

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

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**OFFICE MEMORANDUM**

Dated Aizawl, the 27<sup>th</sup> September, 2021

In partial modification of this Department's OM No.F.23012/4/2013-GAD dt.28.9.2020, 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:

Sl. No.	PLACES	<u>WINTER TIMING</u> 4 <sup>th</sup> October, 2021 to 18 <sup>th</sup> February, 2022	<u>SUMMER TIMING</u> 21 <sup>st</sup> February, 2022 to 30 <sup>th</sup> September, 2022
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/- JC RAMTHANGA**

Additional Chief Secretary to the Govt. of Mizoram  
Dated Aizawl, the 27<sup>th</sup> September, 2021

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

Copy to:

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



**(ST. LALVENSANGI)**

Under Secretary to the Govt. of Mizoram  
General Administration Department