



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari – 845 401, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in | Website: www.mgcub.ac.in

F.No.: 2-1/MGCUB/GA/2016/4975

Dated: 3rd October 2020

OFFICE ORDER

1. In continuation of Office Order No.F.2-1/MGCUB/GA/2016/3403 dated 23rd April 2019 regarding Authorities Empowered to Sanction Leave of Academic Staff and in view of the ensuing Examinations to be conducted by the University, the Hon'ble Vice-Chancellor has been pleased to order that no faculty members of the University shall proceed on any kind of leave nor move out of Headquarters without his prior approval, till further orders.
2. It is also notified to all faculty members of the University that leave of any kind on account of urgent requirement can only be considered provided it is forwarded and recommended by the respective Head and Dean, as well as Prof. Santosh Kumar Tripathi, Chairman, Admission Coordination Committee and Prof. Sunil Kumar Srivastava, Professor-Incharge (Examinations).
3. This is issued with the approval of the Competent Authority.

[DR PADMAKAR MISHRA]

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

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

1. Individual Concerned
2. The Pro-Vice-Chancellor, MGCU
3. The OSD (Finance)/CoE/Dean (R&D)/Campus Directors/DSW/Proctor/Provost, MGCU
4. All the Deans of various School/Heads of various Teaching Departments, MGCU
5. Deputy Registrars, MGCU
6. Section Officers/PRO, MGCU
7. System Analyst, MGCU – for uploading the same on University Website for information of all concerned.
8. Private Secretary to Vice-Chancellor, MGCU – for kind information of the Hon'ble VC please.
9. Guard File

[DINESH HOODA]

Section Officer,
MAHATMA GANDHI CENTRAL UNIVERSITY
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