



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/2026

Dated: 3rd June 2026

OFFICE ORDER

1. It is hereby notified for information of all concerned that the **Competent Authority has been pleased to order that** all (i) Deans of various Schools; (ii) Dean Students' Welfare; (iii) Chief Proctor; (iv) Heads of various Teaching Departments; (v) Campus Directors; and (vi) other faculty members who hold any administrative position shall **remain available in the University during upcoming Summer Vacation-2026.**
2. In case of exigency, the said officials may avail vacation leave with the prior approval of the Competent Authority. However, they must ensure that the charge of their duties is duly assigned to another faculty member, who shall be responsible for discharging the relevant responsibilities during their absence.
3. Above Faculty members who remain available at the University during the Vacation shall be entitled to Earned Leave for the said period, as per applicable rules.
4. This issues with the approval of the Competent Authority.



[SACHCHIDA NAND SINGH]

OSD (Administration)

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

1. All Deans of different Schools, MGCU
2. All Heads of various Teaching Departments, MGCU
3. OSD (Finance)/CoE /The Chief Proctor, MGCU
4. The DSW/Campus Directors/Director, RDC/Director (Academic Affairs)/Librarian/Coordinator, IQAC.
5. The Provost/Warden, Girls Hostel/Sports Officer/DR/AR/PRO/Hindi Officer/Section Officers, MGCU
6. The Web-Admin, MGCU – *with the request to kindly make necessary changes/updation on the University Website for information of all concerned.*
7. OSD to the Vice-Chancellor, MGCU - *for information of Hon'ble Vice-Chancellor, please.*
8. Guard File.

[SUNIL KUMAR]
Section Officer