

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	Procedure for Refund of fees, Feb 16	FO	26/2/2016	FO	29/2/2016	Yes & Immediately
2	7064/R	One confidential file of High power Committee in a closed envelope	R	29/2/2016	R	29/2/2016	Confidential
3	4573/R	Field Visit & Workshop, DST-Centre for pply Research + 5 files	FO	29/2/2016	FO	29/2/2016	Yes if as per rules
4	7940/R	POL Imprest-2015 (T.C)	FO	29/2/2016	FO	29/2/2016	Yes if as per rules but please economize
5	1816/FO	Payment of T.A. Bills of VC, Part-II	FO	29/2/2016	FO	29/2/2016	I hve paid the whole ammount please & payment be made accordingly & strictly as per rules
6	6159/R	Intrenational conference, Dr.Naveen Kr. Arora, DEM	FO	29/2/2016	FO	29/2/2016	Yes if as per rules
7	1622/FO	Contingency for, DST Project, Dr. Anand Prakash	FO	29/2/2016	FO	29/2/2016	Yes if as per rules
8	6752/R	Community College, Dietics, Publication of <u>Manual</u>	FO	29/2/2016	FO	29/2/2016	Yes if as per rules
9	4232/R	Dr. Ram Naresh Bharagava, DEM	FO	29/2/2016	FO	29/2/2016	Ok if as per rules

10	3402/R	Insurance Renewal for Vehicles	FO	29/2/2016	FO	29/2/2016	Yes if as per rules
11	3342/R	Imprest money of petrol for Bush Cutter	FO	29/2/2016	FO	29/2/2016	Yes if as per rules
12	7054/R	T.C Extend the services of contractual staff	R	29/2/2016	R	29/2/2016	Registrar for NA
13	3958/R	JRF Fellowship Fund	FO	29/2/2016	FO	29/2/2016	Please discuss
14	3933/R	P.O.L. Imprest, Vehicle Sec,	FO	29/2/2016	FO	29/2/2016	Ok but how many Files are there?
15	_	File for the two days seminar on 30-31 March 2016 On DHR	R	29/2/2016	R	29/2/2016	Please discuss
16	7907/R	Academic calender 2016-2017	R	29/2/2016	R	29/2/2016	Yes as per rules but the Calender must be ready on or before 5/3/16 positively
17	5742/R	BPGS, DAPS/Horti.	R	29/2/2016	R	29/2/2016	Yes if as per rules
18	7909/R	Upgradation JRF to SRF, Voll-IIInd	R	29/2/2016	R	29/2/2016	Ok
19	5968/R	Creation of posts & Appointments	R	29/2/2016	R	29/2/2016	Ok if as per rules
20	6131/R	Grievances of faculty members and Academic staff	R	29/2/2016	R	29/2/2016	Ok if as per rules
21	7384/R	Manpower Requirement for Library, GBL	R	29/2/2016	R	29/2/2016	Please discuss
22	7086/R	Recommendation for nomination of CVO	R	29/2/2016	R	29/2/2016	Ok

23	8042/R	T/C PF of Dr. V.S.Bhagel, Asstt. Prof, DEM (LTC)	R	29/2/2016	R	29/2/2016	Yes if as per rules
24	7926/R	Prof. S.K.Dwivedi, DES + 1 file	R	29/2/2016	R	29/2/2016	Yes as per rules
25	7600/R	Registration from the post of DST Inspire Faculty Position, Dr.Pramod Kr. Kushwaha,DBT	R	29/2/2016	R	29/2/2016	Why it was not send directly
26	8057/R	Representation from Sh. Bodh Lal & Sh. R.S.Rai	R	29/2/2016	R	29/2/2016	Registrar for NA if as per rules
27	5899/R	अखिल भारतीय राजभाषा संगोष्ठी	R	29/2/2016	R	29/2/2016	Please Discuss
28	8054/R	चिकित्सा हेतु आर्थिक सहायता के संदर्भ में मिथलेश कुमार	R	29/2/2016	FO	29/2/2016	FO for recommendation
29	3807/R	Remedial Coaching Programme, English Language Course	Prof. R.B.Ram	29/2/2016	Prof. R.B.Ram	29/2/2016	Yes if as per rules
30	-	T/C PF of Dr. Rakesh Pradhan, CMO	R	29/2/2016	FO	29/2/2016	FO for comments
31	7116/R	Requirement of Minerals for Applied Geology, DES	Dr. Narendra	29/2/2016	Dr. Narendra	29/2/2016	A - Yes as per rules