

<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	-	Imprest Money- Hindi Deptt.	FO	08.02.2018	FO	15/02/2018	Yes if as per rules.
2	-	Cash advance AE (Electrical) 5(27)/elect/2016	AE (Elect)	12.02.2018	FO	15/02/2018	Yes if strictly as per rules.
3	11583/R	Statement of Expenditure and Utilization Certificate- Dr. Sarita Yadav, DST-INSPIRE Faculty, DAP	FO	12.02.2018	FO	15/02/2018	Ok
4	-	Dr. Alok Kumar Singh, DST-Inspire Faculty, DAC (Head of Expenditure: Consumables) DAC-02	FO	12.02.2018	FO	15/02/2018	Ok if as per rules.
5	-	Dr. Alok Kumar Singh, DST-Inspire Faculty, DAC (Head of Expenditure: Fellowship)	FO	12.02.2018	FO	15/02/2018	Ok if as per rules.
6	11090/R	Home Town Travel Concession (LTC)- Dr. Jawahar Lal, DAC	FO	12.02.2018	R	15/02/2018	Yes if strictly as per rules.
7	11681/R	UGC-BSR Grant (Head: Travel)- Dr. Jawahar Lal, DAC	FO	12.02.2018	FO	15/02/2018	Yes if as per rules.

8	11576/R	International Yoga Conference at Bangalore (5th to 8th January, 2018)	Dr. Manoj Dhadwal	12.02.2018	FO	15/02/2018	Ok if as per rules.
9	11841/R	Adjustment Advance Rs. 5000/- + 20,000/- R/Office	R	12.02.2018	FO	15/02/2018	Ok if as per rules.
10	11623/R	64th Meeting of Academic Council	R	12.02.2018	R	15/02/2018	Ok
11	11842/R	Foundation Course (MPDC 205 & MPDC 405)	R	12.02.2018	R	15/02/2018	Ok
12	11143/R	T/c PF of Dr. Abhilash Babu, Asstt. Professor, DRM (Reg; No Objection Certificate)	R	13/02/2018	R	15/02/2018	Yes if as per rules.
13	7968/R	Publication/Printing (DST-Centre for Policy Research)- Dr. Venkatesh Dutta, DES (Budget Head: Documentation Unit)	FO	13/02/2018	FO	15/02/2018	Yes if as per rules.
14	-	Salary (DBT Project)- Dr. Devesh Kumar, DAP	FO	13/02/2018	FO	15/02/2018	Ok if as per rules.
15	-	SERB-DST-Project (Equipment)- Dr. Jiwan Singh, DES	FO	13/02/2018	FO	15/02/2018	Yes if as per rules.
16	10849/R	DST-Inspire Fellowship Mr. Pranesh Kumar (Dr. Sudipta Saha, Deptt. of Pharma. Science)	FO	13/02/2018	FO	15/02/2018	Ok if as per rules.

17	6111/R	Part-Time Medical Attendant Appointment of Medical Attendant on Contract Basis of 2008- Estt-108	FO	13/02/2018	FO	15/02/2018	Ok
18	-	Maintenacee of Cafeteria- 5(657)/18 Part-I	FO	13/02/2018	FO	15/02/2018	A) Ok but please replace glasses will ACP Sheded. B) I agree & defaulters ..... .....
19	-	File of Food and Catering Committee (Conference on Tourist and Green Spaces: held on 15th & 16th July, 2017)- Prof. Shubhini A Saraf, D.Ph.Sc.	FO	13/02/2018	FO	15/02/2018	Yes if as per rules.
20	-	File No. 56	COE	13/02/2018	COE	15/02/2018	-
21	11776/R	T/c PF of Dr. Shanu Singh, Asstt. Prof., Deppt. Of Education (Reg: CCL)	R	13/02/2018	R	15/02/2018	Yes if as per rules.