



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

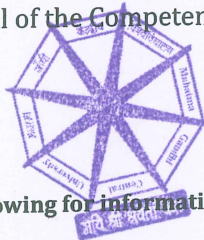
Email: osdadmin@mgcu.ac.in | Website: www.mgcu.ac.in

F. No. 2-1/MGCU/GA/2024

Dated: 19<sup>th</sup> September 2024

## OFFICE ORDER

1. It is hereby notified for information of all concerned that the Competent Authority has been pleased to order that:
  - i. To ensure the efficient and effective management of security and safety on all campuses of the university, all staff deployed in the University on an outsourcing basis, including security guards and supervisors, shall work under the overall supervision of the Chief Proctor of the University.
  - ii. The Chief Proctor will have full authority to oversee and direct the activities of all security personnel across all campuses of the University.
  - iii. The Chief Proctor shall serve as the Reporting and Reviewing Officer for all outsourced security guards and supervisors, with full authority to direct and manage their activities in alignment with the University's security policies and protocols. For all other outsourced staff (*i.e., excluding security guards and supervisors*) working within the University, the Chief Proctor shall act as the Reviewing Officer.
  - iv. All reports, evaluations, and matters concerning the performance of outsourced security and other staff shall be submitted to the Chief Proctor for review and further action.
  - v. This order shall be effective with immediate effect until further orders, and any deviations from these instructions will be viewed seriously and may lead to administrative action.
2. All staff deployed in the University on an outsourcing basis including Supervisors, and Security Guards are hereby instructed to ensure compliance with this Office Order and extend full cooperation to the Chief Proctor in maintaining a secure environment within the University.
3. This issues with the approval of the Competent Authority.



[SACHCHIDA NAND SINGH]  
OSD (Administration)

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

1. Individual Concerned.
2. The OSD (Finance)/CoE/Campus Directors/DSW/Provost/Librarian/Coordinator, IQAC.
3. All Deans of various Schools, MGCU & All Heads of various Teaching Departments, MGCU
4. The Director, RDC/Director, Academic Affairs/DR/AR/PRO/Hindi Officer/Section Officers, MGCU
5. Member Secretary, University Website Committee, MGCU - with the request to upload the same on University Website for information of all concerned.
6. OSD to the Vice-Chancellor, MGCU - for kind information of the Hon'ble Vice-Chancellor please.
7. Guard File

[DINESH HOODA]  
Assistant Registrar