

S.No	File No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7654/R	Publicaton of tender notice	FO	11/4/2016	FO	12/4/2016	Ok if as per rules
2	-	One confidential file in a closed envelope	COE office	11/4/2016	COE office	12/4/2016	Confidential
3	8041/R	T/C PF of Shri Bhandari, Tech. Asst. (LTC)	FO	11/4/2016	FO	12/4/2016	Yes if as per rules
4	7968/R	Viva-Voce, DH	R	12/4/2016	R	12/4/2016	Ok as per rules
5	7623/R	Promotion of Group 'B' posts, DPC	R	12/4/2016	R	12/4/2016	Yes if as per rules
6	8046/R	Proposal for B.P.Ed. 2 Years, Physical Edu.	Asstt. Director Physical Education	12/4/2016	Asstt. Director Physical Education	12/4/2016	Yes if as per rules
7	-	Marathon Run (14th April 2016)	FO	12/4/2016	FO	12/4/2016	Ok but out of already sanctioned fund
8	8174/R	Purchase of Furniture, Community College	FO	12/4/2016	FO	12/4/2016	It needs discussion
9	8178/R	File for Advance, Cultural programme on 30th March, Deptt. of Law	FO	12/4/2016	FO	12/4/2016	Yes if as per rules
10	7525/R	JRF Payment of Ms. Maya Bharti, DPS	FO	12/4/2016	FO	12/4/2016	Yes if as per rules
11	5010/R	Raman Fellowship Grant, Dr. Shahi Kumar, DHR	FO	12/4/2016	FO	12/4/2016	Yes if as per rules

12	8207/R	Advance for seminar (DMCJ), Dr. M.K.Padhy	FO	12/4/2016	FO	12/4/2016	Yes if as per rules, FO must verify
13	8103/R	Advance for Academic activity/Conference, Dr. Sutanu Maji, DAPS	FO	12/4/2016	FO	12/4/2016	Yes if strictly as per rules, FO to please certify
14	6639/R	Dr. Shiv shankar, DES - Advance UPCST Project	FO	12/4/2016	FO	12/4/2016	Yes if as per rules
15	5176/R	Purchasing of DIESEL for D.G. Set for Central Lib.	FO	12/4/2016	IAO	12/4/2016	Ok
16	7934/R	UPCST Project-Recruitment of Research Assistant	FO	12/4/2016	FO	12/4/2016	Yes if as per rules
17	7800/R	Dr. Prof. Ram Chandra, Pending Dues	FO	12/4/2016	R	12/4/2016	For N.A.
18	4079/R	JRF File, Ph.D. Batch-2013, DRM	FO	12/4/2016	FO	12/4/2016	Yes if as per rules
19	7457/R	Appointment of JRF, Dr. Anand Prakash-DBT (PILOT)	FO	12/4/2016	FO	12/4/2016	Yes if as per rules
20	3420/R	DAP/BBAU, JRF Fellowship (CSIR-UGC)	FO	12/4/2016	FO	12/4/2016	Yes if as per rules
21	7295/R	Purchasing of water cooler & RO for ABH	FO	12/4/2016	FO	12/4/2016	Yes if as per rules
22	-	Policy Modelling Lab, DST-CPR, Dr. Venkatesh Dutta, DES	FO	12/4/2016	FO	12/4/2016	Yes if as per rules
23	6462/R	International Seminar on "Globalization, Environment and Perspectives, issues and Concerns"-Prof. Manish K. Verma, DS	FO	12/4/2016	FO	12/4/2016	Yes if as per rules

24	7253/R	Open gate & M.S. railing of Botanical garden	FO	12/4/2016	FO	12/4/2016	There was another file
25	7999/R	Establishment of Nursery, GBS	FO	12/4/2016	FO	12/4/2016	Yes if as per rules
26	6494/R	Payment of Leagal Fee, II volume, Sh. Ranjan Mishra, Sh. S.M.Roekwar	FO	12/4/2016	FO	12/4/2016	Yes if as per rules
27	-	Medical Rimbursement File, (CSSIEP Employees)	R	12/4/2016	FO	12/4/2016	-
28	3519/R	JRF-DST, Dr. Gaurav Kathwas, DPHS	R	12/4/2016	R	12/4/2016	Nominated
29	8255/R	JRF Fellowship of Mr. Veer Kumar, DPS	R	12/4/2016	R	12/4/2016	Ok as per rules
30	8250/R	File for imprest Money, Dean SLS	R	12/4/2016	R	12/4/2016	Ok as per rules
31	6878/R	Consultancy Project G. Water, Dr.Venkatesh Dutta, DES	FO	12/4/2016	R	12/4/2016	A- Yes, R- please discuss
32	-	Contractual Faculties Payment, Finance	FO	12/4/2016	FO	12/4/2016	Please let me know the date when their issues will end
33	3958/R	JRF Fellowship fund	FO	12/4/2016	FO	12/4/2016	Yes as per rules
34	7152/R	GPF/CPF Advance/Withdrawal, Teaching & Non Teaching	FO	12/4/2016	FO	12/4/2016	Yes as per rules
35	8245/R	JRF File, Ms. Indu, DPS	AR(A)	12/4/2016	R	12/4/2016	A-Ok

36	_	One confidential file of Ph.D. Result Noti. In a closed envelope	COE office	12/4/2016	COE office	12/4/2016	Confidential
37	_	One confidential file of Result Noti. Dec-2015, Vol-III In a closed envelope	COE office	12/4/2016	COE office	12/4/2016	Confidential
38	3429/R	Common Tender Committee	R	12/4/2016	R	12/4/2016	Yes if as per rules