



Ref No: 2618/NCGTC/2019-20

March 13, 2020

All Member Lending Institutions (MLIs)  
All Staff Members

**Circular No.16 /2019-20**

Dear Sir/Madam,

**Review of office timings**

In order to synchronise office timings and for operational convenience among various Member Lending Institutions and other Departments/ Organisations, it has been decided to revise the existing timings to 10:00 am (10:00 hrs) to 6:00 pm (18:00 hrs) from Monday to Friday. The revised timing shall be effective from March 16, 2020.

Yours faithfully,

Sd/-

**[S.Ananthkrishnan]**  
**Deputy General Manager**

हम हिन्दी में पत्राचार का स्वागत करते हैं।

**नेशनल क्रेडिट गारंटी ट्रस्टी कंपनी लिमिटेड**  
(वित्त मंत्रालय, भारत सरकार)

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