



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

F. No. 89-1/MGCUB/GA/2023

Dated: 14<sup>th</sup> September 2023

## OFFICE ORDER

1. This is with reference to the Office Order No.F.2-1/MGCUB/GA/2016 dated 15<sup>th</sup> May 2023 issued by the office of the undersigned regarding Authorities Empowered to Sanction various kind of Leave to Teaching and Non-Teaching Staff.
2. In continuation to the above and taking into consideration that the **first Convocation of the University is likely to be held during the month of October 2023**, it is hereby notified for information to all concerned that to make this prestigious event of the University successful and for proper and smooth execution of various tasks related to Convocation, the **Competent Authority has been pleased to order the following to be implemented with immediate effect till the Convocation is held:**
  - i. The University will remain open on all Saturdays.
  - ii. The Hon'ble Vice-Chancellor will be the leave sanctioning authority in respect of all employees of the University (viz. Teaching and Non-Teaching).
  - iii. No leave (*any kind of leave including Casual Leave*) will be sanctioned to any Teaching or Non-Teaching Staff.
  - iv. No Teaching or Non-Teaching Staff shall proceed on any kind of leave nor move out of Headquarter without prior approval of the Hon'ble Vice-Chancellor.
  - v. No Head or Dean shall recommend and forward any request regarding sanction of leave.
  - vi. Leave of any kind on account of urgent requirement/unavoidable circumstances will only be considered and allowed by the Hon'ble Vice-Chancellor provided the same is duly recommended and forwarded by the respective Head and Dean.
  - vii. Any kind of leave (*excluding Child Care Leave/Maternity Leave/Paternity Leave*) which are yet to be availed and sanctioned before issue of this Office Order hereby stands withdrawn/cancelled.
3. This is issued with the approval of the Competent Authority.

[SACHCHIDA NAND SINGH]  
OSD (Administration)

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

1. Prof. Prasoon Dutta Singh, Chairman, Overall Coordination Convocation Committee, MGCU
2. The OSD (Finance)/CoE/DSW/Campus Directors/Proctor/Director (RDC)/Librarian/Coordinator, IQAC, MGCU
3. All the Deans of different Schools & Heads of various Teaching Departments, MGCU – with the request to bring the same to the knowledge of all concerned under your respective School and Department.
4. Provost/Deputy Registrar, MGCU
5. Public Relations Officer/Sports Officer/Warden/Section Officers, MGCU
6. In-charge University Website – for uploading the same on University Website for information of all concerned.
7. Private Secretary to Vice-Chancellor, MGCU – for kind information of the Hon'ble VC please.
8. Guard File



[DINESH HOODA]  
Section Officer