

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	6737/R	Special Lecture : Deptt. of Law	Head Law	19/1/2016	Head Law	20/1/2016	Yes if as per rules
2	5107/R	P/F of Granite & S/S Littering of main gate	FO	19/1/2016	FO	20/1/2016	Yes if as per rules
3	4519/R	Explanation File + MoU, Acad. Sec.	R	19/1/2016	R	20/1/2016	Do the needful
4	-	Catering committee for VI Convocation finance Section	R	19/1/2016	R	20/1/2016	Its upto the committee to take Final call
5	3844/R	Payment to Manpower Providing Agency w.e.f. 17.12.2012	R	20/1/2016	R	20/1/2016	Ok
6	7144/R	PF of Dr. Shalini Chandra, Asstt. Prof., DCS (SIST)	R	20/1/2016	R	20/1/2016	Registrar for clearcut recommendations
7	6522/R	T/C joinig Report & Acceptens CAS-2015	R	20/1/2016	R	20/1/2016	Seen for NA
8	7692/R	Extention of Contractual Faculty, DRM	R	20/1/2016	R	20/1/2016	Ok but with one day break
9	6034/R	UGC Correspondence	R	20/1/2016	R	20/1/2016	Seen, presuming that information is correct
10	6142/R	Departmental Print Journals, DHR	R	20/1/2016	R	20/1/2016	Yes as per rule

11	_	Committee constituted to look into the Grievances of students	R	20/1/2016	R	20/1/2016	Please Discuss
12	6514/R	Proposal for administrative structure of BBAUIET	UIET	20/1/2016	UIET	20/1/2016	Please Discuss
13	7336/R	T/C F.N. (Finance Section) Monitoring /Investment of Funds	FO	20/1/2016	FO	20/1/2016	Yes if strictly as per rules
14	6241/R	T/C PF of Ripu Sudan Singh, Prof, D.Pol.Sci	FO	20/1/2016	FO	20/1/2016	Yes if as per rules
15	3570/R	Fellowship RGNF, Part 1	FO	20/1/2016	FO	20/1/2016	Yes if as per rules
16	6650/R	Supply & Instalation of Modular Kitchen in VC's residence	FO	20/1/2016	FO	20/1/2016	Yes if as per rules
17	7838/R	Nomination of Escorts for VVIP	R	20/1/2016	R	20/1/2016	As per list
18	6964/R	Mr. Siddharth Kumar, Deptt. of Sociology	Head D.S	20/1/2016	Head D.S	20/1/2016	Yes if as per rules
19	3391/R	JRF Fellowship - Kiran, Archana, Prianka And Luvkush	Head D.S	20/1/2016	Head D.S	20/1/2016	Please Follow the rules
20	_	Gown Committee File	R	20/1/2016	R	20/1/2016	Yes if the gown is of appropriate size of VVIPs. It will be personal responsibility of the Incharge.
21	6338/R	Claim Petition Before Sole Arbitrator	R	20/1/2016	R	20/1/2016	Seen

22	7556/R	53rd Meeting of Academic Council	R	20/1/2016			
23	382/FO	RGNF, Mr. Dhiraj Kumar, Ph.D.	Head DAAS	20/1/2016	FO	20/1/2016	FO to please see & put up immediately
24	7356/R	IQAC, N.M.P.Verma, Director	FO	20/1/2016	FO	20/1/2016	अनुमोदित अगर नियमानुसार है ।
25	_	Honorarium, RCA	FO	20/1/2016	FO	20/1/2016	Yes if as per rules
26	6161/R	विश्व हिन्दी सम्मेलन भोपाल – 2015	FO	20/1/2016	FO	20/1/2016	Yes if as per rules
27	5177/R	Guest House payment - 2011	FO	20/1/2016	FO	20/1/2016	Yes if as per rules
28	7817/R	Hostel Name Board (Glosing Board), Siddhartha Boys Hostel	FO	20/1/2016	FO	20/1/2016	Yes if as per rules
29	7642/R	Decorative Lighting works on foundation day celebrations	FO	20/1/2016	FO	20/1/2016	अनुमोदित अगर नियमानुसार है ।
30	_	Adjustment of advance for UGC meeting on online entrance exam, DIT	FO	20/1/2016	FO	20/1/2016	Yes if as per rules
31	3207/R	Servicing of Tractor - H.T.M. UP 32 Z 0843, GBS	FO	20/1/2016	FO	20/1/2016	Yes if as per rules
32	7828/R	Imprest, Computer centre + 3 files	FO	20/1/2016	FO	20/1/2016	अनुमोदित अगर नियमानुसार है ।

33	-	Auditorium Maintenance & Repair work Related to Hon'ble Prime Minister's Visit	R	20/1/2016	R	20/1/2016	Yes if as per rules
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