

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	8152/R	DRC Meeting III File 2013-2015, DAP	R	22/07/2016	R	2/8/2016	yes as per rulse
2	8877/R	Electrical Maintenance Work in G.H. (T.C.)	R	25/07/2016	R	2/8/2016	yes if as per rulse. But please provide the Budget Head
3	8893/R	Allotment of the room for the staff of SC/ST cell, EO	R	25/07/2016	R	2/8/2016	Ok
4	8897/R	Allotment of chambers, Reg.	R	25/07/2016	R	2/8/2016	I haed asked him
5	-	Purchase one KTS (Digital Phone 24 Keys for COE office (EPBX), S&P	FO	25/07/2016	FO	2/8/2016	B. H.
6	-	MCA Evening - 2016, Faculty Approval	Head DCS	25/07/2016	Head DCS	2/8/2016	Ok yes as per rulse
7	3739/R	correspondence of various Deptt./Institute for Resevation of Rooms, Guest House	R	26/07/2016	R	2/8/2016	yes as per rulse
8	8275/R	Office Furniture & Other Equipment, Media Center	R	26/07/2016	R	2/8/2016	Ok yes as per rulse
9	8915/R	T/C Dr. Jiwan Singh, DES	R	26/07/2016	R	2/8/2016	Who will perform his duties
10	8890/R	Requiment of staff O.S.D. satellite centre amethi flie no .02/OSD/BBAU/16	R	26/07/2016	R	2/8/2016	OSD to discuss
11	8776/R	Alteration of Health Centre	R	27/07/2016	R	2/8/2016	yes as per rulse

12	8139/R	Degree certificate (Part II), + 12 Degree	R	27/07/2016	R	2/8/2016	How many degree are left
13	4311/R	Civil Maintenance Work, 2014-2015	FO	27/07/2016	FO	2/8/2016	yes as per rulse
14	4906/R	Barille Section, 2014-2015-GBL	FO	27/07/2016	FO	2/8/2016	yes as per rulse
15	-	Purcahseof Inverter for VVIP Guest House	FO	27/07/2016	FO	2/8/2016	Yes
16	8858/R	Dissertation File (FTS), Mr. Kiran Bharti, HD&FS	FO	27/07/2016	R	2/8/2016	Registrar
17	-	F.N. Travelling Allowance Bill file (T/C) of Hon'ble Vice-Chancellor	FO	27/07/2016	FO	2/8/2016	yes but as per rulse
18	4440/R	अतिथि गृह में विभिन्न प्रकार के निर्माण एवं मरम्मत के संबंध में।	FO	27/07/2016	FO	2/8/2016	yes as per rulse
19	6233/R	Research collaboration with Stokholm University, Dr. Shashi Kant Pandey, Dr. Sartik Bagh, DPS	R	27/07/2016	FO	2/8/2016	yes as per rulse. Fo to see
20	8866/R	Representation of Mr. Anil Kumar, DS, Mr. Shreyat, DH, & Mr. Sandeep Kr. Gautam, DH Dated 16.05.2016 to Grievances Redressal Committee (GRC), 2016-17	R	27/07/2016	Proctor	2/8/2016	Proctor to discuss
21	8859/R	Post Matric Scholarship & Fee Reimbursement for the Year, 2016-17, Voll-II	R	27/07/2016	R	2/8/2016	Ok but this could hase been done by acting v.c.

22	8679/R	Dropout/Vacant Seat students Detail of 2015-16	R	27/07/2016	R	2/8/2016	Why the follow up has waited
23	8527/R	Ms. Shweta Goswami (Ph.D. Scholar), DAP	R	28/07/2016	R	2/8/2016	yes as per rulse
24	_	Requirement of Chemicals, DAC	FO	28/07/2016	FO	2/8/2016	B.H.
25	3660/R	Installation of Curtain Rods in Place of Pelnets	FO	28/07/2016	FO	2/8/2016	B.H.
26	7017/R	V.C. Residence MaintenanceWork, Part-V	FO	28/07/2016	FO	2/8/2016	yes as per rulse
27	8773/R	Requirement of Furniture, AC, Comp., for Prof. Kaman Singh, DCS	FO	28/07/2016	FO	2/8/2016	_
28	8562/R	Repairing of Lab Equipment, DAP	FO	29/07/2016	FO	2/8/2016	Ok yes as per rulse
29	4029/R	Copital Maintanance of School for Ambedkar Studies 5(443)/14	FO	29/07/2016	FO	2/8/2016	B. H.
30	7618/R	Photocopy Machine File /RCA	FO	29/07/2016	FO	2/8/2016	yes as per rulse
31	3170/R	Purchase of Chemical/Consumables Items,DST Project, Dr. Anand Prakash,DBT	FO	29/07/2016	FO	2/8/2016	yes as per rulse
32	8614/R	Print Journals and Magazines, GBL	FO	29/07/2016	FO	2/8/2016	B. H.
33	3060/R	Road Work at Ashoka Boys - Hostel, 5(499)2014	FO	29/07/2016	FO	2/8/2016	B. H.
34	3779/R	Purchase of Postal Stamp Voll-3, Dispatch Section	R	1/8/2016	R	2/8/2016	yes as per rulse
35	8821/R	Hostel General Information Guide Session-2016-17, DSW	R	1/8/2016	R	2/8/2016	DSW to discuss

36	8834/R	Report Regarding Complain by Some Students of IV Sem of DEM	R	1/8/2016	R	2/8/2016	A Ok
37	6561/R	T/c Nomination of BOM	R	1/8/2016	R	2/8/2016	Ok
38	8765/R	Complaint of Sr. Ram Karan, (CPGRAM, MHRD)	R	1/8/2016	R	2/8/2016	Ok
39	8956/R	Intrnational Conference in Feb. 2017, Deptt. of Pharm.Sci.	R	1/8/2016	R	2/8/2016	Dr. Ram to be put up
40	8970/R	Dr. Shanu Singh (A.P.), School of Education	R	1/8/2016	R	2/8/2016	yes as per rulse
41	8360/R	Yoga International Day, sport Sec.	Sport Sec.	1/8/2016	Sport Sec.	2/8/2016	yes as per rulse
42	8019/R	फोटो कॉपी मशीन के मरम्मत के संबन्ध में	FO	1/8/2016	FO	2/8/2016	yes as per rulse
43	8804/R	Re-continuation of Campus Boundary-Wall	FO	1/8/2016	FO	2/8/2016	FO for immediatly comment
44	-	Purchase of Almirah Remedial Language-English	FO	1/8/2016	FO	2/8/2016	B. H.
45	8967/R	Selection Committee-Guest Faculty Community College	PIC®	1/8/2016	PIC®	2/8/2016	-
46	8363/R	Requirement of Furniture,(DRM), SMS	FO	1/8/2016	FO	2/8/2016	B. H.
47	-	Purchase of Medicines for Health Centre, Store Sec.	FO	1/8/2016	FO	2/8/2016	-
48	6727/R	Purchase of Stationary items-VI	FO	1/8/2016	FO	2/8/2016	A yes as per rulse
49	8853/R	M.Sc. (Energy & Environment), Admission File, SES	R	1/8/2016	R	2/8/2016	Ok yes as per rulse

50	8980/R	Forwading application, Dr. Shalini chandra, DES	R	1/8/2016	R	2/8/2016	Who will take classes? Please attend during vaxation
51	-	Vehicles	R	2/8/2016		2/8/2016	Dr. Jaiswal for Comments
52	8906/R	Open Viva-voce, Mr. Amit Kumar, Diptt. Of Sociology	FO	2/8/2016	FO	2/8/2016	OK
53	8772/R	Requirement of AC, Tables, Chairs for Labs	FO	2/8/2016	FO	2/8/2016	B. H.
54	8976/R	T.C. Departmental Exam for the post of UDC	R	2/8/2016	COE office	2/8/2016	FO for immediately comment
55	8900/R	Proposal for Gold Medal by Sitaram Jindal Foundation, New Delhi	R	2/8/2016	R	2/8/2016	Ok
56	8421/R	T/C PF of Mrs. Anita Tiwari, Lab Asstt. Promotion for the post of Technical Assistant	R	2/8/2016	R	2/8/2016	yes as per rulse
57	-	Purchase of Breath Analyzer (Heath Centre)	R	2/8/2016	R	2/8/2016	Yes and Immediate
58	6609/R	Permission to Admission for Polymer Chemistry	R	2/8/2016	R	2/8/2016	Dean to Recommendation
59	4588/R	Legal fees of University Counsel-(R.T.), Rajesh Tiwari(Advocat)	R	2/8/2016	R	2/8/2016	yes as per rulse
60	-	Cancellation of Reliaving & EOL-Reg., Dr. M. K. Padhy, DMCJ	R	2/8/2016	R	2/8/2016	Registrar

61	8918/R	Allotment of SES Conference Hall for Sports Section Seminar	R	2/8/2016	R	2/8/2016	Ok yes as per rulse
62	6625/R	Independence Day File	R	2/8/2016	R	2/8/2016	-
63	-	Admission M.Sc. FST (2016-17), SHS	Dean SHS	2/8/2016	Dean SHS	2/8/2016	-
64	6054/R	M/S Security solution services, Correspndece file	R	2/8/2016	R	2/8/2016	OK
65	8605/R	Transmission of Information, SC/ST cell	R	2/8/2016	R	2/8/2016	Please discuss
66	8868/R	Admission committee M.Phil/DLISc	R	2/8/2016	R	2/8/2016	X yes as per rulse
67	8228/R	Dr. Mujibur Rehman, Asst. Prof., Dept. of Law	R	2/8/2016	R	2/8/2016	Ok yes as per rulse
68	5020/R	Requirement of Guards/Extra Guards, Security Sec.	R	2/8/2016	R	2/8/2016	Ok
69	8978/R	Gievaen of Dr. Sunil Babu, DBT	R	2/8/2016	R	2/8/2016	Ok yes as per rulse
70	8809/R	Payment to Manpower providing agency w.e.f. 17.12.2012, M/S Sai Nath Associates, Lucknow,	FO	28/07/2016	R	2/8/2016	Ok yes as per rulse
71	6609/R	Permission to Admission for Polymer Chemistry	R	2/8/2016	R	2/8/2016	Ok yes as per rulse