



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. 2-1/MGCUB/GA/2016

Dated: 6th June 2022

OFFICE ORDER

1. In exercise of powers vested in him under Statue 6(4) of Central Universities Act 2009, the Competent Authority has been pleased to assign the duties of **Officer on Special Duty (Administration)** to **Shri Sachchida Nand Singh, Deputy Registrar (Estt.)** in addition to the duties already assigned to him w.e.f. **6th June 2022 (F/N)** till further orders.
2. The duties and responsibilities assigned to Registrar as prescribed in Central Universities Act 2009 shall be performed by Shri Sachchida Nand Singh in the capacity of Officer on Special Duty (Administration)-In-Charge. In future, any correspondence to Officer on Special Duty (Administration) may be sent to address as given below:

Shri Sachchida Nand Singh

Officer on Special duty (Administration)-In-Charge

Mahatma Gandhi Central University

Dr Ambedkar Administrative Building

Raghunathpur, Near O.P. Thana

Motihari - 845 401, District - East Champaran, Bihar

Mobile: +91 9628203811 & **Email:** osdadmin@mgcub.ac.in

[PROF. ANAND PRAKASH]
Vice-Chancellor

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

External:

1. The Secretary General, Association of Indian Universities, Kotla Marg, New Delhi
2. The Additional Secretary (CU), DoHE, Ministry of Higher Education, Govt. of India, New Delhi
3. The Secretary, University Grants Commission, New Delhi
4. The Vice-Chancellors & Registrars of all Central Universities
5. The Director (CU), Department of Higher Education, Ministry of Education, Govt. of India, New Delhi
6. Shri Navin Kumar, US (CU-I), DoHE, Ministry of Higher Education, Govt. of India, New Delhi

Internal:

7. The Chancellor, Mahatma Gandhi Central University, Motihari, Bihar
8. All the Members of the Statutory Bodies of MGCU
9. Prof. Rajeev Kumar, Professor, Department of Political Science, MGCU
10. The OSD (Finance)/CoE/Campus Director/Proctor/Dean, R&D/Librarian/Coordinator, IQAC, MGCU
11. The Provost/Estate Officer, MGCU
12. All Deans of different School, MGCU
13. All Heads of various Teaching Departments, MGCU - *with the request to bring the same to knowledge of faculty members under their respective departments.*
14. Deputy Registrar/Warden, Girls Hostel/Sports Officer, MGCU
15. PRO/Hindi Officer/Section Officers, MGCU
16. PS to the Vice-Chancellor
17. Guard File



[PROF. ANAND PRAKASH]
Vice-Chancellor