

Estt. Dak. 28.04.2016

S.No.	File No.	Subject	From whom received	Received Date	Sent to	Sent Date	Remark
1	8322/R	Dr. Neetu Singh, CAS (Reader), HD& FS	Registrar	27.04.2016	AR	28.04.2016	
2	8295/R	To attend short term course,UGC-HRDC University of Burdwan, Dr. Sutanu Maji	Registrar	27.04.2016	AR/SA/UDC	28.04.2016	
3	6064/R	Inquiry Committee Reg. complaint made by Sh. Jayabala Chandran	Registrar	27.04.2016	AR	28.04.2016	
4	8227/R	Ratification letters regarding 41 Teachers	Registrar	27.04.2016	PIC	28.04.2016	
5	8321/R	Dr. shikha, Asst. Prof., DES Self Appraisal report- 2015-2016	Registrar	27.04.2016	PIC	28.04.2016	
6	6297/R	High Power Committee	Registrar	28.04.2016	AR	28.04.2016	
7	3968/R	Medical Reimbursement for Non-Teaching Staff	Registrar	28.04.2016	AR	28.04.2016	
8	8290/R	T/C MHRD Correspondence	Registrar	28.04.2016	File Complete	28.04.2016	
9	8314/R	T/C PF of Dr. Amit Misra, Asst. Prof. (Paternity Leave)	Registrar	28.04.2016	AR	28.04.2016	
10	8329/R	Confirmation letter, Dr. Narender Kumar	Registrar	28.04.2016	AR	28.04.2016	
11	8326/R	Biotechnology refresher course in academic staff college, Lucknow University, Summer School, 2016, Dr. G. Sunil Babu	Registrar	28.04.2016	AR	28.04.2016	
12	8287/R	Medical Reimbursement file as emergent case, Shri- G. Balan	Registrar	28.04.2016	AR	28.04.2016	
13		Forwarding of Dr. Abhilash Basu, Asst. Prof.	Registrar	28.04.2016	AR	28.04.2016	
14	6561/R	T/C Nomination of BOM	Registrar	28.04.2016	AR	28.04.2016	
15	7881/R	Appointment of the Incharge Guest House	Registrar	28.04.2016	AR	28.04.2016	
16		Request for confirm letter for appointment, Dr. Sudipta saha	Registrar	28.04.2016	AR	28.04.2016	
17	3085/R	Human Resources, DST- Centre for policy reserch, Dr. Venkatesh Dutta	Registrar	28.04.2016	AR	28.04.2016	

18	8330/R	5-Non-Compounded advance increment Dr. Narender Kumar, computer Science	Registrar	28.04.2016	AR	28.04.2016	
19	6953/R	PF of Shri Gokaran Prasad, Asst. Registrar			VC Office	28.04.2016	
20	7239/R	T/C PF of Dr. Rashida Ather, Asst. Prof. (LTC)			VC Office	28.04.2016	
21	8335/R	Reissue Passport of Sangeeta Saxena, DBT			VC Office	28.04.2016	
22	5729/R	CPF-Contribution			FO	28.04.2016	
23		T/C PF of Shri O. P. Saini, Asst. Librarian			VC Office	28.04.2016	
24	4612/R	PF of Dr. Ranjeev Kumar Sahu, PF No. 186			FO	28.04.2016	
25	7963/R	Essential Qualification matter, DHR (Asst. Prof.)			Dean SLS	28.04.2016	