



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari - 845 401, District - East Champaran, Bihar

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

F. No. 89-2/MGCUB/GA/2024

Dated: 27th November 2024

OFFICE ORDER

1. Taking into consideration that the **Second Convocation of the University is scheduled to be held on 7th December 2024 (Saturday)**, it is hereby notified for information to all concerned that to make this prestigious event of the University successful and for proper and smooth execution of various tasks related to Convocation, the **Competent Authority has been pleased to order the following to be implemented with immediate effect till the Convocation is held:**

- i. The University will remain open on all Saturdays.
- ii. The Hon'ble Vice-Chancellor will be the leave sanctioning authority in respect of all employees of the University (viz. Teaching and Non-Teaching).
- iii. No leave (*any kind of leave including Casual Leave*) will be sanctioned to any Teaching or Non-Teaching Staff.
- iv. No Teaching or Non-Teaching Staff shall proceed on any kind of leave nor move out of Headquarters without prior approval of the Hon'ble Vice-Chancellor.
- v. No Head or Dean shall recommend and forward any request regarding sanction of leave.
- vi. Leave of any kind on account of urgent requirement/unavoidable circumstances will only be considered and allowed by the Hon'ble Vice-Chancellor provided the same is duly forwarded and recommended by the respective Head and Dean.
- vii. Any kind of leave (*excluding Child Care Leave/Maternity Leave/Paternity Leave*) which are yet to be availed and sanctioned before issue of this Office Order hereby stands withdrawn/cancelled.

2. 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 please:

1. Prof. Prasoona Dutta Singh, Chairman, Overall Convocation Coordination Committee, MGCU
2. The OSD (Finance)/CoE/DSW/Campus Directors/Proctor/Director (RDC)/Coordinator, IQAC, MGCU
3. All the Deans of different Schools & Heads of various Teaching Departments, MGCU - with the request to bring the same to the knowledge of all concerned under your respective School and Department.
4. Provost/Deputy Registrar/Assistant Registrar, MGCU
5. Public Relations Officer/Sports Officer/Warden/Section Officers, MGCU
6. In-charge University Website - for uploading the same on University Website for information of all concerned.
7. The OSD to the Vice-Chancellor, MGCU - for kind information of the Hon'ble VC please.
8. Guard File.

[DINESH HOODA]

Assistant Registrar