

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5491/R	Fooding & Caterers, AMTSG-2015, CIIPP	Co-ordinator CIIPP	7/4/2016	Co-ordinator CIIPP	9/4/2016	It needs discussion
2	-	प्राइवेट एयर लाइन्स से यात्रा करने की अनुमति, विधि विभाग	Law Deptt.	8/4/2016	Law Deptt.	9/4/2016	Ok
3	-	Honorarium to the Chief Guest, Guest of honour & Guest Speakers, Seminar/Workshop, Law	Law Deptt.	8/4/2016	Law Deptt.	9/4/2016	Yes as per rules
4	-	Three confidential file of Ph.D. in a closed envelope	COE office	8/4/2016	COE office	9/4/2016	Confidential
5	-	Four confidential file of Ph.D. in a closed envelope	COE office	8/4/2016	COE office	9/4/2016	Confidential
6	7856/R	Dr. Raj kumar, DHR	R	8/4/2016	R	9/4/2016	It's the Dean who has to find out any solution please. Why the trivial matter not solved by the Dean's office. He is the Academic head, please request to find out final solution
7	6415/R	Library Committee(Proceding)	R	8/4/2016	R	9/4/2016	Ok if as per rules

8	8188/R	B.P.G.S, D.Lib.Sci.	R	8/4/2016	R	9/4/2016	Yes if as per rules
9	3806/R	Computer Coaching File No-(32), Remedial Coaching Programme	R	8/4/2016	FO	9/4/2016	-
10	5182/R	Study Tour-II, DLIS	R	8/4/2016	R	9/4/2016	Yes as per rules
11	8220/R	अतिथि गृह के पुराने सामान के राईट ऑफ करने हेतु	R	8/4/2016	R	9/4/2016	A - Ok
12	7152/R	GPF/CPF Advance/Withdrawal, Non Teaching - Part IV	FO	9/4/2016	FO	9/4/2016	Yes if as per rules
13	4458/R	108/Purchase of Glasware/FST/2014	FO	9/4/2016	FO	9/4/2016	Y - Yes
14	3933/R	P.O.L. Imprest, Vehicle Sec,	FO	9/4/2016	FO	9/4/2016	Please Discuss
15	-	Guest Faculty Payment, Finance	FO	9/4/2016	FO	9/4/2016	Yes as per rules
16	8142/R	Recruitment file DST-SERB Project, Dr. Sudipta Saha, DPHS	R	9/4/2016	R	9/4/2016	-