

| S.No | File.No | Subject   | From whom Received         | Received Date | Sent to                    | Sent Date | Remarks  |
|------|---------|---|----------------------------|---------------|----------------------------|-----------|--|
| 1    | 8136/R  | DAS Research lab SBBT Requirments (17/Elect /2016                     | FO                         | 30/12/2016    | FO                         | 1.6.17    | क्योंकि एडवांस केवल AC को होना चाहिए इस की मंजूरी दी जाती है |
| 2    | 6261/R  | Promotion of Group 'A' (Assistant Registrar) in Sealed Yellow Envelop | R                          | 05.01.2017    | R                          | 1.6.17    | -  |
| 3    | -       | Arrangement of Foundation Day   | Prof. Vipin Saxena         | 05.01.2017    | FO                         | 1.6.17    | -  |
| 4    | -       | Meeting-Media Centre  | I/c Director, Media Centre | 05.01.2017    | I/c Director, Media Centre | 1.6.17    | Ok but by Air India or Rail as per rules.                    |
| 5    | 6316/R  | University Countribution in NPS-II 2015-2016                          | FO                         | 05.01.2017    | FO                         | 1.6.17    | अनुमोदित अगर नियमानुसार है                                   |
| 6    | -       | 04 Confidential (in Sealed Envelop)                                   | Dean, SIST                 | 05.01.2017    | Dean, SIST                 | 1.6.17    | (only 03 files)  |
| 7    | 8201/R  | National Flag 5(597)/2016   | S&P Section                | 05.01.2017    | FO                         | 1.6.17    | Yes as per rules.  |
| 8    | 8377/R  | Construction of Main Gate near Siddartha Boys Hostel 5(601)/2016      | S&P Section                | 05.01.2017    | FO                         | 1.6.17    | Ok if as per rules.  |

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| 9  | 6870/R | Photocopy Machine Repair-<br>Department of Law                | S&P Section                        | 05.01.2017 | FO                                       | 1.6.17     | Yes if as per<br>rules.  |
| 10 | -      | Geysers Maintenance<br>Boys/Girls Hostel 5(52)<br>Elect./2016 | AE Elect. (EE)                     | 05.01.2017 | FO                                       | 1.6.17     | अनुमोदित<br>अगर<br>नियमानुसार<br>है और कार्य<br>15/1/17 से<br>पहले होना<br>चाहिए |
| 11 | -      | Confidential (337)  | COE Office                         | 05.01.2017 | COE<br>Office                            | 1.6.17     | -  |
| 12 | -      | (Two Files 310, 327)  | COE Office                         | 05.01.2017 | COE<br>Office                            | 1.6.17     | -  |
| 13 | -      | Three files File No. 294,<br>320, 326                         | COE Office                         | 05.01.2017 | COE<br>Office                            | 1.6.17     | -  |
| 14 | 8161/R | Promotion Under CAS (Dr.<br>Jaya Shrivastava, Deptt. of       |                                    |            | R  | 1.6.17     | -  |
| 15 | -      | Charge of M.Sc. Food<br>Microbiology & Toxicology-<br>DEM     | Prof. Ram<br>Chandra,<br>Dean, SES | 06.01.2017 | Prof.<br>Ram<br>Chandra,<br>Dean,<br>SES | 06.01.2017 | Now all the<br>courses are<br>under<br>Deptt. Head<br>please.                    |
| 16 | -      | One File (338) - Confidential                                 | COE Office                         | 06.01.2017 | COE<br>Office                            | 06.01.2017 | -  |

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| 17 | 4101/R | Utilization Certificate file-<br>RCA  | R | 06.01.2017 | R           | 1.6.17     | To do needful without any further delay.                          |
| 18 | 3133/R | BPGS-Deptt. of Polictical<br>Science  | R | 06.01.2017 | R           | 1.6.17     | अनुमोदित अंगर नियमानुसार है                                       |
| 19 | 4031/R | DRC-DPS   | R | 06.01.2017 | R           | 06.01.2017 | Ok if as per rules.   |
| 20 | 9837/R | Agenda Item for 61st Meeting of Academic Council (Next) of the University (Agenda for approval) | R | 06.01.2017 | R           | 06.01.2017 | Ok, Please prepare the agenda as we will soon have meeting of AC. |
| 21 | 9625/R | Requirement for Manpower Proctor & Deans, SES   | R | 06.01.2017 | Sh. Gokaran | 1.6.17     | To discuss please.  |
| 22 | 9600/R | Major Research Project (ICSSR), New Delhi (Prof. Ripu Sudan Singh, DPS)                         | R | 06.01.2017 | R           | 1.6.17     | Ok if as per rules.   |
| 23 | 8076/R | Ground Maintenance & Urgent Sports Equipment (Imprest Money)-Sports                             |   |            | FO          | 1.6.17     | -   |
| 24 | 9798/R | Workshop on Project Formulation and Appraisal (09/BBAU/RSO/2016)                                |   |            | RSO Office  | 1.6.17     | For comments please.  |

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| 25 | 7657/R | Sound System Maintenance<br>Work of Auditorium                  |            |            | FO            | 1.6.17     | अनुमोदित   |
| 26 | -      | RO Machine for Ashoka<br>Boys Hostel Mess                       |            |            | FO            | 1.6.17     | अनुमोदित<br>अगर<br>नियमानुसार है   |
| 27 | 4057/R | New Building For<br>Administrative Block<br>Complex & Main Gate |            |            | EE            | 1.6.17     | -  |
| 28 | 9738/R | Status of Expenditure of XII<br>plan A/C                        | FO         | 06.01.2017 | R             | 1.6.17     | To do<br>needful<br>immedeatly<br>please.  |
| 29 | 6052/R | Washing Polishiy And<br>Refreshment Bill-NCC                    | FO         | 06.01.2017 | R             | 1.6.17     | A-yes<br>needful.  |
| 30 | -      | Imprest for Vehicles<br>(1/VS/2016)                             |            |            | FO            | 1.6.17     | A Cheque of<br>Rs. 25000/-<br>be given<br>and proper<br>record be<br>maintained<br>as per rules. |
| 31 | -      | Result Notification File Dec.<br>2016 (543)                     | COE Office | 06.01.2017 | COE<br>Office | 06.01.2017 | -  |
| 32 | 7613/R | Laboratory, DEM   |            |            | FO            | 1.6.17     | -  |

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| 33 | - | ICSSR Research Project<br>(Prof. S. Nayak, DE) |  |  | FO | 1.6.17 | Yes out of<br>project<br>please & as<br>per rules. |
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