

S.No	File No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	Science theatre Festival, 11-13 Jan2016	FO	5/4/2016	FO	6/4/2016	yes if as per rules
2	7837/R	Approval for Registration Form, National Service Scheme	R	5/4/2016	R	6/4/2016	-
3	-	Transport & Accomodation for Ambedkar Jainti Celebration, 2016	FO	5/4/2016	FO	6/4/2016	Please Discuss
4	7336/R	T/C F.N. (Finance Section) Monitering /Investment of Funds	FO	5/4/2016	FO	6/4/2016	Please Discuss
5	7654/R	Publication of tender Notice	FO	5/4/2016	FO	6/4/2016	FO for recommendat ions
6	-	Software/Telly Pakage	FO	6/4/2016	FO	7/4/2016	Yes as per rules
7	-	One confidential File of Examinaton committee in a closed envelope	COE office	6/4/2016	COE office	7/4/2016	Confidential
8	7482/R	Forwarding of Application for Outside Post (Teaching & Non Teaching)	R	6/4/2016	R	7/4/2016	Ok
9	-	Request of Prof. Ram Chandra, Ex. Prof. DEM	R	6/4/2016	FO	7/4/2016	-
10	3465/R	Transfer & Posting	R	6/4/2016	R	6/4/2016	Yes as proposed by the Head thathe will relieve him on 31/5/2016

11	-	Forwarding of Sh. Nilesh Kumar, Prof. Asst.	R	6/4/2016	R	7/4/2016	Yes if as per rules
12	-	ACP/MACP Scheme for Non-Teaching staff, Voll-II	R	6/4/2016	R	6/4/2016	on 17/4/16 at 9:30 am
13	8090/R	Dr. Mahendra Kumar Padhy, DMCJ - Forwarding of faculty application	R	6/4/2016	R	7/4/2016	Yes as per rules
14	-	Forwarding of Sh. Shiv Tripathi, Hindi officer	R	6/4/2016	R	7/4/2016	Yes as per rules
15	7541/R	PF of Prof. Narender kumar, DPS	R	6/4/2016	FO	7/4/2016	FO to make clear cut recommendations
16	-	Retification Letters Reg. 41 Teachers	R	6/4/2016	R	6/4/2016	Issue after completion of 14 days period for conformation / comments on the meeting
17	-	Dr. Jiwan Singh , Asst. prof., DES	R	6/4/2016	R	6/4/2016	Yes if as per rules
18	-	Dr. Mujibur Rehman, Asst. Prof., Dept. of Law	R	6/4/2016	R	6/4/2016	Ok if as per rules
19	-	Rquiremment of Electrical goods for Administrative Block, R-Office	FO	6/4/2016	FO	6/4/2016	Yes if as per rules
20	5620/R	Constitution of Planning Board	R	6/4/2016	R	7/4/2016	Yes if as per rules

21	-	Sale Proceed File, DAPS	R	6/4/2016	R	6/4/2016	Let Registrar approves such things
22	6131/R	Grievanas of Faculty Members and Academic Staff	R	6/4/2016	R	7/4/2016	Ok
23	7310/R	Creation/Sanction of New Posts for Health Centre Nov./2015	R	6/4/2016	R	7/4/2016	Ok
24	5010/R	T.C File, Raman Fellowship Grant - Dr.Shashi Kumar, DHR	FO	7/4/2016	FO	7/4/2016	Are we within the frame work of rules
25	-	Advance for Air tickets, Raman Fellowship Grant - Dr.Shashi Kumar, DHR	FO	7/4/2016	FO	7/4/2016	FO to ensure that we are fully within the rules
26	8046/R	Proposal for B.P.Ed. 2 Years, Physical Edu.	R	7/4/2016	R	7/4/2016	Yes as per rules
27	5240/R	Sports Infrastructure Presentation at UGC	R	7/4/2016	R	7/4/2016	Ok
28	3167/R	B.P.G.S-2, D.Lib.Sci.	R	7/4/2016	R	7/4/2016	Yes if as per rules
29	3934/R	Seed Money for Asst. Prof., DEM, Dr. Jay Shankar Singh, DEM	FO	7/4/2016	FO	7/4/2016	Now money can be sanctioned only out of Deptt. grant please submit the Budget

30	7552/R	Dr. Sangeeta Krishna, CSSEIP, CAS	R	7/4/2016	R	7/4/2016	Please discuss
31	8230/R	Upgradation of JRF to SRF, Samiksha Sikharwar, DAP	R	7/4/2016	R	7/4/2016	As ticked
32	3587/R	Departmental Research Committee and School Board, DAS	R	7/4/2016	R	7/4/2016	Yes if as per rules
33	-	Letter of Dr. Shashi Kumar reg. Advertisement of Asstt. Prof., DHR	R	7/4/2016	R	7/4/2016	It needs discuss
34	4540/R	Establishment of Ambedkar Chair/& Other Posts	R	7/4/2016	R	7/4/2016	As Dr. Chaudhary has submitted his inability on another file due to his health. The earlier committee may continue
35	-	T/C Prof. Priti Saxena, DHR - NOC for application	R	7/4/2016	R	7/4/2016	Ok if as per rules