



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Raghunathpur, Motihari, District - East Champaran, Bihar

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F. No.: 2-1/MGCUB/GA/2016/4724

Dated: 22nd April 2020

OFFICE ORDER-CUM-DUTY PASS

1. In continuation to **(i)** Order No.40-3/2020-DM-I(A) dated 15th April 2020 [**ANNEXURE - 1**] issued by the Ministry of Home Affairs, New Delhi; **(ii)** Office Order No.F.2-1/MGCUB/GA/2016/4723 dated 15th April 2020 [**ANNEXURE - 2**] issued by the office of the undersigned; and **(iii)** कार्यालय आदेश ज्ञापक 728 / आ0प्र0 दिनांक-21.04.2020 [**ANNEXURE - 3**] issued by अपर समाहर्ता, (आपदा प्रबंधन), पूर्वी चम्पारण, मोतिहारी, बिहार, it is hereby informed/notified to all concerned that:
 - i. Online teaching shall continue to maintain the academic schedule.
 - ii. the University shall remain closed till 3rd May 2020 (Sunday), however, the administrative office (*Dr Ambedkar Administrative Building located at Raghunathpur*) of the University shall function with 100% attendance of Section Officer and above level officers. A total of upto 33% office strength is to attend office on a given day.
 - iii. only bare minimum number of officers and staff below the Section Officer level, as per the weekly duty roster prepared by respective Section Heads, shall attend duty w.e.f. 23rd April 2020 (Thursday). The Branch Heads will submit the roster to the office of the undersigned by 23rd April 2020.
 - iv. officers and staff attending office **shall wear mask and ensure social distancing and advice/ instruction on sanitation/preventive measures** issued by the Government of India from time to time.
 - v. those who are working from home on a particular day shall make themselves available on telephone and electronic means of communication and shall attend office if called for any urgency.
 - vi. Emergency and essential services will be continued as per the previous guidelines/orders/instructions.
2. **This Office Order may also be treated as 'DUTY PASS' to be produced before the concerned authorities as and when required allowing for attending the Government duties.**
3. This is issued with the approval of the Competent Authority.

[DR PADMAKAR MISHRA]

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

Encl: As stated above

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

1. The Joint Secretary (CU), MHRD, Department of Higher Education, New Delhi
2. The Joint Secretary (CU), UGC, New Delhi
3. The District Magistrate at Motihari, District - East Champaran, Bihar
4. The Superintendent of Police, Motihari, District - East Champaran, Bihar
5. The ADM (Disaster Management), East Champaran at Motihari, Bihar
6. Notice Board / University Website - for information of all concerned
7. The OSD (Finance)/CoE/Campus Directors/Deans/DSW/Heads/Deputy Registrars/Proctor/Provost, MGCU
8. System Analyst - *with the request to upload the same on University Website.*
9. Public Relations Officer, MGCU
10. PS to the Vice-Chancellor - *for kind information of the Hon'ble Vice-Chancellor please.*