

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7938/R	Circular, Finance Section	R	18/2/2016	R	19/2/2016	Ok
2	7825/R	DST Project Upgradation to JRF to SRF, Sanjay Singh, DBT	R	18/2/2016	R	19/2/2016	Ok if as per rules
3	5405/R	Appointment of IAO on contract Basis	R	18/2/2016	R	19/2/2016	अनुमोदित अगर नियमानुसार है ।
4	4108/R	JRF Fellowship, Pankaj Kumar Rawat&Raj Kumar Paricheta, Law	FO	18/2/2016	FO	19/2/2016	अनुमोदित अगर पूर्णतया नियमानुसार है ।
5	3393/R	Medical Reimbursement for(teaching) staff	FO	18/2/2016	FO	19/2/2016	Have the bills been seen by C.M.O.
6	7947/R	संदीप शुक्ला के तृतीय सेमेस्टर में एफ ग्रेड के सुधार हेतु	R	18/2/2016	R	19/2/2016	अनुमोदित अगर नियमानुसार है ।
7	7808/R	Requirement for Guest Faculty,D.Ph.Sci.	R	19/2/2016	R	19/2/2016	I have noted that the office is the habit of dumping the papers & hence we have to take remedial measures. VC's are taken to task by highup's without their fault please
8	3167/R	B.P.G.S-2, D.Lib.Sci.	R	19/2/2016	R	19/2/2016	अनुमोदित अगर नियमानुसार है ।

9	7505/R	Compassionate Appointment (Against Late Shri Ishwar Chand)	R	19/2/2016	R	19/2/2016	Ok but must taken as priority basis please
10	3147/R	General Office Order-II	R	19/2/2016	R	19/2/2016	Why not
11	6034/R	UGC Correspondence	R	19/2/2016	R	19/2/2016	Registrar to ensure that information is correct
12	7960/R	T/C PF of Shri Akhilesh Singh, Attendant, CSSEIP (Pursuing B.Com)	R	19/2/2016	R	19/2/2016	Ok
13	7565/R	Representation of Shri Vineet Kumar in SC/ST Cell	R	19/2/2016	R	19/2/2016	Seen
14	7845/R	T.C डा० बेला तुर्की कौशल, शोधछात्रा अनुप्रयुक्त प्राणी विज्ञान विभाग, CRC	R	19/2/2016	R	19/2/2016	HPC
15	7597/R	F.N. Humiliation and Harassment cases, (Dr. Sunita Chandra, Dr.Mahadeva)	R	19/2/2016	R	19/2/2016	Discuss
16	7913/R	T/C PF of Prof. Sunita Mishra, Prof. HD&FS (Service Book)	R	19/2/2016	R	19/2/2016	Please see the draft. Is it correct?
17	6757/R	M.Sc. Admission (DEM) - 2015-17	R	19/2/2016	R	19/2/2016	There is another file

18	6028/R	पत्रकारिता एवं जनसंचार विभाग के एम0फिल0 सत्र 2014-15 के छात्र-छात्राओं की शेष बची शुल्क की धनराशि की वापसी के संबंध में	R	19/2/2016	R	19/2/2016	अनुमोदित अगर नियमानुसार है तो
19	6756/R	M.Sc. Admission (Food Microbiology & Texicology)	R	19/2/2016	R	19/2/2016	अनुमोदित अगर पूर्णतया नियमानुसार है तो
20	6229/R	New Course, DRM, Approval for Guest Faculty	R	19/2/2016	R	19/2/2016	Needs discussion
21	5901/R	Zero Semester, MA (D.H)	R	19/2/2016	R	19/2/2016	अनुमोदित अगर नियमानुसार है।
22	6710/R	DRC-VI, DLIS	R	19/2/2016	R	19/2/2016	अनुमोदित अगर पूर्णतया नियमानुसार है तो
23	4519/R	MoU, Acad.Sec. + 1 File	R	19/2/2016	R	19/2/2016	Please discuss urgently
24	7948/R	PhotoCopier Machine, GBL	R	19/2/2016	FO	19/2/2016	-
25	7856/R	Dr. Raj Kumar, DHR	R	19/2/2016	R	19/2/2016	The Dean & Head must resolve the issue as the candidate is frustrated. Request to please find out the solution within the rules

26	7936/R	Purchase of Cartridge, (88A)-HPLaserJet P-1007	R	19/2/2016	R	19/2/2016	Yes, This is what I have been orderly for the last-2 years.
27	7538/R	मानव सेसाधन विकास मंत्रालय से पत्र व्यवहार, 2012.13	R	19/2/2016	R	19/2/2016	I think order have already been issued.
28	7087/R	विश्वविद्यालय अनुदान आयोग से पत्राचार	R	19/2/2016	R	19/2/2016	Ok
29	7911/R	लोकसभा फेलोकशिप योजना	R	19/2/2016	R	19/2/2016	It should have automaticaly gone?
30	3329/R	CPWD, 5(409)/13 - A.B.H.	R	19/2/2016	R	19/2/2016	Seen
31	3608/R	Representation of Roster Teaching	R	19/2/2016	R	19/2/2016	Please disscuss immediately, today itself
32	4211/R	Purchase of Medicines	FO	19/2/2016	FO	19/2/2016	Yes if as pwer rules
33	4109/R	Servicing of MF Tractor, UP32CZ1945	FO	19/2/2016	FO	19/2/2016	अनुमोदित अगर नियमानुसार है ।
34	4941/R	Republic day Festival	FO	19/2/2016	FO	19/2/2016	अनुमोदित अगर नियमानुसार है ।
35	4395/R	Consumable & Office Stationary, DST-Centre for policy research	FO	19/2/2016	FO	19/2/2016	yes if as per rules
36	7934/R	UPCST Project-Recruitment of Research Assistant	FO	19/2/2016	FO	19/2/2016	अनुमोदित अगर नियमानुसार है ।
37	7663/R	Advance for Conference in 2016, DAC	FO	19/2/2016	FO	19/2/2016	Needs discussion

38	-	Advance Payment for Science Rock, DMCJ	FO	19/2/2016	FO	19/2/2016	yes if as per rules
39	-	Publication of Notification for 6th Convocation	FO	19/2/2016	FO	19/2/2016	अनुमोदित अगर पूर्णतया नियमानुसार है ।
40	-	ICNN-2016 (Account Opening File)	FO	19/2/2016	FO	19/2/2016	Was it approved by Dr. Ram committee
41	7476/R	प्रशासक भवन खण्ड सं0-4 स्थित पुरानी Library में Aluminium Partition एवं Vitrified Tile Flooring एवं 10 नग स्थित A.C. एवं 10 नग Exhaust Fan एवं विद्युतीय Wiring सम्बन्धित इत्यादि कार्य	FO	19/2/2016	FO	19/2/2016	अनुमोदित अगर नियमानुसार है ।
42	3269/R	Payment of electricity bills of university campus	FO	18/2/2016	FO	19/2/2016	Ok, but as per discussion at VC's meeting we must bring down the bill by 2/3 level
43	-	56th Emergent BOM, 15/2/16, INSA - Tour & miss. Expenditure Payment file	FO	18/2/2016	FO	19/2/2016	Ok as per rules
44	7983/R	RTI Replies 2016	R	19/2/2016	R	19/2/2016	
45	3874/R	Purchase of sanitation items for BOM Meeting	FO	19/2/2016	FO	19/2/2016	अनुमोदित अगर नियमानुसार है ।
46	-	Purchase of Memento & Shall for Convocation	FO	19/2/2016	FO	19/2/2016	अनुमोदित अगर नियमानुसार है ।

47	4137/R	आवासीय दूरभाष/मोबाइल की प्रतिपूर्ति, भाग - 2	FO	19/2/2016	FO	19/2/2016	Ok
48	7623/R	Promotion of Group 'B' posts, DPC	R	19/2/2016	R	19/2/2016	A, B Ok-, C- Following committee is constituted, 1. Dr. D.P.Singh, 2. Dr. Jaiswal, 3. Dr. Ripusudan Singh, 4. Dr. Sudarshan Verma, 5. AR(Estt.)
49	3426/R	B.P.G.S., DBT	R	19/2/2016	R	19/2/2016	Ok as per rules
50	7127/R	Committee for the Purchase of Chemical	R	19/2/2016	R	19/2/2016	Seen
51	7072/R	218/2nd National Conference on Information Security Challenges, DIT	R	19/2/2016	R	19/2/2016	Ok if as per rules
52	3968/R	Medical Reimbursement for Non-teaching staff	FO	19/2/2016	FO	19/2/2016	Yes if as per rules
53	5968/R	Creation of posts & Appointments	R	19/2/2016	R	19/2/2016	Ok, but please send it to UGC
54	1816/FO	Payment of T.A. Bills of VC, Part-II	FO	19/2/2016	FO	19/2/2016	-

55	7826/R	GPAT Scholarship for M.Pharma students	R	19/2/2016	R	19/2/2016	A-Finance officer & Dr. R.A.Khan to do the needfull. B- Please release the fellowship as mentioned in UGC letter
56	3224/R	T/C File of Canteen Contract(Vol-V)	R	19/2/2016	R	19/2/2016	Whythe file was not put up atleast one month before the expiry of the contract.=>iii(b) is ok till 31st March or till the contract is finalized Which ever is erlier. => What about canteen?
57	7931/R	Payment of Sanitation Agency + 1 File	FO	19/2/2016	FO	19/2/2016	Ok if as per rules