

# 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: 26<sup>th</sup> May 2025

## OFFICE ORDER

1. It is hereby notified for information of all concerned that the Competent Authority has been pleased to assign the responsibilities of the Personal Assistant (PA) to the Vice-Chancellor to Mr. Aditya Chaturvedi, Lower Division Clerk with immediate effect till further orders. His contact details are as under:

**Mr. Aditya Chaturvedi**

**PA to the Vice-Chancellor**

Mahatma Gandhi Central University

Motihari, Dist - East Champaran

**Bihar - 845 401**

**Mobile No.:** +91-9461050796

**Email:** patovc@mgcub.ac.in | adityachaturvedi@mgcub.ac.in

2. Mr. Aditya Chaturvedi shall perform the duties/responsibilities of the PA to Vice-Chancellor in addition to other administrative responsibilities already assigned to him. No honorarium/remuneration shall be paid to Mr. Aditya Chaturvedi for this additional responsibility.
3. This issues with the approval of the Competent Authority.

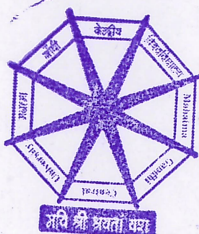
*[Signature]*  
26/05/25

**[SACHCHIDA NAND SINGH]**

OSD (Administration)

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

1. Individual concerned.
2. The OSD Finance/Controller of Examinations, MGCU
3. All the Deans of different Schools/Director, RDC/Director, Academic Affairs/Campus Directors, MGCU
4. The Proctor/Provost/Warden/Procurement Officer, MGCU
5. All the Heads of the different Departments, MGCU - *with the request to kindly bring the same to the knowledge of all concerned under your Teaching Department.*
6. Deputy Registrar/Assistant Registrar/PRO/Hindi Officer/Section Officers, MGCU
7. The Incharge, University Website - *with the request to upload the same on the University website*
8. OSD to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*
9. Guard File



*[Signature]*  
26/05/2025

**[SUNIL KUMAR]**

Section Officer