



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Raghunathpur, Motihari, District – East Champaran, Bihar

Email: osdadmin@mgcu.ac.in | Website: www.mgcu.ac.in

F. No.: 2-1/MGCU/GA/2016

Dated: 31st October 2023

OFFICE ORDER

1. It is hereby notified for information of all concerned that taking into consideration the paucity of administrative staff (especially at senior level) in the Finance Division of the University, the **Competent Authority has been pleased to appoint Dr Shivendra Singh**, Assistant Professor, Department of Commerce as **Associate Officer on Special Duty (Finance)** with immediate effect till further orders.
2. Dr Shivendra Singh shall perform the duties/responsibilities of Associate OSD (Finance) in association with Officer on Special Duty (Finance),
3. This shall be in addition to other academic and administrative responsibilities already assigned to him. No honorarium/remuneration shall be paid to Dr Shivendra Singh for this additional responsibility.
4. This issues with the approval of the Competent Authority.



Sachchida
31/10/23
[SACHCHIDA NAND SINGH]
OSD (Administration)

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

1. Individual Concerned
2. The Incharge University Website, MGCU – for uploading the same on University Website for information of all concerned.
3. The OSD (Finance)/CoE/DSW/Campus Directors/Proctor/Dean, R&D/Librarian/Coordinator, IQAC, MGCU
4. All the Deans of various Schools, MGCU
5. All the Heads of various Teaching Departments, MGCU – with the request to bring the same to the knowledge of all concerned under their respective Teaching Departments.
6. Deputy Registrar/Warden, Girls Hostel/PRO/Section Officers, MGCU
7. Private Secretary to Vice-Chancellor, MGCU - for kind information of Hon'ble Vice-Chancellor please.

Dinesh Hooda
31/10/2023
[DINESH HOODA]
Section Officer