



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Raghunathpur, Motihari, District – East Champaran, Bihar

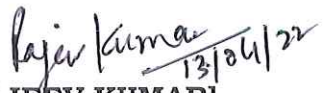
Email: osdadmin@mgcub.ac.in | Website: www.mgcub.ac.in

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

Dated: 13<sup>th</sup> April 2022

## OFFICE ORDER

1. It is hereby notified for information of all concerned that in view of **visit of Hon'ble Chancellor Padma Shri Dr Mahesh Sharma** in the University from **18<sup>th</sup> April 2022 (Monday) to 20<sup>th</sup> April 2022 (Wednesday)**, the Competent Authority has been pleased to order that **no employee of the University** viz. Teaching and Administrative Staff, **shall proceed on any kind of leave nor move out of Headquarters without his prior approval**, during the aforesaid period.
2. It is also notified to all faculty members of the University that leave of any kind on account of urgent requirement can only be considered provided it is forwarded and recommended by the respective Head and Dean.
3. This is issued with the approval of the Competent Authority.

  
[PROF. RAJEEV KUMAR]  
OSD (Administration)

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

1. The OSD (Finance)/CoE/DSW/Campus Directors/Proctor/Dean, R&D/Librarian/Coordinator, IQAC, MGCU
2. The Provost/Estate Officer, MGCU
3. All the Deans of different Schools, MGCU
4. All the Heads of various Teaching Departments, MGCU
5. Deputy Registrar/Warden, Girls Hostel/Sports Officer, MGCU
6. In-charge University Website, MGCU
7. PRO/Hindi Officer/Section Officers, MGCU
8. Private Secretary to Vice-Chancellor, MGCU - for kind information of Hon'ble Vice-Chancellor please.
9. Guard File



  
[SACHCHIDANAND SINGH]  
Deputy Registrar