

| <b>S.No.</b> | <b>File/Letter No.</b> | <b>Subject</b>  | <b>From whom Received</b> | <b>Received Date</b> | <b>Sent to</b> | <b>Sent Date</b> | <b>Remarks</b>                     |
|--------------|------------------------|---|---------------------------|----------------------|----------------|------------------|------------------------------------|
| 1            | 6968 R                 | Water Storage Tank in Kanishka Boys   | EO                        | 21.12.15             | FO             | 22/Dec           | For need full.                     |
| 2            | 3933 R                 | P.O.L. imprest File   | AR/Vehi.                  | 21.12.15             | FO             | 22/Dec           | For need full.                     |
| 3            | 7498 R                 | T/C PF of Sh. Shahanawaz Khan, JE   | VC                        | 21.12.15             | AR/Estt        | 22/Dec           | For need full.                     |
| 4            | 6618 R                 | Celebration of 20Years of Establishment of  | VC                        | 21.12.15             | AR/A           | 22/Dec           | For need full.                     |
| 5            | 5911 R                 | Representation of NCSC  | VC                        | 21.12.15             | DR-SC/ST       | 22/Dec           | For need full.                     |
| 6            | 7565 R                 | Reperesentation of Vineet Kumar in SC/ST Cell, DEM  | DR-SC/ST                  | 21.12.15             | VC             | 22/Dec           | For Approval                       |
| 7            | 7234 R                 | Extention of Examination Hall. 5(574)/2015  | Dir-UEIT                  | 21.12.15             | EE             | 22/Dec           | For need full.                     |
| 8            | 7566 R                 | Orientation Program, Asstt. Lib.  | Librarian                 | 21.12.15             | AR/Estt        | 22/Dec           | For need full.                     |
| 9            | 7567 R                 | Nomination of Internal  | HoD                       | 21.12.15             | AR/A           | 22/Dec           | For need full.                     |
| 10           | 7568 R                 | Requirment of Furniture/Computers for   | HoD                       | 21.12.15             | AR/Snp         | 22/Dec           | For need full.                     |
| 11           | 7514 R                 | Online Leave System.  | Dir-CC                    | 21.12.15             | AR/Estt        | 22/Dec           | For need full.                     |
| 12           | 7569 R                 | Sports Section Validictory Program T-20.  | Co/ordina tor             | 21.12.15             | Sport Cor.     | 22/Dec           | Plz. Purpose in the relevant file. |
| 13           | 7570 R                 | Grant-In-Aid Bill's for Indian Council of Social Science Research ICSSR.  | Hod                       | 21.12.15             | AR/A           | 22/Dec           | For need full.                     |
| 14           | 7562 R                 | Request to Indian Council of Social Science Research for Financial Assistance for Participation in Conference(s) Seminar(s) | HoD                       | 21.12.15             | VC             | 22/Dec           | for approval                       |
| 15           | 7547 R                 | T/C Representation of Bela Turkey Kaushal,  | VC                        | 22.12.15             | DR-SC/ST       | 22/Dec           | For need full.                     |
| 16           | 7192 R                 | PF. Of Sh. Ram Sankar Singh. FO   | AR/Estt                   | 22.12.15             | VC             | 22/Dec           | For Recommendation                 |
| 17           | 7152 R                 | GPF/CPF Advance/ Withdrawal for N/T,  | PIC/Estt                  | 22.12.15             | AR/Estt        | 22/Dec           | For need full.                     |
| 18           | 4082 R                 | Children Education allownces, Part III.   | VC                        | 22.12.15             | FO             | 22/Dec           | For need full.                     |
| 19           | 7565 R                 | Reperesentation of Vineet Kumar in SC/ST  | VC                        | 22.12.15             | DR-SC/ST       | 22/Dec           | For need full.                     |
| 20           | 6811 R                 | Opening of new ATM in the University.   | VC                        | 22.12.15             | EO             | 22/Dec           | For need full.                     |

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|----|--------|---|----------|-----------------|-----------------|---------------|----------------|
| 21 | 7562 R | Request to Indian Council of Social Science Research for Financial Assistance for Participation in Conference(s) Seminar(s) | VC       | <b>22.12.15</b> | <b>AR/A</b>     | <b>22-Dec</b> | For need full. |
| 22 | 3269 R | payment of Electricety Bill Of University   | EO       | <b>22.12.15</b> | <b>FO</b>       | <b>22/Dec</b> | For need full. |
| 23 | 7574 R | T/C PF of sh. Ram Pal MTS   | PIC/Estt | <b>22.12.15</b> | <b>AR/Estt</b>  | <b>22/Dec</b> | For need full. |
| 24 | 4672 R | National Knowledge Network (NKN)  | VC       | <b>22.12.15</b> |                 | <b>22/Dec</b> | by hand Dir-CC |
| 25 | 7054 R | T.C. Extend the service of constractual staff.  | FO       | <b>22.12.15</b> | <b>DR/Legal</b> | <b>22/Dec</b> | For need full. |