

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7604/R	Visiting faculty in Deptt. Pol. Sci.	R	27/1/2016	R	1/2/2016	Pl. Discuss
2	-	Delhi visit, Prof. Govind Ji Pandey	Director Media centre	27/1/2016	Director Media centre	1/2/2016	Let the Deans counter sign on behalf of VC
3	-	Community Radio, Delhi visit, Prof. Govind Ji Pandey	Director Media centre	27/1/2016	Director Media centre	1/2/2016	Let the Deans counter sign on behalf of VC
4	6390/R	Bibekananda Nayak, CSSEIP - Hiring Services/MRP-ICSSR	R	27/1/2016	FO	1/2/2016	FO
5	6027/R	DST-Start up young Scientist, Dr. Rima Kumari Contingency Bills	FO	28/1/2016	FO	1/2/2016	Yes as per rules
6	7818/R	Proposal for Hodting the Intersersity tournament, 2016-17	FO	28/1/2016	FO	1/2/2016	Yes as per rules
7	-	Walk-in-Interview & selection of RA(Agri.), DST-CPR	Co-Ordinator DST-CPR	28/1/2016	R	1/2/2016	Yes if strictly as per rules
8	-	UGC (Non-NET) Fellowship, Finance	FO	28/1/2016	FO	1/2/2016	Ok as per rules
9	6313/R	Medical Advance of Dr. Narendra Kumar & other faculty members, DES - Dr. Renu Pandey, Asstt. Prof.	R	28/1/2016	R	1/2/2016	Ok as per rules

10	3547/R	National workshop on Reasearch Methodology, DRM	R	28/1/2016	R	1/2/2016	Ok as per rules
11	7841/R	Purchase of Invertor for VVIP Guest house	R	28/1/2016	R	1/2/2016	Ok as per rules
12	7809/R	Engagement of outsourced person in Health Centre-2016	R	28/1/2016	R	1/2/2016	Registrar to NA
13	7808/R	Requirement for guest faculty, D.Ph.Sci.	R	28/1/2016	R	1/2/2016	Dr. Ram to collect the collection for all Deptt.
14	3850/R	Board of post Graduate Studies(B.P.G.S), DEM	R	28/1/2016	R	1/2/2016	Yes as per rules
15	3638/R	Deptt. of Plant Science ka nirmaan, Part-I	R	28/1/2016	R	1/2/2016	Pl. Discuss
16	6169/R	Building (Proposed for Management/Engg.), DRM	R	28/1/2016	R	1/2/2016	PP Ok as we have to get the done for CPWD
17	7660/R	Forwarding of Application of Dr. A. Mahadeva, RCA	R	28/1/2016	R	1/2/2016	Ok as per rules
18	7852/R	General Correspondence (R.T.I. Cell)	R	28/1/2016	R	1/2/2016	Shri sudeep seth
19	3675/R	Gunner for Hon'ble V.C.	R	28/1/2016	R	1/2/2016	Ok as per rules
20	-	one confidential file of Result Noti., in a closed envelope	COE office	28/1/2016	COE office	1/2/2016	Ok as per rules
21	6923/R	JRF Fellowship File, Deptt. of History	FO	28/1/2016	R	1/2/2016	Ok as per rules

22	7810/R	Photocopier Machine, GBL	R	28/1/2016	R	1/2/2016	Pl. bring the issue at a weekly of faculty it we held today at 5: 00 pm
23	-	One confidential file of Ph.D. in a closed envelope	COE office	28/1/2016	COE office	1/2/2016	As Above
24	4540/R	Establishment of Ambedkar Chair/Other Posts	R	28/1/2016	R	1/2/2016	OK
25	7654/R	Publication of tender Notice	R	1/2/2016	R	1/2/2016	Let the ongoing committee proposed by the office look into the issue.
26	-	Refreshment on the Occasion of 26th January, 2014	FO	1/2/2016	FO	1/2/2016	Ok as per rules
27	-	233/Honorarium/Online Quiz/DIT/2016	FO	1/2/2016	FO	1/2/2016	Who else were involved
28	6734/R	A/c Opening CCSD-2015, Prof. Rana P. Singh, DES (Attached 4 files)	FO	1/2/2016	FO	1/2/2016	अनुमोदित अगर पूर्णतया नियमानुसार हो
29	5818/R	Extention of Girl's Hostel	R	1/2/2016	R	1/2/2016	Ok
30	7878/R	National Symposium on 13-14 April 2016- Economics	R	1/2/2016	R	1/2/2016	Ok pls go ahead Registrar to sign the paper.

31	3535/R	Merit List- M.A. Entrance Admission- Political Science	PIC(Academic)	1/2/2016	PIC(Academic)	1/2/2016	Seen
32	6625/R	Independence Day File	FO	1/2/2016	FO	1/2/2016	Rs. 50k can be paid
33	-	Temporary transfer of fund for payment of fellowship	FO	1/2/2016	FO	1/2/2016	Ok as per rules
34	6256/R	Maintenance of Electrical Underground cable in University campus, Part-II	FO	1/2/2016	EE	1/2/2016	Seen
35	7815/R	Miscellaneous works for foundation day (10/01/2016)	FO	1/2/2016	FO	1/2/2016	Ok as per rules
36	7631/R	Civil Maintenance Work 5(457)/2015 Part-2	FO	1/2/2016	EE	1/2/2016	Ok
37	-	ICSSR Fellowship file (payment) - Part-II, DE	FO	1/2/2016	FO	1/2/2016	Ok as per rules
38	3944/R	Research Bulletin, Prof. Rana Pratap Singh, Co-ordinator, CIIPP (Main file- Attached 2 files)	FO	1/2/2016	FO	1/2/2016	Ok as per rules
39	-	Split A.C. for Guest House	FO	1/2/2016	FO	1/2/2016	Why the file has come to me there are standing order that EMD has to automatically released once the tender has been finalized.

40	-	Coordination Committee/Directors meeting Scheduled on 26th and 27th November, 2015- Media Centre	Director Media centre	1/2/2016	Director Media centre	1/2/2016	Let the Deans counter sign such bills on behalf of VC
41	-	Report on Linspent Balance Under Non Plan & Plan A/c	FO	1/2/2016	FO	1/2/2016	Seen
42	-	Podium (Luxury) stand cover for the main Auditorium EO/BBAU/152	EO	1/2/2016	FO	1/2/2016	Ok as per rules
43	6818/R	Appointment of Heads of Various Deptt. of University Vol-II	PIC(Estt.)	1/2/2016	PIC(Estt.)	1/2/2016	Despite my orders why have not been issued so for it against BOM proceedings pls. do the needfull immedietly
44	-	Purchase of Momento	R	1/2/2016	R	1/2/2016	
45	1213/FO	Appointment of Incharge Guest House	R	1/2/2016	R	1/2/2016	Since he is already an extension under the cercumtances only 3 months extension can be give if me allow.

46	-	Fencing of Botanical Garden Area	R.B. Ram	1/2/2016	R.B. Ram	1/2/2016	Curater to discuss
47	7357/R	Gautam Buddha Library-RFID and Library Automation	Library	1/2/2016	FO	2/2/2016	FO to please discuss
48	-	Purchase of Equipment & construction of Studio-Media Centre	Media Centre	1/2/2016	Media Centre	2/2/2016	Ok but stictly as per rules
49	4074/R	Promotion of Teaching Faculty under CAS	R	1/2/2016	R	2/2/2016	Committee to have a look into the case of Dr. U.V.Kiran too
50	7878/R	National Symposium on 13-14 April 2016- Economics	R	1/2/2016	R	2/2/2016	Ok, Pleasee go ahead. Registrar to sign the paper
51	4707/R	PF of Shri S.K.Goel, Executive Engineer, Vol III	FO	2/2/2016	FO	2/2/2016	Ok