

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No. F.6/1/2007-D-II

Islamabad, the 30th March, 2022

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 working on 5/6 days a week basis:-


OFFICES WORKING ON 5 DAYS A WEEK

Days	Timing
Monday to Thursday	10:00 am to 04:00 pm
Friday	10:00 am to 01:00 pm

OFFICES WORKING ON 6 DAYS A WEEK

Days	Timing
Monday to Thursday and Saturday	10:00 am to 03:00 pm
Friday	10:00 am to 01:00 pm

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


(Kausar Ali Khan)
Section Officer (Discipline-II)


**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 Auditor General of Pakistan, Islamabad
5. The Secretary, Senate Secretariat, Islamabad.
6. The Secretary, National Assembly Secretariat, Islamabad
7. The Chief Secretaries, Governments of Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan, AJK and Gilgit-Baltistan.

Contd...

8. The Governor, State Bank of Pakistan
9. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
10. The Secretary, Tax Ombudsman's Secretariat, Islamabad.
11. The Controller General of Accounts, Islamabad
12. The Secretary, FPSC, Islamabad.
13. The COS to the Chairman, NAB, Islamabad
14. The Principal Information Officer, PID, Islamabad
15. The Military Accountant General, Rawalpindi
16. The Chief Commissioner, ICT, Islamabad
17. The Senior Joint Secretary (Admn), Establishment Division, Islamabad
18. The Director (IT), Establishment Division with the request to arrange for its placement on the official website of the Establishment Division, Islamabad


(Kausar Ali Khan)
Section Officer (Discipline-II)