



ZARAI TARAQIATI BANK LIMITED

HEAD OFFICE, 1-FAISAL AVENUE, ISLAMABAD

OPERATIONS DIVISION

(BRANCH OPERATIONS DEPARTMENT)

Circular Letter No. OD/07/2021/350

Dated: 18.05.2021

All Regional General Managers/
All Zonal Chiefs/ Area Chiefs/
All Branch Managers,
Zarai Taraqati Bank Limited

OPENING OF 483 BRANCHES ON SATURDAYS (from 22.05.2021 to 30.06.2021)

In supersession of pervious instructions on the subject, the management has decided that 483 branches of the Bank shall remain open on each 'Saturday' from 22.05.2021 to 30.06.2021 in order to achieve the operational targets during peak recovery season (all branches excluding HO Model Branch, Model Branch Lahore, Deposit Taking Branches and Islamic Banking Branches but including Model Branch Karachi). The office timings on Saturdays will be from 9:00 AM to 1:30 PM (without break). A notice showing Bank timings on Saturday may properly be displayed in each Branch at a prominent place.

2. All concerned Branch Managers are therefore, advised to utilize the prime time for achievement of shortfall in their KPIs for Disbursement, Recovery, SAM and Deposit Targets. Moreover, the concerned Regional General Managers, Zonal Chiefs, Zonal Managers (Recovery & SAM) and Area Chiefs shall ensure timely opening of Branches under their administrative control on each Saturday during this period.

(SALMAN ARSHAD)
EVP/Head Operations

Copy for information and necessary action to:-

- 1 PS to President, ZTBL, HO, Islamabad.
- 2 Group Head/CFO/CIA/Company Secretary, ZTBL, Head Office, Islamabad.
- 3 All Divisional/Departmental Heads, ZTBL, Head Office, Islamabad.
- 4 All Incharges of Audit Zones/HO Units in the field.
- 5 M.D, Kissan Support Services (Pvt) Limited, Head Office, Islamabad.
- 6 Training & Development Division, ZTBL Staff College, Islamabad
- 7 Treasurer, ZTBL, Karachi.
- 8 Webmaster, SD&MD, ISD, ZTBL, HO, Islamabad.
- 9 File No. BOD/1(262)/2021.
- 10 Fie No. HRPD/50(02)/2021

(MEHBOOB UR REHMAN)
Head (HR Policy Department)