

ZARAI TARAQIATI BANK LIMITED

HEAD OFFICE, 1-FAISAL AVENUE, ISLAMABAD

HUMAN RESOURCE DIVISION HR POLICY DEPARTMENT

Circular Letter No: HRD/18/2023/271

Dated: 22-03-2023

All Zonal Chief/Branch Managers,
Zarai Taraqiati Bank Limited.

OFFICE AND BUSINESS HOURS DURING THE MONTH OF RAMADAN-UL-MUBARAK 1444 A.H.

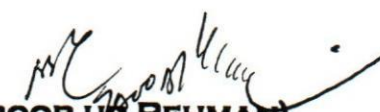
In pursuance of State Bank of Pakistan BPRD Circular Letter No. 05 dated 22.03.2023, all offices of Zarai Taraqiati Bank Limited shall observe following office timings during holy month of Ramadan-ul-Mubarak 1444 A.H :-

Days	Office Hours
Monday to Thursday	09:00 a.m. to 3:30 p.m. (with prayer break from 02:00 p.m. to 02:30 p.m.)
Friday	08:30 a.m. to 1:00 p.m. (without break)

2. It is further advised to observe the following business (banking) hours for public dealings:

Days	Business (Banking) Hours for Public Dealing
Monday to Thursday	09:00 a.m. to 02:00 p.m. (without break)
Friday	08:30 a.m. to 01:00 p.m. (without break)

3. After the month of Ramadan-ul-Mubarak, the above timings will automatically be reverted to pre Ramadan timings.


(MEHBOOB UR REHMAN)
Head (Human Resource)

For information to:-

- 1) PS to President, ZTBL, HO, Islamabad.
- 2) All Group Heads/CFO/CIA/CCO/Company Secretary, ZTBL, HO, Islamabad.
- 3) All Divisional/ Departmental Heads, ZTBL, HO, Islamabad.
- 4) Treasurer, Treasury Division, ZTBL, Karachi.
- 5) Provincial Chief (Punjab), ZTBL, Lahore.
- 6) All Regional General Managers/ Area Chiefs in the field.
- 7) Training & Development Division, ZTBL, Staff College, Islamabad.
- 8) All Incharges Audit Zones/HO Units, in the field.
- 9) Web Management Unit, DCED, DBD, ZTBL HO, Islamabad for uploading on ENB.
- 10) File No. HRPD/26(1)/2008
- 11) File No. HRPD/50(1)/2020


(MUHAMMAD ASIF)
Head (HR Policy)