

| S.No | File No. | Subject | From whom Received | Received Date | Sent to | Sent Date | Remarks |
|------|----------|---|--------------------|---------------|------------|-----------|--|
| 1 | 8099/R | Committee for VC's conference | R | 1/4/2016 | R | 5/4/2016 | Please discuss, Dr. Bhatnagar, Dr. Ram |
| 2 | 8156/R | Nomination of Academic council member | R | 1/4/2016 | R | 5/4/2016 | Yes if as per rules |
| 3 | 5620/R | Constitution of planning Board | R | 1/4/2016 | R | 4/4/2016 | Urgent Please Discuss |
| 4 | 5739/R | Babasaheb Bhimrao Ambedkar Jayanti, 14th April | R | 1/4/2016 | R | 5/4/2016 | Please submit the detailed program |
| 5 | - | One confidential File of Ph.D. in a closed envelope | COE office | 4/4/2016 | COE office | 5/4/2016 | Confidential |
| 6 | 8164/R | 54th meeting of Academic Council | DES | 4/4/2016 | R | 5/4/2016 | Registrar for NA |
| 7 | 3429/R | Common Tender Committee | R | 4/4/2016 | R | 5/4/2016 | Yes if as per rules |
| 8 | 3933/R | P.O.L. Imprest, Vehicle Sec, + 1 File | FO | 4/4/2016 | FO | 4/4/2016 | Yes if as per rules |
| 9 | - | Transport & Accomodation for Ambedkar Jainti Celebration, 2016 | R | 4/4/2016 | R | 4/4/2016 | Ok as per rules |
| 10 | - | Adjustment of Income, Expendeture & Balance of the seminar, Dr. B.N.Dubey, DS | FO | 4/4/2016 | FO | 4/4/2016 | Yes if as per rules |
| 11 | 7897/R | Payment of DPW | FO | 4/4/2016 | FO | 5/4/2016 | Yes if as per rules |

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| 12 | 4311/R | Civil Mantene Wark 2014-15, Part I | R | 4/4/2016 | R | 5/4/2016 | Yes as per rules |
| 13 | - | Purchase of Bed Sheet for Guest House | FO | 4/4/2016 | FO | 5/4/2016 | Yes if as per rules |
| 14 | 3081/R | DRC/Ph.D. Admission-2011, DCS | R | 4/4/2016 | R | 5/4/2016 | Yes as per rules |
| 15 | - | Pump Maintenance Work, EE | R | 4/4/2016 | R | 5/4/2016 | Yes if as per rules |
| 16 | - | Sports Ground Area Lighting works, EE | R | 4/4/2016 | R | 5/4/2016 | Yes if as per rules |
| 17 | - | Proposal for Management Studies Building | R | 4/4/2016 | R | 5/4/2016 | Ok as per rules |
| 18 | - | Facility of E-Rickshaw for the students, EO | R | 4/4/2016 | R | 5/4/2016 | Yes as per rules |
| 19 | 7994/R | Empanelment of Sanitation Agency | R | 4/4/2016 | R | 5/4/2016 | Ok |
| 20 | 8184/R | Substation Erection Work, | R | 4/4/2016 | R | 5/4/2016 | Yes as per rules |
| 21 | - | कार क्षतिपूर्ती के सम्बन्ध में प्रो० सुदर्शन वर्मा, विधि विभाग | Head Vidhi Vibhag | 4/4/2016 | Head Vidhi Vibhag | 5/4/2016 | Please deduct an amount mentioned above plus Rs-5000/- on time from his bill. |
| 22 | 4664/R | B.P.G.S, Deptt. of Sociology | R | 5/4/2016 | R | 5/4/2016 | Yes if as per rules |
| 23 | - | One confidential File of Result Noti., Dec-2015, Voll-III In a closed envelope | COE office | 5/4/2016 | COE office | 5/4/2016 | Confidential |

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| 24 | 3675/R | Gunner for VC Secritiriate Section | R | 5/4/2016 | R | 5/4/2016 | Will FO be responsible for VC's security? |
| 25 | 6301/R | CCTV cameras for the University | R | 5/4/2016 | FO | 5/4/2016 | FO to please follow the rules |
| 26 | - | Transport & Accomodation for Ambedkar Jainti Celebration, 2016 | R | 5/4/2016 | FO | 5/4/2016 | Yes as per rules out of Conference funds |
| 27 | 7697/R | Constrution of Student Activity Centre | FO | 5/4/2016 | FO | 5/4/2016 | Take up the item in FC meeting to be held on 18/4/16 |
| 28 | 7899/R | Constitution of Building Committee | R | 5/4/2016 | R | 5/4/2016 | Added |
| 29 | - | Food & Pandal committee-Ambedkar Jayanti-2016, Dr. Narendra Kumar, DES | FO | 5/4/2016 | FO | 5/4/2016 | Please Economize as much as possible but minimum of 50% |
| 30 | - | Record of Late payment fee of G.B.Library | FO | 5/4/2016 | FO | 5/4/2016 | yes if as per rules |
| 31 | - | Honorarium RCA | FO | 5/4/2016 | FO | 5/4/2016 | yes if as per rules |
| 32 | 7378/R | ICCPMPD-2016, International Conference, DRM + 2 Files | FO | 5/4/2016 | FO | 5/4/2016 | yes if as per rules |

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| 33 | - | 125th Birth anniversary of Dr. Babasaheb Bhimrao Ambedkar, (13-14 April, 2016), Mementos committee | R | 5/4/2016 | R | 5/4/2016 | Yes out of Conference fund |
| 34 | 7654/R | Publication of tender Notice | FO | 5/4/2016 | FO | 5/4/2016 | FO for recommendations |
| 35 | - | Chemicals & Plastic wares, DST-SERB Project, Dr. Sudipta Saha, D.Ph.S. | R | 5/4/2016 | R | 5/4/2016 | Yes as per rules |
| 36 | 8141/R | Contingency, DST-SERB Project, Dr. Sudipta Saha, D.Ph.S. | R | 5/4/2016 | R | 5/4/2016 | Yes as per rules |
| 37 | 8143/R | Equipments, DST-SERB Project, Dr. Sudipta Saha, D.Ph.S. | R | 5/4/2016 | R | 5/4/2016 | Yes as per rules out of Project funds |
| 38 | 8142/R | Requirement File, DST-SERB Project, Dr. Sudipta Saha, D.Ph.S. | R | 5/4/2016 | R | 5/4/2016 | Dr. Kokate |