



National College of Arts

GOVERNMENT OF PAKISTAN

4, Shahrah-e-Quaid-e-Azam, Lahore-54000, Pakistan

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No: NCA/ 9508

Date: 6-5-2019

NOTICE

ATTENTION: ALL TEACHING & NON-TEACHING STAFF

SUB: “Office Timing During The Month of Ramzan”

In pursuance of Government of Pakistan, Cabinet Secretariat, Establishment Division, Office Memorandum letter No.F.6/2/96-D-II dated 2nd May, 2019, the office timing during the Holy Month of **Ramzan-ul-Mubarik (2019)** shall be as under:-

OFFICE WORKING ON 5-DAYS A WEEK		
1.	Monday to Thursday	9:00 a.m. to 3:00 p.m.
2.	Friday	9:00 a.m. to 1:00 p.m.

FAKHAR ULLAH TAHIR

Officiating Registrar

CC:

- All HODs / All Directors / Coordinators / PGP / Incharges / Sectional Heads
- Registrar / Addl. Registrar / Dy. Registrars
- PS to PNCA
- ADO (Addl. Charge) / OS (Exam.)
- Administrator (NCA-RWP)
- Accounts/Audit Officers
- Hostel Superintendent (Girls / Boys)
- Estate Superintendent / A.C.T.
- Senior Librarian / Archive / Curator Gallery / Webmaster
- CSO
- All Bus Drivers / Drivers
- All College / Hostel Notice Boards
- Relevant File