



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

E-mail id- osdadmin@mgcu.ac.in

F.No. 2-1/MGCU/GA/2024

Dated: 13th February 2025

Office Order

It is hereby notified for information of all concerned that the Competent Authority has been pleased to order that any type of requests/letters/e-mails/complaints/grievances related to any matter must be sent only to the OSD(Administration) through proper channel. Such communications must be addressed to the immediate Reporting Authority of the employee, who will further forward to the concerned authorities with his/her remarks. The OSD(Administration) with necessary inputs shall send it to the Competent Authority. The hypothetical claims, preposterous complaints and allegations are completely uncalled for. All official communication must be courteous and in good manner.

Further, all employees are hereby informed to take prior permission of the Competent Authority before writing to any external Office/Body/Agency for any matter.

This issues with the approval of the Competent Authority.



[SACHCHIDA NAND SINGH]

OSD (Admin)

Sachchida
13/02/25

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

1. All Deans of Schools, MGCU
2. The OSD (Finance)/ Controller of Examinations/Campus Directors/Director, RDC/ Director, Academic Affairs/Librarian/ Provost/ Coordinator, IQAC, MGCU
3. The Chief Proctor, MGCU
4. The Dean, Students' Welfare, MGCU
5. All Heads of Teaching Departments, MGCU—with the request to circulate amongst all faculty members of the Department.
6. All faculty members, MGCU through their respective Heads & Deans
7. The Assistant Registrar/The PRO, MGCU
8. All Section Officers/ Assistant Engineer/ Junior Engineer, MGCU
9. All UDC/LDC, MGCU through respective Office-in-Charges.
10. The Member Secretary, University Website Committee, MGCU – *with the request to upload the same on University Website.*
11. The OSD to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*

Dinesh Hooda
13/02/2025

(Dinesh Hooda)

Assistant Registrar (Admin)