



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./297/2026
Date: 17/02/2026

INTER OFFICE MEMO

From: CGM (HR) Corporate Office, Bhubaneswar	To: CGM (HR) M&R Complex, Damanjodi
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Sub: Change of General shift timing of M&R Complex (Revised).

In partial modification to the earlier IOM on the captioned subject, the following changes have been made in the duty timings of General-shift employees pertaining to Panchpatmali Bauxite Mines and paramedical staffs of M&R Complex.

General Shift timing of Panchpatmali Bauxite Mines

General Shift Component	Timing as per IOM dated 23/12/2026	Revised Timing
1st Half	08:30 AM – 01:00 PM	08:30 AM – 01:00 PM
Lunch Break	01:00 PM – 02:00 PM	01:00 PM – 01.30 PM
2nd Half	02:00 PM – 05:30 PM	01.30 PM – 05:00 PM

General Shift timing of Paramedical Staffs/Non-Executives of Hospital

Employee Category	Paramedical Staff / Non-Executives	
	Timing as per IOM dated 23/12/2026	Revised Timing
1st Half	8.00 AM to 01.00 PM	8.30 AM to 01.00 PM
2nd Half	4.30 PM to 7.30 PM	4.00 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) EPO-ED(M&R)/ EPO-ED(Prdn.)/ EPO-ED(HR)
- 2) For kind information of D(P)/D(P&T)/D(HR)/D(F)/D(C)/ CVO