



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

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

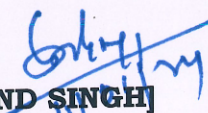
Email: osdadmin@mgcu.ac.in | Website: www.mgcub.ac.in

F. No.90-1/MGCU/GA/2024

Dated: 11th January 2024

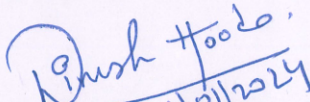
OFFICE ORDER

1. It is hereby notified for information of all concerned that the **Competent Authority has been pleased to order that** hereinafter, all **(i)** Deans of various Schools; **(ii)** Dean Students' Welfare; **(iii)** Proctor; and **(iv)** Heads of various Teaching Departments; **shall remain available in the University during Summer or Winter Vacations.**
2. However, in case of exigency, they may avail vacation with prior permission of the Competent Authority.
3. For the period, she/he remained available in the University during the Summer or Winter Vacations, the concerned faculty member(s) shall be entitled for Earned Leave as per rules.
4. 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:

1. Individual Concerned.
2. The Director, Research and Development Cell, MGCU
3. All the Deans of various Schools, MGCU
4. 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.*
5. The Incharge University Website, MGCU - *for uploading the same on University Website for information of all concerned.*
6. The OSD (Finance)/CoE/Campus Directors/DSW/Proctor/Dean, R&D/Librarian/Coordinator, IQAC, MGCU
7. Deputy Registrar/PRO/Section Officers, MGCU
8. OSD to Vice-Chancellor, MGCU - *for kind information of Hon'ble Vice-Chancellor please.*
9. Guard File.


[DINESH HOODA]
Section Officer

