



No. TEVTA/Admn/20-11

Dated: April 12, 2013

To

1. All General Managers, TEVTA.
2. All Deputy General Managers, TEVTA.
3. All Zonal Managers, TEVTA in Punjab with the request to circulate the same to their lower formation.
4. All Managers/Directors, TEVTA Secretariat.
5. All District Managers TEVTA in Punjab.
6. The Medical Officer, TEVTA Secretariat.
7. The S.A to Chairperson, TEVTA.
8. The P.S to COO., TEVTA.
9. P.A to DGM (Admn), TEVTA

Subject: **NOTIFICATION**

I am directed to forward a copy of letter No. SOW-I(S&GAD) 1-3/2008(P-II) dated 11-04-2013 received from S&GAD, (Section Welfare-I) Govt. of the Punjab, for information and compliance.


(HAMID MAHMOOD)
Manager (Admn)



GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT

(SECTION WELFARE-I)

DATED LAHORE THE 11th APRIL, 2013

NOTIFICATION

No. SOW-I(S&GAD)1-3/2008(P-II): The Competent Authority has decided that five days working week will be observed henceforth, in the province of the Punjab Saturday & Sunday will be observed as closed days.

2. In pursuance of the above, the following office timings shall be observed with immediate effect and till further orders:

Days	Timings
Monday to Thursday	08:00 AM to 04.00 PM (with half an hour lunch/prayer break at 01:00 PM)
Friday	08:00 AM to 04.00 PM (Lunch/Friday Prayer break 12:30 - 02:00 PM)

3. The policy of five working days will not apply to the departments/institutions providing essential services like Health, Police, Rescue 1122 and Sanitation etc. and the staff of different departments placed at the disposal of Election Commission of Pakistan for the election duties till the end of election activities.

IFTIKHAR AHMAD RAO
ADDITIONAL CHIEF SECRETARY

No. & Date Even:

A copy is forwarded to:

1. The Principal Secretary to Governor, Punjab.
2. The Principal Secretary to Chief Minister, Punjab.
3. All Administrative Secretaries to Government of the Punjab.
4. All Heads of Attached Departments in the Punjab.
5. All Regional Heads in the Punjab.
6. All Commissioners in the Punjab.
7. All District Coordination Officers in the Punjab.
8. The Secretary, Punjab Public Service Commission, Lahore.
9. The Registrar, Lahore High Court, Lahore.
10. All Heads of Autonomous, Semi-Autonomous Bodies in the Punjab.
11. All Additional Secretaries, Deputy Secretaries, Section Officers in the S&GAD.
12. All PSs to Provincial Caretaker Ministers in the Punjab.
13. The PSs to Chief Secretary/Additional Chief Secretary (Services), Secretary (I&C), Secretary (Archives)/Members Enquiries, S&GAD.
14. The Superintendent, Government Printing Press, Lahore with the request to publish in the official gazette.
15. The Director General Public Relations, Punjab with request to give wide publicity to the notification, in electronic and print media.
16. The Section Officer (Public), Government of Pakistan, Ministry of Interior, Islamabad.

M. H. Qasbi
SECTION OFFICER (WELFARE-I)