



# MAHATMA GANDHI CENTRAL UNIVERSITY

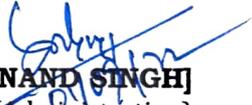
[A Central University established by an Act of Parliament]  
Dr Ambedkar Administrative Building, Near OP Thana, Motihari - 845 401, District - East Champaran, Bihar

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

Dated: 1<sup>st</sup> September 2022

## OFFICE ORDER

1. It is hereby notified for information of all concerned that if any faculty members who have performed or engaged in any specific duties in the University during Summer Vacation/ Winter Vacation since 2017 onwards, may claim (*in the prescribed format attached herewith*) for credit of Earned Leave at the rate of 1/3<sup>rd</sup> of actual period of duty performed, if the same has not been credited, till yet.
2. While claiming for credit of earned leave at the rate of 1/3<sup>rd</sup> of actual period of duty performed during vacations, the following points may please be kept in mind:
  - i. If Dean/Head/Faculty members who were holding any statutory administrative positions, may submit a self-declaration that they were present at the Headquarters and performing their duties; and earlier they have not been credited any earned leave against the claim.
  - ii. In respect of faculty members who were not holding any statutory administrative positions, may submit documentary evidence against which they were engaged/assigned any specific duties along with the said self-declaration, through their concerned Head and Dean respectively. .
3. This is issued with the approval of the Competent Authority.

  
[SACHCHIDA NAND SINGH]  
OSD (Administration)

**Encl: As state above**

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

1. The OSD (Finance)/CoE/DSW/Campus Director/Proctor/Dean, R&D/Librarian/Coordinator, IQAC, MGCU
2. The Provost/Estate Officer, MGCU
3. All Deans of different School, MGCU
4. All Heads of various Teaching Departments, MGCU
5. Warden, Girls Hostel/Sports Officer/Deputy Registrar, MGCU
6. Member Secretary, University Website Committee, MGCU - *with the request to upload/update the same on University Website*
7. PRO/Hindi Officer/Section Officers, MGCU
8. PS to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*
9. Guard File



  
[DINESH HOODA]  
Section Officer  
09/09/2022



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## **Format for Credit of Earned Leave at the rate 1/3<sup>rd</sup> for the of actual period of duty performed during Summer/Winter vacations**

1. Name of the Employee : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Name of the Statutory Administrative position, if any, held during the period for which claim is being preferred \_\_\_\_\_
5. Reason for attending duty (other than the Dean/HoD/any other who was holding any administrative positions) with supporting document(s) \_\_\_\_\_
6. Details of duty performed:

Sl.	Year	Vacation	Period of vacation		Duty performed		Total No. of Days
			From	To	From	To	
1.		Summer Vacation					
		Winter Vacation					
2.		Summer Vacation					
		Winter Vacation					
3.		Summer Vacation					
		Winter Vacation					
4.		Summer Vacation					
		Winter Vacation					
5.		Summer Vacation					
		Winter Vacation					

7. I do hereby declare that I did not leave the Headquarter and was actually engaged/performing the duties during the aforesaid period of vacation. I also do hereby declare that I have not claimed and have not been sanctioned any leave for the aforesaid period of vacation.

Signature \_\_\_\_\_

\_\_\_\_\_  
Recommended & Forwarded by HoD

\_\_\_\_\_  
Recommended & Forwarded by Dean