

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No. F.6/2/96-D-II

Islamabad, the 18<sup>th</sup> May, 2017

OFFICE MEMORANDUM

Subject: OFFICE TIMINGS DURING THE HOLY MONTH OF RAMAZAN

The undersigned is directed to state that the following Office Timings shall be observed, during the forthcoming Holy Month of Ramazan by the Federal Government Offices:-


Offices working on 5-days a week

a.	Monday to Thursday	08:00 a.m. to 02:00 p.m.
b.	Friday	08:00 a.m. to 01:00 p.m.

Offices working on 6-days a week

a.	Monday to Thursday and Saturday	08:00 a.m. to 01:00 p.m.
b.	Friday	08:00 a.m. to 12:00 Noon.

2. It is requested that the said decision be communicated to all concerned.

  
(Engr. Muhammad Arif)  
Deputy Secretary (D)  
Ph: 051-9207117

ALL SECRETARIES/ADDITIONAL SECRETARIES INCHARGE  
MINISTRIES / DIVISIONS

**Copy to:-**

1. The Secretary to the President, President's Secretariat (Public), Islamabad.
2. The Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
3. The Registrar, Supreme Court of Pakistan, Islamabad
4. The Secretary, Senate Secretariat, Islamabad.
5. The Secretary, National Assembly Secretariat, Islamabad
6. The Chief Secretary Government of Punjab/Sindh/Khyber Pakhtunkhwa/  
Balochistan/AJ&K and Gilgit Baltistan.
7. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
8. The Secretary, Tax Ombudsman's Secretariat, Islamabad.
9. The Secretary, FPSC, Islamabad.

10. The Governor, State Bank of Pakistan.
11. The Auditor General of Pakistan, Islamabad.
12. The Controller General of Accounts, Islamabad.
13. The Director General, Intelligence Bureau, Islamabad.
14. The COS to the Chairman, NAB, Islamabad.
15. The Chief Commissioner, ICT, Islamabad.
16. The Military Accountant General, Rawalpindi.
17. The Principal Information Officer, PID, Islamabad.
18. The Joint Secretary (Admn), Establishment Division, Islamabad.
19. Deputy Secretary (Computer), Establishment Division with the request to arrange for its placement on the official website of the Establishment Division.



(Engr. Muhammad Arif)  
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