



## MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr. Ambedkar Administrative Building, Raghunathpur, Motihari - 845 401, District - East Champaran, Bihar

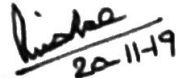
Email: osdadmin@mgcub.ac.in

F. No. 2-1/MGCUB/GA/2016

Date: 20<sup>th</sup> November 2019

### OFFICE ORDER

1. The First Convocation of Mahatma Gandhi Central University, Bihar is tentatively scheduled to be held in next month i.e. December 2019.
2. His Excellency, the Hon'ble President of India has kindly consented to grace the occasion as Chief Guest.
3. For smooth and seamless conduct of the convocation ceremony, it has been decided that no employee shall proceed on any kind of leave or leave headquarters **without the prior approval/sanction** of Hon'ble Vice-Chancellor.
4. However, for unavoidable and urgent requirements, Casual leave may be availed of.
5. This is issued with the approval of the Competent Authority.

  
(DR PADMAKAR MISHRA)  
OSD (Administration)

Copy of the above forwarded to the following for information and necessary action please:

- 1 The PVC, MGCUB
- 2 The OSD (Finance), MGCUB & The Co-ordinator, IQAC, MGCUB
- 3 The Controller of Examinations, MGCUB
- 4 All the Deans of different Schools/ Dean (R & D Cell), MGCUB
- 5 The Proctor/ Provost/ DSW/ Warden/ Incharge Sports Officer/ Procurement Officer
- 6 All the Heads of the different Departments, MGCUB - *to bring the same to the notice of all faculty members under their respective Schools/ Departments*
- 7 All Faculty / Officer/ Staff
- 8 Deputy Registrar, MGCUB
- 9 Public Relations Officer, MGCUB
- 10 System Analyst, MGCUB - *with the request to upload the same on University website*
- 11 Section Officer (Administration/ Finance/ TempCamp), MGCUB
- 12 PS to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*
- 13 Guard File

  
(DINESH HOODA) 20/11/2019  
Section Officer