



National Aluminium Company Ltd.

(भारत सरकार का उपक्रम / A Government of India Enterprise)
निगम कार्यालय, भुवनेश्वर / Corporate Office, Bhubaneswar
मा.सं.वि.विभाग / HRD DEPARTMENT

Ref No: CHRD/Estt./2746/2025
Date: 23/12/2025

INTER OFFICE MEMO

From:	To:
CGM (HR)	CGM (HR) M&R
Corporate Office, Bhubaneswar	CGM (HR) S&P

Sub: Change of General shift timing.

Taking into account the well-being of the employees in general and to optimise greater performance efficiency fostering employee productivity in particular, the following changes have been made in the duty timings of General-shift pertaining to M&R and S&P Complexes.

General Shift Component	Existing Timing	Revised Timing
1st Half	08:00 AM – 01:00 PM	08:30 AM – 01:00 PM
Lunch Break	01:00 PM – 02:00 PM	01:00 PM – 02:00 PM
2nd Half	02:00 PM – 05:00 PM	02:00 PM – 05:30 PM

Aligning with the above arrangement and to cope up with functional requirement of doctors and paramedics including administrative staffs of hospitals, the duty hours of hospitals of both the complexes have been revised as follows.

Complex	M&R Complex		S&P Complex		Both for Complex	M&R	S&P
	Employee Category	Executive / Doctors	Paramedical Staff / Non-Executives	Executive / Doctors	Paramedical Staff / Non-Executives	Executive / Doctors	Paramedical Staff / Non-Executives
Timing	Existing Timing					Revised Timing	
1st Half	8.00 AM to 12.00 PM	8.00 AM to 12.30 PM	8.00 AM to 12.00 PM	7.30 AM to 12.30 PM	8.30 AM to 01.00 PM	8.00 AM to 01.00 PM	
Break							
2nd Half	5.00 PM to 7.00 PM	3.30 PM to 7.00 PM	4.30 PM to 6.30 PM	4.00 PM to 7.00 PM	5.00 PM to 7.30 PM	4.30 PM to 7.30 PM	

This issues with the approval of the Competent Authority and will be effective from 16/01/2026.


(Saroj Kumar Patra)

Copy to :-

- 1) ED(M&R)/ EPO-ED(Prdn.)/ EPO-ED(HR)/ EPO-ED(S&P)
- 2) For kind information of D(P)/D(P&T)/D(HR)/D(F)/D(C)/ CVO