

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7191/R	PF of Sh. Nitesh Kumar Verma, Asstt. Librarian	R	28/12/2015	R	30/12/2015	Ok as per rules
2	3185/R	Requirement of Drivers, vehicle Sec.	R	28/12/2015	R	30/12/2015	Ok as per rules
3	5069/R	Interactive Session, Acad. Sec.	R	28/12/2015	R	30/12/2015	15/1/16 at 04:00 pm
4	5818/R	Extention of Girls hostel	R	28/12/2015	R	30/12/2015	Please discuss
5	7281/R	PF of Shri Srajan Kumar Singh, (Contractual) - Human Rights	R	28/12/2015	R	30/12/2015	First Explain why it has taken so many days, by 05:00 pm on
6	7329/R	40% Utilization of iverhead from SERB-YS-Project, Dr. Abha Mishra, Asstt. Prof (DAAS)	R	28/12/2015	R	30/12/2015	Ok
7	5020/R	Requirment of Guards/Extra Guards	R	28/12/2015	R	30/12/2015	अनुमोदित अगर नियमानुसार है ।
8	5408/R	Complaint File, Vol. I	R	28/12/2015	R	30/12/2015	Seen
9	6683/R	PF of Sh. Amrendra Pratap Bahadur Singh, Lab Asstt.	R	28/12/2015	R	30/12/2015	अनुमोदित अगर पूर्णतया नियमानुसार है ।
10	4183/R	Manpower Auditing	R	28/12/2015	R	30/12/2015	Please let me know the detail of the Deptt. immediately by 12:00 noon on

11	4892/R	Asstt. Prof. (Contractual), HD & FS - M.Sc. In Food Science & Technology	R	28/12/2015	R	30/12/2015	अनुमोदित अगर नियमानुसार है ।
12	7597/R	F.N. Humiliation and Harassment by Director, RCA	R	28/12/2015	R	30/12/2015	High Power Committee
13	7506/R	Appointment of Nodal Officer, Esst. Section	R	28/12/2015	R	30/12/2015	Dr. Sudarshan Verma
14	7599/R	T/C PF of Shri Ram Pravesh Pal, Research Asstt., CSSEIP (Ph.D. Degree)	R	28/12/2015	R	30/12/2015	Ok
15	7518/R	Extention of Term Contractual Faculty - DHR, SLS	R	28/12/2015	R	30/12/2015	अनुमोदित अगर नियमानुसार है ।
16	4244/R	Health Centre	R	28/12/2015	R	30/12/2015	Please discuss
17	5606/R	Sports Facilities For RCA Hostel	R	28/12/2015	R	30/12/2015	A + Dr. Vipin Saxena, Dr. M.P.Singh - added
18	6018/R	Over Head Charges, Dr. Gaurav R. Dwivedi, PDF, DES	R	28/12/2015	R	30/12/2015	Ok
19	7555/R	Shifting and Fixing of Modular Kitchen, SHS	R	28/12/2015	R	30/12/2015	Please Discuss
20	4259/R	151/Post Doctoral Fellowship Miss Shalini/ DIT/BBAU/14	R	28/12/2015	R	30/12/2015	Ok
21	7301/R	National Commission For Scheduled Castes (NCSC), Vol-3, 2015-16	R	28/12/2015	R	30/12/2015	Seen
22	3217/R	Development of Double Crown Fountain in Rose Garden of University	R	28/12/2015	R	30/12/2015	अनुमोदित अगर नियमानुसार है ।

23	3857/R	Bank Account 2013-17 Part - V	FO	29/12/2015	FO	30/12/2015	Ok
24	6027/R	Contingency Bills, Dr. Rima Kumari, DST- Start up Young Scientist	R	29/12/2015	FO	29/12/2015	वित्त अनुभाग के माध्यम से
25	3850/R	Board of post Graduate Studies(B.P.G.S), DEM	R	29/12/2015	R	30/12/2015	Yes as per rules
26	6975/R	On line Vender Registration, AR(S&P)	FO	29/12/2015	FO	30/12/2015	Why the loose paper ?
27	4006/R	Ms. Bela Turkey Kaushal ,RGNF File, DAAS	R	29/12/2015	R	30/12/2015	Ok
28	5486/R	Promotion Under CAS from stage 2 to stage 3, DHR	R	29/12/2015	R	30/12/2015	Urgent - Registrar for clear cut
29	7127/R	Committee for the Purchase of Chemical	FO	29/12/2015	FO	30/12/2015	Ok
30	7178/R	Purchase of FYM for Rose Garden	FO	29/12/2015	FO	30/12/2015	अनुमोदित अगर नियमानुसार है ।
31	3342/R	Imprest money of petrol for Bush Cutter	FO	29/12/2015	FO	30/12/2015	अनुमोदित अगर नियमानुसार है ।
32	-	User ID & Password of DBT and PFMS	R	29/12/2015	R	30/12/2015	Ok
33	7152/R	GPF/CPF Advance/Withdrawal, Non Teaching - Part IV	FO	30/12/2015	FO	30/12/2015	अनुमोदित अगर नियमानुसार है ।
34	7542/R	Complaint for Dr. Ranjeet Kumar Choudhary	R	30/12/2015	R	30/12/2015	Committee Formed
35	3385/R	Training programme file for SC/ST cell	R	30/12/2015	R	30/12/2015	अनुमोदित
36	3547/R	National Workshop on Reasearch Methodology, Dr. M.S. Khari, DRM	R	30/12/2015	R	30/12/2015	अनुमोदित अगर नियमानुसार है ।

37	7462/R	Wifi in Central library	R	30/12/2015	R	30/12/2015	As Ammended
38	7585/R	Requirement of CCTVs, Gautam Buddha Central Library	R	30/12/2015	R	30/12/2015	Ok as per rules
39	7504/R	Meeting of Teaching Roster at New Delhi, Estt. Sec.	R	30/12/2015	R	30/12/2015	Ok
40	7584/R	Requirment of two security guards, Gautam Buddha Central Library	R	30/12/2015	R	30/12/2015	अनुमोदित अगर नियमानुसार है ।
41	6967/R	Hiring of Taxies 2015 Vehicle section	FO	30/12/2015	FO	30/12/2015	अनुमोदित अगर नियमानुसार है ।
42	7509/R	Purchase of Utencilis for kitchen of guest house	FO	30/12/2015	FO	30/12/2015	अनुमोदित अगर नियमानुसार है ।
43	3633/R	POL Imprest Vehicle section	FO	30/12/2015	FO	30/12/2015	अनुमोदित अगर नियमानुसार है ।
44	6965/R	LUSCON DES	FO	30/12/2015	FO	30/12/2015	अनुमोदित अगर नियमानुसार है ।
45	-	हिंदी विभाग अकाशिमक्ता निधि पेसगी धनराशि	FO	30/12/2015	FO	30/12/2015	OK if as per rules
46	5599/R	JRF Fellowship file Socilogy	FO	30/12/2015	FO	30/12/2015	अनुमोदित अगर नियमानुसार है ।
47	3238/R	DAC NET-JRF/UGC	FO	30/12/2015	FO	30/12/2015	Yes as per rules
48	3940/R	JRF (2012-2013) Dept. of HD&FS, School of Home Sciences	FO	30/12/2015	FO	30/12/2015	अनुमोदित अगर नियमानुसार है ।
49	4183/R	Manpower Auditing	R	30/12/2015	R	30/12/2015	As on the table

50	6818/R	Appointment of Heads of Various Deptt. of University Vol-II	R	30/12/2015	R	30/12/2015	अनुमोदित अगर नियमानुसार है तो
51	76394/R	labour requirment, DAPS (Horti)	FO	30/12/2015	FO	30/12/2015	FO to Discuss
52	7077/R	MFP For (ABH)	FO	30/12/2015	FO	30/12/2015	अनुमोदित अगर नियमानुसार है ।
53	7014/R	Student council 2015-16, DSW	R	30/12/2015	R	30/12/2015	1. Answer my question at '3N', 2. Follow the <u>statutes in letter</u>
54	7365/R	Requirement of Glassware Double Distillation Unit	FO	30/12/2015	R	30/12/2015	Registrar to do the needfull