



MAHATMA GANDHI CENTRAL UNIVERSITY


[A Central University established by an Act of Parliament]
Dr Ambedkar Administrative Building, Near OP Thana, Motihari - 845 401, District - East Champaran, Bihar

F.No.12-12/MGCUB/Estt./2019

Date: 9th March 2022

OFFICE ORDER


1. It is hereby notified for information of all concerned that consequent upon proceeding of **Prof. Shahana Majumder**, Head, Department of Botany on Casual Leave w.e.f. 14.03.2022 to 17.03.2022 alongwith Station Leave w.e.f. 11.03.2022 (A/N) to 21.03.2022 (F/N), the Competent Authority has been pleased to order that the routine work of office of Head, Department of Botany shall be look after by **Dr. Atul Bhargava**, Associate Professor, Department of Botany during the absence of Prof. Shahana Majumder or till further orders, whichever is earlier.
2. This shall be in addition to the academic and administrative duties already assigned to aforesaid faculty member.
3. This is issued with the approval of the Competent Authority of the University.


[PROF. RAJEEV KUMAR]
OSD (Administration)

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

1. Individual Concerned
2. The Pro-Vice-Chancellor, MGCU
3. The OSD (Finance)/CoE/Campus Directors/DSW/Proctor/Provost, MGCU
4. All Deans of various schools, MGCU
5. All Heads of various Teaching Departments, MGCU - with the request to bring the same to the knowledge of all faculty members of their respective Department
6. In-charge, University website, MGCU - with the request to upload the same on University website for information of all concerned
7. The Section Officers, MGCU
8. PS to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*
9. Guard File




[DINESH HOODA]
Section Officer