



# MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

F. No. 2-1/MGCUB/GA/2016/3403

Dated: 23<sup>rd</sup> April 2019

## OFFICE ORDER

**Subject: Authorities Empowered to Sanction Leave of Academic Staff – Reg.**

1. In partial modification of this Office Order of even file No.2924 dated 8<sup>th</sup> August 2018, the Hon'ble Vice-Chancellor 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) / Quarantine Leave / Restricted Holiday (RH) / Station Leave to		
(i)	Deans	Pro-Vice-Chancellor	Full
(ii)	Dean Student Welfare (DSW)	Pro-Vice-Chancellor	Full
(iii)	Proctor	Pro-Vice-Chancellor	Full
(iv)	Provost	Pro-Vice-Chancellor	Full
(v)	Heads	Pro-Vice-Chancellor	Full
(vi)	Associate DSW (ADSW)	Pro-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)	
(viii)	Hostel Warden / Associate Warden	Pro-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)	Teachers	Dean of concerned School	Full
B	All Leaves other than CL / Quarantine Leave / RH / Station Leave (viz. Earned Leave / Half Pay Leave / Commuted Leave / Maternity Leave / Paternity Leave / Adoption Leave / Child Care Leave / Sabbatical Leave / Study Leave / Extra Ordinary Leave / On Duty / Leave not Due etc) to		
(i)	All Teachers	Vice-Chancellor	Full

2. Before sanctioning the leave, the sanctioning authority 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 concerned authority (i.e., Dean of the School/Head of the Department/DSW/Proctor/Provost as the case may be).

Contd...

*for m*  
*23/04/2019*

::2::

From pre-page:

3. 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 PVC/OSD (Administration)/Registrar.
4. No teacher shall proceed on leave or leave the headquarters without prior sanction of the leave, except Casual Leave.
5. All kinds of leave (*except Casual Leave/Restricted Holiday/Station Leave/Quarantine Leave/Half Pay 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.
6. Casual Leave should not be granted for more than 5 days at any time, except under special circumstances.
7. 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.
8. Note:
  - (i) In each case, the Sanctioning Authority shall ensure that a copy of the approval of leave to the concerned teacher must be forwarded to the (i) Officer of the OSD (Administration)/Registrar and (ii) Shri Ajeet Kumar, Section Officer (TempCamp), for keeping on record;
  - (ii) All requested 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;
  - (iii) Provided that, where leave involves visit abroad, the Competent Authority shall be the Vice-Chancellor; and
  - (iv) Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
9. This is issued with the approval of the Vice-Chancellor.



**(Dr Vikas Pareek)**

OSD Administration (I/c)



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

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

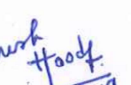
1. All Teachers of the University
2. OSD Finance, MGCUB
3. The Controller of Examinations, MGCUB
4. The Dean Student Welfare, MGCUB
5. All the Deans of different Schools MGCUB
6. All the Heads of different Departments, MGCUB - *with request to bring the same to the knowledge of all teachers under their respective Departments.*
7. Shri Dinesh Hooda, Section Officer (Establishment), MGCUB
8. Shri Ajeet Kumar, Section Officer, TempCamp, MGCUB
9. PS to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*
10. Personal File of the individual concerned
11. Guard File



**OSD ADMINISTRATION (I/c)**



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

  
21/04/2019