

S.No	File /Letter No.	Subject	From whom Received	Recived Date	Sent to	Sent Date	Remark
1	7147/R	PF of Dr. Preety Choudhary, Asstt. Prof., DPS	R	16/1/2016	R	17/1/2016	Ok as per rules
2	7669/R	Approval of Guest Faculty for semester - January to July 2016, DAP	R	16/1/2016	R	17/1/2016	Yes if as per rules
3	7661/R	Dr. G.Sunil Babu, Applying for the post of Prof., DBT	R	16/1/2016	R	17/1/2016	Ok as per rules
4	5711/R	T/C PF of Dr. Hemlata Pandey, Asstt. Prof. (Copntractual), HD&FS	R	16/1/2016	R	17/1/2016	Yes if as per rules but after a break of one day
5	-	Sitting Fee for attending the meetings of BOM, BOG, FC, etc.	FO	16/1/2016	FO	17/1/2016	Yes if as per rules
6	4150/R	Registrar Mobile Bill payment file	FO	16/1/2016	FO	17/1/2016	अनुमोदित अगर नियमानुसार है ।
7	-	Manpower for Media centre BBAU	Director Media centre	16/1/2016	Director Media centre	17/1/2016	Ok as per rules
8	5091/R	PF of Shri Sudhir Kumar Suthar, Asstt. Prof. D.Pl.S.	R	17/1/2016	R	17/1/2016	Seen
9	7692/R	Extention of Contractual Faculty, DRM	R	17/1/2016	R	17/1/2016	Registrar for clearcut recommendation

10	7826/R	GPAT Scholarship for M.Pharma students	R	17/1/2016	R	17/1/2016	Please send recommendation to UGC immediately
11	7825/R	File for upgradation of JRF to SRF, Sanjay Singh, DBT - DST Project	R	17/1/2016	R	17/1/2016	(1), (3) ok but (2) Dr. Dheeraj Khurana, Prof. Dept. of Neurology, P.G.I Chandigarh
12	7336/R	T.C. F.N. (Finance Section) Monitoring/Investment of fund	R	17/1/2016	R	17/1/2016	Ok if strictly as per rules
13	4006/R	Ms. Bela Turkey Kaushal ,RGNF File, DAAS + 1 File (Ph.D. Thesis)	R	17/1/2016	R	17/1/2016	Ok if strictly as per rules, the payment be released today itself & report, 1. Dr. D.P. Singh (Ch.), 2. Dr. M.Y. Khan, 3. Sudarshan Verma, 4. Regestrar, 5. FO(Conv.) to please see rest of the claims & submit bu 25/1/16 positively.

14	6532/R	गृह विज्ञान की शोधा छात्राओं की शिकायत के जाँच के संबंध में	R	17/1/2016	R	17/1/2016	Seen
15	-	one confidential file of T.A. & Remuneration Bills	COE office	17/1/2016	COE office	17/1/2016	Confidential
16	5911/R	Representation of NCSC, 2015-16	R	17/1/2016	R	17/1/2016	Ok
17	7687/R	T/C PF of Shri Ramshankar Singh, Reg. Appointment as Examinar of institute of company secretaries of India	R	17/1/2016	R	17/1/2016	Please follow the rules
18	3269/R	Payment of electricity bills of university campus	R	17/1/2016	FO	17/1/2016	Yes if as per rules
19	-	Gown Committee File	FO	17/1/2016	FO	17/1/2016	There was another file for dress
20	-	55th Special meeting of the BOM 22/1/2016	R	17/1/2016	R	17/1/2016	As Ammended
21	3933/R	P.O.L. Imprest, Vehicle Sec,	R	17/1/2016	R	17/1/2016	Please discuss