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**OFFICE MEMORANDUM**

Aizawl, the 26<sup>th</sup> September, 2023

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

Sl. NO	PLACES	WINTER TIMING 3 <sup>rd</sup> October, 2023 to 16 <sup>th</sup> February, 2024	SUMMER TIMING 19 <sup>th</sup> February, 2024 to 30 <sup>th</sup> September, 2024
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/- K. LALTHAWMMAWIA**

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

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

**Aizawl, the 26<sup>th</sup> September, 2023.**

Copy to :-

1. Secretary to Governor, Mizoram
2. P.S. to Chief Minister, Mizoram
3. P.S. to Deputy Chief Minister, Mizoram
4. P.S. to Speaker/Ministers/Dy. Speaker/Minister of State/Vice-Chairman, State Planning Board, Mizoram
5. Sr. PPS to Chief Secretary, Govt. of Mizoram
6. All Principal Secretaries/Commissioners/Secretaries/Special Secretaries, Govt. of Mizoram
7. All Vice-Chairmen of SEDP Board.
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/Corporation 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, Guwahati, Shillong, Silchar and Mumbai, Govt. of Mizoram
19. Executive Secretaries, Lai/Mara/Chakma | Autonomous District Councils, Mizoram
20. Regional manager, SBI, Regional Office, Babutlang, Aizawl
21. Director, I & PR, Govt. of Mizoram.
22. Controller, P & S with 6(six) spare copies with a request to publish in Mizoram Gazette
23. Web Manager, GAD
24. Guard File.

  
( VANLALTANPUIA )

Under Secretary to the Govt. of Mizoram  
General Administration Department