



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

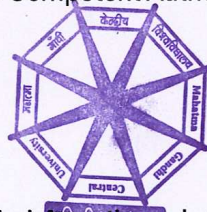
Email: aradmin@mgcub.ac.in | Website: www.mgcub.ac.in

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

Dated: 17th September, 2026

OFFICE ORDER

1. Consequent upon his request dated 15th September 2026, the Competent Authority has been pleased to **sanction five (05) days of Earned Leave** in favour of **Prof Atul Kumar Sharan**, Office on Special Duty (Administration), with effect from **21st September 2026** to **25th September 2026**, along with station leave permission from 18th September 2026 (A/N) to 28th September 2026 (F/N).
2. Concurrently, the Competent Authority has further been pleased to order that during the aforesaid period of absence of Prof Atul Kumar Sharan; **Shri Suharsh Kumar, Deputy Registrar shall act as Officer on Special Duty (Administration) and shall look after the routine work and responsibilities of the Office of OSD (Administration), in addition to his existing duties.**
3. This issues with the approval of the Competent Authority.



Dinesh Hooda
17/09/2026

[DINESH HOODA]

Assistant Registrar

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

1. Prof. Atul Kumar Sharan, Department of Economics, MGCU – with the request to share all official emails with Shri Suharsh Kumar, Deputy Registrar immediately, and also be in touch with Shri Suharsh Kumar with respect to any work on e-SAMARTH, during your leave.
2. Shri Suharsh Kumar, Deputy Registrar, MGCU.
3. The OSD(Finance), MGCU.
4. The Director (RDC)/Director (Academic Affairs)/Coordinator, IQAC/Provost/Warden, Girls Hostel, MGCU.
5. All Deans of different Schools/All Heads of various Teaching Departments, MGCU.
6. Deputy Registrars/Section Officers/All Non-Teaching Staff/PRO/Hindi Officer, MGCU.
7. The Coordinator, University Website Committee, MGCU.
8. The OSD to the Vice-Chancellor, MGCU - for kind information of Hon'ble Vice-Chancellor, please.
9. Personal File of Individual/s Concerned.
10. Guard File.

Dinesh Hooda
17/09/2026

[DINESH HOODA]

Assistant Registrar