

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7434/R	Representation of Shri. D. Jayabalachandra (Dis. Action)	R	18/12/2015	R	28/12/2015	Seen
2	-	Science theatre Festival, 11-13 Jan2016	DMCJ	18/12/2015	DMCJ	28/12/2015	अनुमोदित अगर पूर्णतया नियमानुसार है ।
3	5821/R	Workshop by CBMR, BBAU (June 15), D.Ph.S.	FO	18/12/2015	FO	28/12/2015	-
4	6007/R	Office of the Proctor	R	21/12/2015	Mr. Kashyap	28/12/2015	-
5	7384/R	Manpower Requirement for Library, GBL	R	21/12/2015	R	28/12/2015	Please discuss
6	-	103rd session of the ISC	FO	21/12/2015	FO	28/12/2015	अनुमोदित अगर नियमानुसार है ।
7	4647/R	Staff Salary, DST - Centre for Policy Reasearch, Dr, Venkatesh Dutta, DES	FO	21/12/2015	FO	28/12/2015	Yes if as per rules
8	3567/R	Purchasing of Plumbing Goods	FO	21/12/2015	FO	28/12/2015	अनुमोदित अगर पूर्णतया नियमानुसार है ।
9	-	Maintenance of House No. C-2/1-4, DAM	FO	21/12/2015	FO	28/12/2015	अनुमोदित अगर नियमानुसार है ।

10	7571/R	Printing of Calender, Wall Calender & Diary, TC File	R	22/12/2015	R	28/12/2015	Why by name ?
11	-	Procurement of Answer Books (Part III), COE Sec.	FO	23/12/2015	FO	28/12/2015	अनुमोदित अगर नियमानुसार है ।
12	7009/R	Devi- Devtaon ka Apman	Proctor	23/12/2015	R	28/12/2015	-
13	6708/R +6656/R	Ph.D. Admission File + Case of Varun Kumar reg. Ph.D. Counselling	Head DAAS	23/12/2015	R	28/12/2015	-
14	7350/R	B.Voc. In live stock production & management - 3 Year Undergraduate Program, 2015-16 - DAAS	Head DAAS	23/12/2015	Head DAAS	28/12/2015	Please discuss
15	6756/R	Admission (Food Microbiology & texicology Contemporary & Innovative Course)	R	23/12/2015	R	28/12/2015	-
16	7090/R	Purchase of RO & Water Cooler for Kanishka Boys Hostel	FO	23/12/2015	FO	28/12/2015	अनुमोदित अगर नियमानुसार है ।
17	7486/R	Purchase of Laptop for F.O.	R	23/12/2015	R	28/12/2015	Ok as per rules
18	7192/R	PF of Shri Rama Shankar Singh, Finance Officer	R	23/12/2015	R	28/12/2015	Please follow the rules & do the needful
19	-	one confidential file in a closed envelope	COE office	23/12/2015	COE office	28/12/2015	Confidential
20	-	one confidential file in a closed envelope	COE office	23/12/2015	COE office	28/12/2015	Confidential