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24 Mar 23

INTEGRATED HEADQUARTERS MINISTRY OF DEFENCE (NAVY)
VICE CHIEF OF NAVAL STAFF

VCNS MEMO NO – T-17 /2023

OFFICE TIMINGS AT IHQ MOD (NAVY) - SERVICE PERSONNEL

1. Refer to Article 0113 of NAVORDS 16.
2. In order to enable personnel avoid peak traffic hours whilst transiting to and from offices and improve working efficiency, the working hours/routine (0900-1730hrs) at IHQ MoD (Navy) were reviewed.
3. It has been decided that all Directorates at IHQ MoD (Navy) are to exercise flexible working hours in consultation with their respective PSO's/APSO's/DGs/Controllers as, tabulated below.

<u>Option</u>	<u>Timing</u>
I	0800 to 1630 hrs
II	0900 to 1730 hrs
III	1000 to 1830 hrs

4. Any option may be selected by the Head of the Directorate. However, adherence to the promulgated routine/timing be ensured. Flexibility to arrive and depart within the above timings is to be exercised by personnel within a Directorate at the discretion of the Directorate Head. APSOs/DGs/Controllers are to ensure suitable administrative facilitation and monitoring as appropriate.
5. Informal feedback on effectiveness of this flexible timeline initiative is to be sought by the PSO's and briefed to CNS on a quarterly basis.

6. The necessary amendment be incorporated in NAVORDS 16, Article 0113.



(SN Ghormade)

Vice Admiral

Vice Chief of Naval Staff