



# 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: dr.dadmin@mgcub.ac.in

F. No. 2-2/MGCUB/GA/2020/4541

Dated: 20<sup>th</sup> February 2020

## NOTICE

1. It has come to notice of the Competent Authority of the University that some of the faculty members remain absent from their duties and proceed on leave without taking prior approval of the Competent Authority.
2. In this connection, all faculty members are hereby advised not to leave their respective classes/department and proceed on leave without prior approval of the Competent Authority.
3. Further, in partial modification of this Office Order bearing No. F.2-1/MGCUB /GA/2016/3403 dated 23<sup>rd</sup> April 2019, the Competent Authority is pleased to delegate the leave sanctioning powers to the authorities as provided below:

Sl.	Kind of Leave	Sanctioning Authority	Extent of Power
(1)	(2)	(3)	(4)
A	Casual Leave (CL) / Restricted Holiday (RH) / Only Station Leave permission during closed holiday		
(i)	Deans	Vice-Chancellor	Full
(ii)	Dean Student Welfare (DSW)	Vice-Chancellor	Full
(iii)	Proctor	Vice-Chancellor	Full
(iv)	Provost	Vice-Chancellor	Full
(v)	Heads	Vice-Chancellor	Full
(vi)	Associate DSW (ADSW)	Vice-Chancellor	Full
(vii)	Deputy Proctor	(A teacher who has been appointed as ADSW/Deputy Proctor shall not be sanctioned leave without the prior approval of the DSW/Proctor respectively)	Full
(viii)	Hostel Warden / Associate Warden	Vice-Chancellor (A teacher who has been appointed as Warden/Associate Warden shall not be sanctioned leave without the prior approval of the Provost)	Full
(ix)	All Teachers	Dean of School concerned	Full
B	All Leaves other than CL / RH / Only Station Leave permission during closed holiday (viz. Earned Leave / Half Pay Leave / Commuted Leave / Maternity Leave / Paternity Leave / Adoption Leave / Child Care Leave / Sabbatical Leave / Study Leave / Extra Ordinary Leave / Duty Leave / On Duty / Leave not Due etc)		
(i)	All Teachers	Vice-Chancellor	Full

4. Before sanctioning the leave, the office concerned shall ensure that leave requested for is admissible & is at the credit of the individual concerned and the same shall be recommended & forwarded by the authority concerned (i.e., Dean of the School/Head of the Department/DSW/Proctor).

*Sd/-*  
*20/2/2020*

Contd...

**From pre-page:**

5. All kinds of leave, except Casual Leave (CL) / Restricted Holiday (RH) / Station Leave, once sanctioned have to be intimated to the individual concerned, in writing or through email, before she/he proceeds on leave or leaves station, by the office of the OSD (Administration)/Registrar.
6. No teacher shall proceed on leave or leave the headquarters without prior sanction of the leave, except Casual Leave.
7. All kinds of leave (*except Casual Leave/Restricted Holiday/Station Leave*) have to be applied at least 10 days before availing such leave. In exceptional cases, the Vice-Chancellor is empowered to grant sanction of leave in case of exigencies on a case to case basis.
8. Casual Leave should not be granted for more than 5 days at any time, except under special circumstances.
9. All other conditions with regard to extent, admissibility of leave etc. shall be governed by the Regulations/Norms prescribed by University Grants commission, New Delhi/Government of India in this regard and as amended from time to time.
10. The faculty members availing any type of leave for more than 05 days have to submit joining report on resuming duties.
11. The faculty members, who are holding any administrative position, shall invariably mention regarding alternative arrangement during their absence in the leave application.
12. Note:
  - (i) All requests for any kind of Leave must be submitted in the prescribed format as amended form time to time and as applicable, should be accompanied with self-attested copies of supporting documents;
  - (ii) Provided that, where leave involves visit abroad, the Competent Authority shall be the Vice-Chancellor; and
  - (iii) Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
13. The office of Dean of various schools shall maintain record of Casual Leave & Restricted Holiday (RH) and same is to be submitted to the office of undersigned by the end of calendar year.
14. This is issued with the approval of the Competent Authority.

**(SACHCHIDA NAND SINGH)**

Deputy Registrar (Estt.)

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

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

1. All Teacher of the University
2. The OSD (Finance), MGCU
3. The Controller of Examinations, MGCU
4. All the Deans of different Schools, MGCU
5. All the Heads of the different Departments, MGCU – *with the request to bring the same to the notice of all faculty under their respective Departments*
6. Deputy Registrar (Academic), MGCU
7. All the Officers and Staffs, MGCU
8. Public Relations Officer, MGCU
9. System Analyst, MGCU - *with the request to upload the same on the University website.*
10. Section Officer (Administration/Finance/Chanakya Parisar), MGCU
11. PS to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*
12. Guard File

Deputy Registrar (Estt.) UNIVERSITY  
Camp Office, Near OP Thana  
Raghuathpur, Motihari - 845 401  
District - East Champaran, Bihar (INDIA)