

ZARAI TARAQIATI BANK LIMITED

HEAD OFFICE, 1-FAISAL AVENUE, ISLAMABAD

HUMAN RESOURCE DIVISION

HR POLICY DEPARTMENT

Circular Letter No: HRD/14/2024/.....98

Dated: 11-03-2024

All Regional Business Heads/Branch Managers,
Zarai Taraqati Bank Limited.

OFFICE AND BUSINESS HOURS **DURING THE MONTH OF RAMADAN-UL-MUBARAK 1445 A.H.**

In pursuance of SBP BPRD Circular Letter No. 05 of 2024 dated 11.03.2024, all offices of Zarai Taraqati Bank Limited shall observe following office timings during holy month of Ramadan-ul-Mubarak 1445 A.H :

Days	Office Hours
Monday to Thursday	09.00 a.m. to 3.30 p.m. (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 2.00 p.m. (without break)
Friday	08.30 a.m. to 1.00 p.m. (without break)

3. Instructions issued by Operations Division vide Circular Letter No. OD/01/2024 dated 03.01.2024 and Circular Letter No. OD/11/2023 dated 13.09.2023 regarding opening of agri lending branches on Saturday and observance of office timings from 9.00 a.m. to 1.30 p.m. without break, will remain intact and be observed during holy month of Ramadan.

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

(SHOUKAT MEHBOOB)

Head (Human Resource)

For information to:-

- PS to President, ZTBL, HO, Islamabad.
- All Group Heads/CFO/CIA/CIO/CCO/Company Secretary, ZTBL, HO, Islamabad.
- All Divisional/Departmental Heads, ZTBL, HO, Islamabad.
- Treasurer, Treasury Division, ZTBL, Karachi.
- Training & Development Division, ZTBL, Staff College, Islamabad.
- All General Managers/Incharges Audit Zones/HO Units, in the field.
- Web Management Unit, DCED, DBD, ZTBL HO, Islamabad for uploading on ENB.
- File No. HRPD/26(2)/2009

(MUHAMMAD ASIF)

Head (HR Policy)