



Principal Officer

GOVERNMENT OF PAKISTAN  
MINISTRY OF MARITIME AFFAIRS  
MERCANTILE MARINE DEPARTMENT



No. 1770 Of 2020-2021  
Karachi, the 28 April, 2021

**CIRCULAR**

**SUBJECT : OFFICE TIMING & IMPLEMENTATION OF NPIS-NCC  
DECISION (23 APRIL)**

In Pursuant to directives contained in the Notification No. 14/8/2020-D-2 dated 26<sup>th</sup> April 2021 of Cabinet Division Secretariat, Establishment Division & Ministry of Maritime Affairs Islamabad dated 27<sup>th</sup> April 2021 following NPIS are circulated for strict compliance:

- i. Office timing shall observe as under:-
    - a. Monday to Thursday 09:00AM to 02:00PM
    - b. Friday 09:00 AM to 01PM
  - ii. All officers / officials attending the office must wear face mask and use Hand sanitizer regularly as mandatory requirements.
  - iii. Strictly adhere to various SOPs issued from time to time against spread of Covid-19.
  - iv. No one will leave the station without prior permission and remain available on cell phone.
2. All employees are requested to keep themselves clean and hygienic in their own interest and maintain appropriate physical distance for the good of all co-workers.
3. Incase, someone is found non observing the aforementioned instruction, it would be deemed as misconduct on his / her part and strict action under relevant rules will be initiated against the negligent employee.

PRINCIPAL OFFICER,  
GOVERNMENT OF PAKISTAN  
MERCANTILE MARINE DEPARTMENT  
KARACHI.