

ZARAI TARAQIATI BANK LIMITED
HEAD OFFICE, 1-FAISAL AVENUE, ISLAMABAD

HUMAN RESOURCE DIVISION
HR POLICY DEPARTMENT

Circular Letter No: HRD/23/2021/...335

Dated: 29-04-2021

All Zonal Chief/Managers,
Zarai Taraqati Bank Limited.

CHANGE IN OFFICE AND BUSINESS HOURS

In pursuance of State Bank of Pakistan BPRD Circular Letter No.12 dated 28.04.2021, all offices of Zarai Taraqati Bank Limited shall observe following office hours, till further orders: -

i	Monday to Thursday	9:00 a.m. to 2:00 p.m. (without break)
ii	Friday	9:00 a.m. to 1:00 p.m. (without break)

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

i	Monday to Thursday	9:00 a.m. to 1:00 p.m. (without break)
ii	Friday	9:00 a.m. to 12:30 p.m. (without break)

3. Accordingly, instructions contained in Circular Letter No. HRD/20/2021 dated 12.04.2021 stands superseded.


(MUHAMMAD HAFEEZ) 29/04
Head (Human Resource)

For information to:-

- PS to President, ZTBI, HO, Islamabad.
- Group Head/CI/O/CIA/CCO/Company Secretary, ZTBI, HO, Islamabad.
- All Divisional/Departmental Heads, ZTBI, HO, Islamabad.
- Treasurer, Treasury Division, ZTBI, Karachi.
- All Regional General Managers/Area Chiefs in the field.
- All Incharges Audit Zones/HO Units, in the field.
- Webmaster, ISD, ZTBI, HO, Islamabad for uploading the same on ENB.
- File No. PRD-HRM/26(1)/2008
- File No. HRPD/50(1)/2021


(MEHBOOB UR REHMAN)
Head (HR Policy Department)