



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:<br>CGM (HR)<br>Corporate Office, Bhubaneswar | To:<br>CGM (HR)<br>M&R Complex, Damanjodi |
|--|---|

**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.

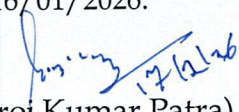
**General Shift timing of Panchpatmali Bauxite Mines**

| General Shift Component | Timing as per IOM dated<br>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            | Timing as per IOM dated<br>23/12/2026 | Revised Timing      |
| 1st Half          | 8.00 AM to 01.00 PM                   | 8.30 AM to 01.00 PM |
| Break             |                                       |                     |
| 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