



# MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr. Ambedkar Administrative Building, Raghunathpur, Motihari - 845 401, District - East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

F. No. 2-1/MGCUB/GA/2016/4282

Date: 26<sup>th</sup> November 2019

## OFFICE ORDER

1. For smooth functioning of various administrative and academic related works, the Competent Authority has been pleased to allocate the various duties to the following officials of the University as under:

Sl.	Name of the Official	Allocation of duties
1.	Dr Jwala Prasad Deputy Registrar (Academic)	i. Academic ii. Workshop, Seminar & Symposia etc iii. Major & Minor sponsored projects iv. Campus Development; v. Legal Cell; vi. SC/ST Cell; vii. Desk/Rajbhasha; viii. Any other task/work assigned by the Competent Authority from time to time
2.	Sh. Sachchida Nand Singh Deputy Registrar (Establishment)	i. Establishment; ii. VC Secretariat; iii. Finance; iv. Administration; v. Examinations; vi. Any other task/work assigned by the Competent Authority from time to time

2. The aforesaid officer shall perform the aforesaid duties/work under the supervision of OSD (Administration).
3. This is issued with the approval of the Competent Authority.

*Lisha*  
26-11-19  
(DR PADMAKAR MISHRA)  
OSD (Administration)

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

- 1 The PVC, MGCUB
- 2 The OSD (Finance), MGCUB & The Co-ordinator, IQAC, MGCUB
- 3 The Controller of Examinations, MGCUB
- 4 All the Deans of different Schools/ Dean (R & D Cell), MGCUB
- 5 The Proctor/ Provost/ DSW/ Warden/ Incharge Sports Officer/ Procurement Officer
- 6 All the Heads of the different Departments, MGCUB - to bring the same to the notice of all faculty members under their respective Schools/ Departments
- 7 Deputy Registrar, MGCUB
- 8 All Faculty / Officer/ Staff
- 9 Public Relations Officer, MGCUB
- 10 System Analyst, MGCUB - with the request to upload the same on University website
- 11 Section Officer (Administration/ Finance/ Chanakya Parisar), MGCUB
- 12 PS to the Vice-Chancellor- for kind information of the Hon'ble Vice-Chancellor please.
- 13 Guard File

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

*Dinesh Hooda*  
26/11/2019  
(DINESH HOODA)  
Section Officer

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