

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	4679/R	Remedial Coaching Programme, NET-Coaching Programme	Director RCP	25/2/2016	FO	26/2/2016	FO for immediate necessary action
2	8021/R	REFORM, Acad. Sec.	R	26/2/2016	R	26/2/2016	Needs discussion
3	7310/R	Creation/Sanction of New Posts for Health Centre Nov./2015	R	26/2/2016	R	26/2/2016	Yes as per rules
4	7479/R	Engaement of Consultants	R	26/2/2016	R	26/2/2016	Don't we need same eligible clauses
5	6421/R	R.T.I Correspondence	R	26/2/2016	R	26/2/2016	Please discuss. Is it correct
6	8087/R	235/Online Enterence Examination cell-2016	R	26/2/2016	R	26/2/2016	Yes as per rules
7	5879/R	Purchase of UPS, CC	R	26/2/2016	FO	26/2/2016	Yes if as per
8	3734/R	File for the purchase of toner of sharp copier, DHR	R	26/2/2016	R	26/2/2016	अनुमोदित नियमानुसार
9	7623/R	DPC for the post of Group'B'	R	26/2/2016	R	26/2/2016	Yes as per rules
10	4793/R	DRC/Ph.D. File, DRM	R	26/2/2016	R	26/2/2016	Yes if as per
11	7951/R	Purchase of computer, printer and UPS for VC camp office	R	26/2/2016	R	26/2/2016	Yes if as per rules
12	7982/R	Purchase of Furnitures, Dr. Devesh Kumar	R	26/2/2016	R	26/2/2016	Yes as per rules
13	7981/R	Purchase of Printers, Dr. Devesh Kumar	R	26/2/2016	R	26/2/2016	A-Ok as per rules
14	8018/R	Purchase of colored sticker for convocation	R	26/2/2016	R	26/2/2016	Yes if as per rules

15	6349/R	Auction of old & unusable Furniture/Electricals & Electronics Equipments received from various Deptt./Sec.	R	26/2/2016	R	26/2/2016	Ok as per rules
16	7408/R	Purchase of Kitchen equipments/Mess for the Hostels.	R	26/2/2016	R	26/2/2016	Ok as per rules
17	7925/R	Purchase of curtains, DCS	R	26/2/2016	R	26/2/2016	A-Yes as per rules
18	6963/R	Utilization certificate of 11th plan construction works	R	26/2/2016	R	26/2/2016	A-Yes & Immediately
19	4207/R	PF of Shri D.Jayabalachandran, Dy. R.	R	26/2/2016	R	26/2/2016	Yes if as per rules
20	7087/R	विश्वविद्यालय अनुदान आयोग से पत्राचार	R	26/2/2016	R	26/2/2016	Please add that we have request UGC to sanction school of languages & culture & their
21	8019/R	फोटो कॉपी मशीन के मरम्मत के संबंध में	R	26/2/2016	FO	26/2/2016	Yes if as per
22	7694/R	Cleaning of External granite stone floor in the main auditorium	EO	26/2/2016	EO	26/2/2016	Isn't it towards much higher side?
23	7515/R	Sports event	Asstt. Director Physical Education	26/2/2016	R	26/2/2016	Yes amended

24	-	B.P.Ed. Two Years	Asstt. Director Physical Education	26/2/2016	R	26/2/2016	Ok as per rules
25	7925/R	Purchase of curtains, DCS	R	26/2/2016	R	26/2/2016	Rs. 30K, Please economize
26	6415/R	Library Committee(Proceeding)	Librarian	26/2/2016	Librarian	26/2/2016	Dr. D.P.Singh to chair the
27	6447/R	Approval for BPGS B.Ed & M.Ed Course Design	Prof. Vipin Saxena	26/2/2016	Prof. Vipin Saxena	26/2/2016	As ticked