

<b>S.No</b>	<b>File.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	-	To Procure Remain Student Identity Cards- Proctor Office (231/Proctor)	Proctor	5.12.18	FO	7.12.18	Examine & Suggest.
2	-	48th F.C Meeting	FO	5.12.18	FO	7.12.18	Ok. Ask to DR (Estt.) to put up as agenda item.
3	9884/R	UP 32 HR-6041 (New Vehicle Maruti Ertiga Vdi SHVS- UP 32 HR-6041)	FO	5.12.18	FO	7.12.18	Approved.
4	13050/R	Caution Money/DIT/BBAU/18-DIT	FO	5.12.18	FO	7.12.18	Approved.
5	15062/R	Purchase of Toner for Toshiba Machine Model e-Studio-Z3089/195 of Various Section- STR	FO	5.12.18	FO	7.12.18	Ok
6	10287/R	ICSSR Fellowship (Mr. Rajvardhan, Ph.D Scholar, Department of Law)	FO	5.12.18	FO	7.12.18	Approved as per project guildlines
7	-	Entry Card File- Security Section	Proctor	5.12.18	FO	7.12.18	-
8	17039/R	Indian Political Economic Association (IPEA) 22nd Annual Conference at University of Jammu, Jammu- Prof. Sanatan Nayak, DE	R	5.12.18	FO	7.12.18	Approved.

9	5921/R	Extention of Ph.D. Submission, Mr. Lalta Prasad, DPS	R	5.12.18	AR (Academic)	7.12.18	Approved.
10	7972/R	High Mast Maintenance (Elec. Section)	R	5.12.18	EE	7.12.18	Already sub-committee of Building committee has been constituted route all proposals through that Sh. VBL Srivastava is chairman as ordered on some files.
11	-	Manpower-DES	Head, DES	5.12.18	SO (Finance)	7.12.18	To discuss all such cases.
12	15076/R	अम्बेडकर भवन में जलापूर्ति व्यवस्था- 5(699)/2018	Proctor	7.12.18	Estate Officer	7.12.18	Approved.
13	3269/R	Payment of Electricity Bill of University Campus-Part-V	EE	7.12.18	AE (Elect.)	7.12.18	Good Effortsasest in next month bill & report impact.

14	16038/R	Financial Assistance for Attending AMI-18 University of Hyderabad, December 9-12, 2018- Dr. Jay Shankar Singh, DEM/SBPS	Head, DEM	7.12.18	FO	7.12.18	Suggest.
15	17064/R	59th Annual Conference of Association of Microbiologists of India at University of Hyderabad, December, 2018- Prof. DP Singh, DES	Head, DEM	7.12.18	FO	7.12.18	Approved.
16	10895/R	Advance-Adjustment for 61st Academic Council & 62rd/63rd Meeting- Academic Section	FO	7.12.18	FO	7.12.18	-
17	-	T/c PF of Shri Vineet Kumar Gaur, LDC (Reg: Computer Advance)	FO	7.12.18	FO	7.12.18	Approved as per rules.
18	-	T/c PF of Shri Gurvinder Singh, Senior Assistant (Reg: Computer Advance)	FO	7.12.18	FO	7.12.18	Approved as per rules.
19	-	T/c PF of Shri Ravi Shankar Kumar, Cashier (Reg: Computer Advance)	FO	7.12.18	FO	7.12.18	Approved as per rules.
20	17046/R	T/c PF of Smt. Minakshi Khare (Assistant Registrar) Reg: Home Town LTC			DR (Estt.)	7.12.18	Approved as per LTC Rules.
21	12523/R	DST/Inspire Fellowship- Ms. Rolly Yadav, DAP			FO	7.12.18	Approved as per DST Guidelines.