

S.No	File /Letter No.	Subject	From whom Recived	Recived Date	Sent to	Sent Date	Remark
1	7643/R	High Mast Light In The University	FO	12/1/2016	FO	13/1/2016	Ok as per rule only but please see that the light installed earlier are not
2	7152/R	GPF/CPF Advance/Withdrawal, Non Teaching - Part IV	R	13/1/2016	R	13/1/2016	yes as per rule
3	7653/R	file for appointment of J.R.F, DBT Project, DBT	R	13/1/2016	R	13/1/2016	ok yes as per rule
4	-	National Service Scheme	Proctor	13/1/2016	Proctor	13/1/2016	OK
5	3738/R	Constitution of Academic council	R	13/1/2016	R	13/1/2016	A Ok B Seen, Dr. Shinha, hes refued,Dr. IJS Bansal, Punjabi Univ. Patiala
6	6092/R	Repairing of old Chairs, 5(559)/15	R	13/1/2016	R	13/1/2016	Seen
7	6148/R	वि. वि. के तीनो गेटों पर बैरियर लगवाने के सम्बन्ध मे	R	13/1/2016	R	13/1/2016	Seen
8	7521/R	Requirment of Staff in Engineering Deptt.	R	13/1/2016	R	13/1/2016	yes as per rule
9	7693/R	Censor based Urinal for Gents Toilet in washroom	R	13/1/2016	R	13/1/2016	A ok yes as per rule
10	3115/R	General office order - III	R	13/1/2016	R	13/1/2016	ok yes as per rule
11	7676/R	Purchase of Battery for ,COE Sec.	R	13/1/2016	R	13/1/2016	ok yes as per rule

12	3491/R	Requirement of Computer, RCA	R	13/1/2016	R	13/1/2016	yes as per rule
13	4609/R	Confirmation of Teachers/ Non- Teaching Employees	R	13/1/2016	R	13/1/2016	Approved as per rule
14	7803/R	Advance for Purchase of Stationery Items, DCE	R	13/1/2016	R	13/1/2016	ok yes as per rule
15	7696/R	Proposal for Techno Cultural Fest, UIET	R	13/1/2016	R	13/1/2016	Pls. Discuss
16	5836/R	Condstuction of Students Activity Centre	R	13/1/2016	R	13/1/2016	ok yes as per rule
17	7009/R	Devi- Devtaon ka Apman	R	13/1/2016	R	13/1/2016	OK
18	7598/R	T/C PF of shir Rama Shankar Singh, (FO)	R	13/1/2016	R	13/1/2016	Pls. Discuss
19	7675/R	DRC(Main File), SHS	R	13/1/2016	R	13/1/2016	अनुमोदित नियमानुसार है
20	7496/R	Sanction of transfer TA advance in respect of Shri Ram Shankar Singh (FO)	R	13/1/2016	R	13/1/2016	ok yes as per rule
21	7288/R	LTC of Dr. Gopal Singh, DMCJ	R	13/1/2016	R	13/1/2016	Seen
22	7671/R	Purchase of Cortridge for Printer for (FO)	R	13/1/2016	R	13/1/2016	अनुमोदित नियमानुसार है
23	6710/R	DRC-VI, DLIS	R	13/1/2016	R	13/1/2016	OK अनुमोदित नियमानुसार है