F. No. 12-2/MGCUB/Estt./2017/4468

Dated: 27th January 2020

OFFICE ORDER

1.   Consequent upon proceeding of **Prof. Anand Prakash**, Dean, School of Life Sciences on Earned Leave w.e.f. 27th January 2020 to 31st January 2020 along with Station Leave from 26th January 2020 (A/N) to 2nd February 2020, **(i) Prof. Arttatrana Pal**, Professor, Department of Zoology shall look after the routine work of office of Dean, School of Life Sciences and; **(ii) Dr Brijesh Pandey**, Associate Professor, Department of Biotechnology shall look after the routine work of office of Head, Department of Biotechnology during the aforesaid period.

2.   Further, during the absence of Prof. Anand Prakash for the aforesaid period, **Dr Atul Bhargava**, Associate Professor, Department of Botany shall look after the routine work of the office of the Dean, Students Welfare.

3.   This is issued with the approval of the Competent Authority.

(DR PADMAKAR MISHRA)
OSD (Administration)

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

1   Individual concerned
2   All the Campus Directors
3   The OSD (Finance) & The Co-ordinator, IQAC, MGCU
4   The Controller of Examinations, MGCU
5   All the Deans of different Schools/Dean (R & D Cell), MGCU
6   The Proctor/ Provost/ Warden/ Incharge Sports Officer/ Procurement Officer
7   All the Heads of the different Departments, MGCUB – *with the request to bring the same to the notice of all faculty members & students under their respective Schools/ Departments*
8   Deputy Registrar (Academic), MGCU
9   Public Relations Officer, MGCU
10   System Analyst, MGCUB- *with the request to upload 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

Deputy Registrar (Estt.)