



National College of Arts

GOVERNMENT OF PAKISTAN

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No: NCA/ 2685

Date: 17-05-2018

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 16th May, 2018, the office timing during the Holy Month of **Ramzan-ul-Mubarik (2018)** shall be as under:-

<u>Office working on 5-days a week</u>		
1.	Monday to Thursday	08:00 a.m. to 2:00 p.m.
2.	Friday	08:00 a.m. to 1:00 p.m.


Prof. Dr. Murtaza Jafri
Principal

CC:

- All HODs
- All Directors/PGP
- Registrar/Dy. Registrar
- OS (Both)
- Administrator (NCA-RWP)
- All Incharges
- All Coordinators
- Accounts/Audit Officers
- Hostel Superintendent (Girls/Boys)
- Estate Superintendent/A.C.T.
- Senior Librarian
- Archive
- Gallery
- Webmaster
- CSO
- All Bus Drivers/Drivers
- All College/Hostel Notice Boards
- Relevant File