker/Ministers/Dy Speaker/Ministers of State/Govt. Deputy Chief Whip/Vice Chairman, State Planning Board, Mizoram.
- 5) Sr.PPS to Chief Secretary, Government of Mizoram.
- 6) Chief Secretary, all State Governments/Union Territories of India.
- 7) All Principal Secretaries/Commissioners/Secretaries, Govt. of Mizoram
- 8) Secretary, MPSC/MSIC/SEC, Mizoram.
- 9) Secretary, Lok Ayukta, Mizoram.
- 10) Secretary, Mizoram Legislative Assembly.
- 11) All Administrative Departments, Govt. of Mizoram.
- 12) All Heads of Departments, Government of Mizoram.
- 13) All Deputy Commissioners, Government of Mizoram.
- 14) Managing Director/CEOs, Boards/Corporations, under Govt. of Mizoram.
- 15) Deputy Secretary, Ministry of Personnel Public Grievances and Pensions, Department of Personnel and Training North Block, New Delhi.
- 16) Accountant General, Mizoram.
- 17) All Central Government Offices in Mizoram.
- 18) Registrar, Gauhati High Court, Aizawl Bench.
- 19) Secretary, North Eastern Council, Shillong.
- 20) Principal Resident Commissioner, New Delhi /Joint Resident Commissioner, Kolkata and Bengaluru/Deputy Resident Commissioner, Guwahati, Shillong, Silchar and Mumbai, Government of Mizoram.
- 21) Executive Secretaries, Lai/Mara/Chakma Autonomous District Councils, Mizoram.
- 22) Regional Manager, SBI, Regional Business Office, Babutlang, Aizawl.
- 23) Director I&PR, Govt. of Mizoram.
- 24) Controller, Printing & Stationeries, Govt. of Mizoram with 5 (five) spare copies and with a request to publish the Notification in Mizoram Gazette.
- 25) Website Manager, General Administration Department.
- 26) Guard File.

(LALMUNSANCA RALTE)

Under Secretary to the Govt. Of Mizoram,
General Administration Department.