



National College of Arts

A Federal Chartered Institute

GOVERNMENT OF PAKISTAN

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

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No: NCA/1750

Date: 28-3-23

NOTICE

SUB: "REGULARITY / PUNCTUALITY OF THE EMPLOYEES"

It has been observed with great concern that most of the faculty & staff members have made it a habit to arrive late or remain absent without intimation.

Furthermore, any leave (full, half & short leaves) for Friday or Monday shall be availed if emergency should be sanctioned / prior approval in advance is sought.

A leave from Friday to Monday shall be counted for 4-days instead of 2-days under the sandwich leave unless prior approval is taken.

NOTE: All employees must note the above instructions for strict compliance.

BUSHRA SAEED KHAN

Acting Registrar

C:

- PS to VC (NCA) (for email)
- All Dean's / HOD's / Administrator (NCA RWP Campus) // Incharge Islamabad Camp
- All Coordinators / All Directors / PGP / All Sectional Heads (Teaching & Non-Teaching)
- Registrar / Dy. Registrars / ADO
- OS (Exam & Edu) / Incharge Education Section / Program & Student Coordinators
- Administrator I.T / Lecturer (I.T - Webmaster)
- Hostel Superintendent (Boys / Girls)
- Estate Superintendent / ACT
- CSO / RMO
- Library / Gallery / Archive
- NCA Tollinton Block
- All Concerned / Relevant File
- All College & Hostel Notice Boards (NCA, LHR & RWP Campus)