



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(Set up by an Act of Parliament)

No. ICAI/HRD (P)/4/2015

20th January, 2015

CIRCULAR

To,

All Employees at Headquarter, IP Marg

**Sub: Office hours arising out of Security Arrangements for
Republic Day – 2015**

In compliance with the safety and security advice received from Delhi Police Authority, the working hours of the Office of the Institute at Indraprastha Marg, New Delhi – 110002, will be regulated as per details given below:-

Date & Day	Working Hours	Closing Time
22.01.2015 (Thursday)	9.45 a.m to 2.00 p.m	2.00 p.m
23.01.2015 (Friday)	2.00 p.m. to 5.30 p.m.	5.30 p.m.
25.01.2015 (Sunday)	Holiday	Holiday
26.01.2015 (Monday)	National Holiday	National Holiday

It is pointed out that in terms of the said advice, the premises will remain closed **from** 2.00 p.m on 22.01.2015 (Thursday) and **upto** 2.00 p.m. on 23.01.2015 (Friday).

Employees are requested to note the aforementioned timings and accordingly report for duty.


(S.K. Garg)

Joint Secretary – HRD (P)

Copy for information to:

1. All Council Members
2. Heads of all Regional Offices – (with a request to keep the chairman of Regional Council informed of the same).
3. Employees at NOIDA Offices & Vishwas Nagar office.
4. Secretariats of President, Vice – President & Acting Secretary
5. EDP – for hosting on the Intranet.