



National College of Arts

GOVERNMENT OF PAKISTAN

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

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No: NCA/ 1849

Date: 13-11-2020

NOTICE

SUB: (i) PREVENTIVE MEASURE AGAINST THE SPREAD OF CORONAVIRUS (COVID-19)

(ii) ALL TEACHING & NON-TEACHING STAFF (NCA-LAHORE & RAWALPINDI CAMPUS)

In pursuance of Government of Pakistan, Ministry of Federal Education & Professional Training, Islamabad No.2-4/2020/Misc/Coord dated 9th November, 2020.

In order to control the spread of Coronavirus (Covid-19) pandemic **w.e.f. (Monday 16th November, 2020 to Friday 20th November, 2020)**, College employees **above the age of 55-years** and suffering from some chronic illness or otherwise vulnerable to the disease are exempted from attending the office physically. Only essential staff **below 55-years** age will be required to attend the office on rotation basis. The employees with some chronic ailment are allowed to work from home with the conditions not to leave the station and attend the office whenever required. These employees will be required to remain available through online means i.e. email, telephone & mobile etc.

Thesis In-charge of all Departments will attend the College as per requirement to supervise the Thesis Students.

Prof. Dr. Murtaza Jafri
Principal

CC:

- All HOD / Thesis Incharge / Sectional Head
- Chairman, Hostel Management Committee
- Registrar / Addl. Registrar / Dy. Registrars
- PS to PNCA (for email)
- ADO (Addl. Charge) / OS (Exam. & Edu.)
- CMO / Student Coordinator
- Administrator I.T. / Web Master
- Hostel Superintendent (Boys / Girls) / RMO
- All College & Hostel Notice Boards
- Relevant File