



# 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

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

Dated: 22<sup>nd</sup> July 2026

## OFFICE ORDER

1. In pursuance to the instructions issued by the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Government of India from time to time; all the non-teaching employees of the Central Office and other Offices of the University are hereby instructed to ensure strict adherence to stipulated office timings/working hours of the University i.e., from 09:30 AM to 06:00 PM on all working days (Monday to Friday) with half hour lunch break from 01:30 PM to 02:00 PM.
2. All non-teaching employees shall report for duty on or before the prescribed reporting time and shall observe the stipulated office timings in letter and spirit.
3. This issues with the approval of the Competent Authority of the University.



**[SACHCHIDA NAND SINGH]**  
OSD (Administration)

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

1. The OSD (Finance)/CoE/Campus Directors/Deputy Registrar/DSW/Proctor/Librarian/Provost/Warden, MGCU
2. All the Deans of various Schools, MGCU - *with the request to bring the same to the knowledge of all non-teaching employees under your respective School.*
3. All the Heads of different Departments, MGCU - *with the request to bring the same to the knowledge of all non-teaching employees under your respective Teaching Department.*
4. Member Secretary, University Website Committee, MGCU - *with the request to upload the same on the University Website for information of all concerned.*
5. Assistant Registrar/PRO/Hindi Officer/Section Officers/ University Engineers, MGCU
6. OSD to the Vice-Chancellor, MGCU - *for kind information of the Hon'ble Vice-Chancellor please.*
7. Guard File

**[DINESH HOODA]**  
Assistant Registrar