



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

E-mail id- osdadmin@mgcub.ac.in

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

Dated: 15th May 2023

Office Order

1. In supersession of all earlier orders issued in this regard, the Competent Authority has been pleased to delegate the leave sanctioning powers in respect of leave i.e., **Casual Leave/Restricted Leave/ Duty Leave up to 5 days at a time/Station Leave permission during closed holidays**, to the authorities as mentioned below:

SI. No	Kind of Leave	Sanctioning Authority	Extent of Power
(1)	(2)	(3)	(4)
Casual Leave (CL) / Restricted Holiday (RH) / Duty Leave up to 5 days at a time/ Only station Leave permission during closed holiday			
(i)	Campus Directors of various campuses	Vice-Chancellor	Full
(ii)	Deans of various Schools	Vice-Chancellor	Full
(iii)	OSD(Admin)/OSD(Fin)/CoE	Vice-Chancellor	Full
(iv)	Deans Student Welfare (DSW)	Vice-Chancellor	Full
(v)	Proctor	Vice-Chancellor	Full
(vi)	Provost	Vice-Chancellor	Full
(vii)	Heads	Vice-Chancellor	Full
(viii)	All Teachers (Except mentioned above)	Dean of School concerned	Full
(ix)	All Non-Teaching Staff (Except mentioned above)	OSD(Admin)	Full

- i. Before sanctioning the leave, the office concerned shall ensure that leave requested for is admissible & is at the credit of the individual concerned and same is duly recommended & forwarded by the concerned Head/Dean/DSW/Proctor/Officer-in-charge.
 - ii. Casual Leave should not be granted for more than 5 days at any time, except under special circumstances.
 - iii. The office of the Dean of various schools shall maintain record of Casual Leave/Duty Leave/Restricted Holiday and send a monthly report in this regard to the office of the OSD (Administration) by first week of following month.
 - iv. **All types of Leave other than CL/RH/Duty Leave up to 5 days at a time/Station Leave Permission during closed holiday, shall be processed by office of the OSD (Administration) and approved by the Vice-Chancellor/Competent Authority.**
2. It has also been observed that on many occasions, some of the staff members apply for various kind of leave i.e., duty leave/special casual leave/commuted leave etc. without proper supporting documents. Accordingly, all the staff members are also advised to keep the points in mind while availing the following types of leave:

(a) DUTY LEAVE / SPECIAL CASUAL LEAVE:

While applying for Duty Leave / Special Casual Leave purpose of the leave and supporting document has to be mentioned/attached in all the cases. In case of purpose of leave is Confidential, the supporting documents should be submitted in a sealed envelope to the office of the sanctioning authority. Request for sanctioning of leave without proper supporting documents may not be considered.


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(b) COMMUTED LEAVE:

While applying for Commuted Leave, **staff member concerned has to submit his/her Medical Certificate/Medical Fitness Certificate in the prescribed format namely Form 4 and Form 5 (copies are attached herewith for ready reference)**. It has also come to the notice that some of the staff members submit his/her medical certificate issued by hospital situated at outside the headquarter of the University (i.e., Motihari), in these cases, office is facing difficulties while processing the commuted leave request where the medical certificate issued by hospital situated at outside the headquarter of the University. Accordingly, it is hereby informed to all concerned that while availing the commuted leave where medical certificate is issued by hospital situated at outside the headquarter, the faculty concerned shall submit the documentary proof of his/her headquarters leave with commuted leave application.

3. All other conditions with regard to extent, admissibility of leave etc. shall be governed by the Regulations/Norms prescribed by the University/UGC/Government of India in this regard and as amended from time to time.
4. All kinds of leave (*except Casual Leave/Restricted Holidays/Station Leave*) have to be applied at least 10 days before availing such leave. In exceptional cases, the sanctioning authority is empowered to grant sanction of leave in case of exigencies on a case-to-case basis with proper justification.
5. The faculty members, who are holding one or more administrative position(s), shall invariably mention regarding alternative arrangement(s) during their absence in the leave application.
6. Note:
 - i. All requests for any kind of leave must be submitted in the prescribed format as amended from time to time and as applicable, should be accompanied with self-attested copies of supporting documents;
 - ii. For permission to visit abroad during any kind of leave, the Competent Authority will be Vice-Chancellor in all cases;
 - iii. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind with proper reasons.
7. This issues with the approval of the Competent Authority.


[SACHCHIDA NAND SINGH]
OSD (Administration)

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

1. The OSD (Finance)/CoE/DSW/Campus Directors/Proctor/Dean, R&D/Librarian/Coordinator, IQAC, MGCU
2. The Provost/Estate Officer, MGCU
3. All Deans of different School, MGCU
4. All Heads of various Teaching Departments, MGCU – *with the request to bring the same to knowledge of faculty members under their respective departments.*
5. Warden, Girls Hostel/Sports Officer, MGCU
6. The Member Secretary, University Website Committee, MGCU – with the request to upload the same on University Website.
7. PRO/Hindi Officer/Section Officers, MGCU
8. PS to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*
9. Guard File




OSD (Administration)