



# MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Raghunathpur, Motihari - 845 401, District - East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

F. No. 2-1/MGCUB/GA/2016/4318

Date: 4<sup>th</sup> December 2019

## OFFICE ORDER

1. The University invites experts/examiners/speakers/guests for various activities in different units/departments/sections. Such Invited people are entitled for TA/DA and Honorarium as per GoI rules as well as University norms.
2. Hence, it is informed that for inviting experts/examiners/speakers/guests etc. for any programme related to the University, prior approval of the Competent Authority is required. The Heads of the Units/Departments/Sections (i.e. Deans, Heads, Incharges etc.) shall send a panel in this regard. There is no need to seek separate permission for payment of TA/DA and Honorarium. These shall be admissible as per entitlement of the person in accordance with GoI rules. However, in case of any deviation, prior approval of the competent authority is required.
3. It is further stated that all requests for nomination of experts/examiners and for approval of speaker/guests **must be sent at least one week before the date of event in the form of letter (not through office note) addressed to the OSD (Administration) or Registrar for further processing.**
4. It is also to inform that to serve tea/snacks/lunch/dinner to the official guests, the maximum monetary ceiling at Motihari will be as under:-

Sl. No.	Particulars	Maximum Monetary Ceiling (in Rs.)
1.	Tea/Snacks	100/-
2.	High Tea	150/-
3.	Lunch	350/-
4.	Dinner	400/-

5. This order will supersede all earlier orders in this regard.
6. This is issued with the approval of the Competent Authority.

(SACHCHIDA NAND SINGH)

Deputy Registrar (ESTT.)

Camp Office, Near CP Thana  
Raghunathpur, Motihari - 845 401  
District - East Champaran, Bihar (INDIA)

- Copy of the above forwarded to the following for information and necessary action please:
1. The Pro-Vice-Chancellor, MGCUB
  2. The OSD (Administration), MGCUB
  3. The OSD (Finance), MGCUB
  4. The Controller of Examinations, MGCUB
  5. All the Deans of different Schools, MGCUB
  6. All the Heads of the different Departments, MGCUB - to bring the same to the notice of all faculty under their respective Schools/ Departments
  7. Deputy Registrar (Academic), MGCUB
  8. Public Relations Officer, MGCUB
  9. System Analyst, MGCUB - with the requested to upload the same on the University website
  10. Section Officer, Finance - MGCUB
  11. Section Officer, Chanakya Parisar, MGCUB
  12. PS to the Vice-Chancellor- for kind information of the Hon'ble Vice-Chancellor please.
  13. Guard File

MAHATMA GANDHI CENTRAL UNIVERSITY  
DEPUTY REGISTRAR (ESTT.)  
Raghunathpur, Motihari - 845 401  
District - East Champaran, Bihar (INDIA)