



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Camp Office, Raghunathpur, Motihari - 845 401, District - East Champaran, Bihar

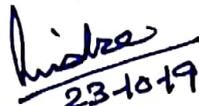
Email: osdadmin@mgcub.ac.in

F.No. 2-1/MGCUB/GA/2016 / 4189

Dated: 23rd October 2019

OFFICE ORDER

1. It has been observed that some of the Schools/ Departments are submitting diverse proposals on different loose note-sheets but they all are bunched together and are clubbed in a single sheaf and kept either in a file or on a Board File. This practice causes dislocation of the proposals/ files or some of them go even unnoticed which results in avoidable delay in obtaining the approval of the proposal / request.
2. In view of the above, all the Deans/ Heads of the different Schools & Departments are hereby requested to kindly submit their diverse proposals in different files for obtaining speedy approval of the Competent Authority.
3. This is issued with the approval of the Competent Authority.


23-10-19
(DR PADMAKAR MISHRA)

OSD (Administration)
MAHATMA GANDHI CENTRAL UNIVERSITY
Camp Office, Near OP Thana
Raghunathpur, Motihari - 845 401
District - East Champaran, Bihar (INDIA)

Copy of the above forwarded to the following for information please.

1. Pro-Vice-Chancellor, MGCUB
2. OSD (Finance), MGCUB
3. Controller of Examinations, MGCUB
4. All the Deans of various Schools, MGCUB
5. Librarian, MGCUB
6. Proctor, MGCUB
7. Provost, MGCUB
8. All the Heads of the various teaching Departments, MGCUB
9. Deputy Registrar, MGCUB
10. All Faculty members, MGCUB
11. Public Relations Officer, MGCUB
12. System Analyst, MGCUB - *To upload the same on the University Website*
13. Shri Ajeet Kumar, Section Officer, TempCamp (Zila School Campus), MGCUB
14. PS to the Vice-Chancellor, MGCUB - *for kind information of the Hon'ble Vice-Chancellor please.*
15. Guard File


23/10/2019
(DINESH HOODA)



Section Officer
MAHATMA GANDHI CENTRAL UNIVERSITY
Camp Office, Near OP Thana
Raghunathpur, Motihari - 845 401
District - East Champaran, Bihar (INDIA)