



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

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

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

Dated: 2<sup>nd</sup> September 2026

## OFFICE ORDER

1. In supersession of earlier Office Order of even no. dated 6<sup>th</sup> June 2022 issued in this regard, it is hereby notified for information of all concerned that in exercise of powers vested in him under **Statute 6(4) of Central Universities Act 2009**, the **Competent Authority has been pleased to assign the duties of Officer on Special Duty (Administration)** to **Prof. Atul Kumar Sharan**, Department of Economics in addition to the duties already assigned to him in the Department, in place of Shri Sachchida Nand Singh, Deputy Registrar; **with effect from 2<sup>nd</sup> September 2026 (A/N) until further orders.**

2. The duties and responsibilities assigned to Registrar as prescribed in Central Universities Act 2009 shall be performed by Prof. Atul Kumar Sharan in the capacity of Officer on Special Duty (Administration). He shall not be paid any honorarium for this additional responsibility. In future, any correspondence to Officer on Special Duty (Administration) may be sent to address as given below:

**Prof. Atul Kumar Sharan**

**Officer on Special Duty (Administration)**

Mahatma Gandhi Central University

Dr Ambedkar Administrative Building

Raghunathpur, Near O.P. Thana, Motihari

**District - East Champaran, Bihar - 845 401**

**Mobile: 98730 82948 | Email: osdadmin@mgcub.ac.in**

3. The University appreciates the contributions of Shri Sachchida Nand Singh, Deputy Registrar as the Officer on Special Duty (Administration).

4. This is issued with the approval of the Competent Authority.



*Suharsh Kumar*  
2/9/26  
**[SUHARSH KUMAR]**  
Deputy Registrar

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

### Individual Concerned:

1. Prof. Atul Kumar Sharan, Department of Economics – with the request to take over the charge of OSD (Administration) from Shri Sachchida Nand Singh, Deputy Registrar.
2. Shri Sachchida Nand Singh, Deputy Registrar – with the request to hand over the charge of OSD (Administration) to Prof. Atul Kumar Sharan, Department of Economics.

### External:

3. The Secretary General, Association of Indian Universities, Kotla Marg, New Delhi.
4. The Secretary (CU), Department of Higher Education, Ministry of Higher Education, Govt. of India, New Delhi.
5. The Additional Secretary (CU), Department of Higher Education, Ministry of Higher Education, Govt. of India, New Delhi.
6. The Secretary, University Grants Commission, BSZ Marg, New Delhi.
7. The Vice-Chancellors & Registrars of all Central Universities.
8. The Director (CU), Department of Higher Education, Ministry of Education, Govt. of India, New Delhi.
9. The Under Secretary (CU-I), Department of Higher Education, Ministry of Higher Education, Govt. of India, New Delhi.

### Internal:

10. The Hon'ble Chancellor, Mahatma Gandhi Central University, Motihari, Bihar.
11. All the Members of the Statutory Bodies of MGCU
12. The OSD (Finance)/CoE/Campus Director/Chief Proctor/Dean, R&D/Librarian/Provost/Coordinator, IQAC, MCCU
13. All Deans of different School, MGCU.
14. All Heads of various Teaching Departments, MGCU – with the request to bring the same to knowledge of all under their respective teaching department.
15. Deputy Registrar/Warden, Girls Hostel/Sports Officer/PRO/Hindi Officer/Section Officers, MGCU.
16. The OSD to the Vice-Chancellor, MGCU – for kind information of Hon'ble Vice-Chancellor please.
17. PA to the Vice-Chancellor, MGCU.
18. Guard File.

*Dinesh Hooda*  
02/09/2026  
**[DINESH HOODA]**  
Assistant Registrar