

S.No	File No.	Subject	From whom received	Received Date	Sent to	Sent Date	Remark
1	8365/R	Requirement of cooler	R	17/06/2016	R	20/06/2016	Ok
2	3567/R	Purchasing of Plumring Goods, EE	R	17/06/2016	R	20/06/2016	Ok if as per rules
3	8671/R	T/C PF of Shri Amrendra Pratap Bahadur Songh, Lab. Asstt.	R	17/06/2016	R	20/06/2016	Yes if as per rules
4	8674/R	T/C PF of Shri Nilesh Kumar, Professional Asstt. (Forwarding Application)	R	17/06/2016	R	20/06/2016	Seen
5	8673/R	T/C PF of Shri Rohit Dhanuk, LDC, RCA (Forwarding)	R	17/06/2016	R	20/06/2016	Yes as per rules
6	8536/R	Engagement of Radiologist in Health Centre - 2016	R	17/06/2016	R	20/06/2016	We must use same transport system
7	8580/R	Engagement of Dental Surgeon in Health Centre - 2016	R	17/06/2016	R	20/06/2016	We have to have open selection
8	-	Student Councelling Centre	Prof. Sudershan Verma	17/06/2016	Prof. Sudershan Verma	20/06/2016	Ok
9	8424/R	Application of Prof. R.P.Singh, DES for approval for Major surgery, DES-Medical teratment	R	17/06/2016	R	20/06/2016	Ok
10	8675/R	Electrical Maintenance Work of Substation No.2, Elect.	R	17/06/2016	R	20/06/2016	Ok

11	8301/R	Medical Reimbursement File (CSSEIP Employees)	FO	17/06/2016	FO	20/06/2016	Yes if as per rules
12	4186/R	NAAC Visit Related Works Engineering Sec. + 1 File	R	17/06/2016	R	20/06/2016	Ok
13	-	One confidential file in a closed envelope	COE office	17/06/2016	COE office	20/06/2016	Confidential
14	-	Two confidential file in a closed envelope	COE office	17/06/2016	COE office	20/06/2016	Confidential
15	-	Two confidential file in a closed envelope	COE office	17/06/2016	COE office	20/06/2016	Confidential
16	8022/R	Pay Fixation of 41 Teachers	R	17/06/2016	R	20/06/2016	If it is strictly as per rules of UGC, I have no problem.
17	3904/R	Notification/Notice/Order, Acad. Sec. 2013-14	R	17/06/2016	R	20/06/2016	Ok
18	8617/R+ II	Reply of Audit ATN, MHRD + 1 File T/C	R	17/06/2016	R	20/06/2016	Registrar for needful help to XEN
19	4200/R	Board of Studies (BPGS), DMCJ	R	20/06/2016	R	20/06/2016	As Amended
20	8476/R	Persons with Disabilities	R	20/06/2016	R	20/06/2016	Yes if as per rules & if information is correct
21	8656/R	Construciton work Amethi Satellite centre BBAU	R	20/06/2016	R	20/06/2016	Yes as per rules

22	8676/R	T/C PF of Shri Rama Shankar Singh, FO, (1/2 Day CL)	R	20/06/2016	R	20/06/2016	Ok
23	8678/R	PF of Raj Kishore(UDC), Movable property	R	20/06/2016	R	20/06/2016	He will have to keep in locker of a bank
24	7357/R	RFID and Library Automation, GBL	Librarian	20/06/2016	Librarian	20/06/2016	Yes if as per rules
25	8537/R	Mechanics Lab, UIET	Director UIET	20/06/2016	FO	20/06/2016	-
26	8561/R	केन्द्रीय पुस्तकालय का अनुरक्षणीय कार्य	FO	20/06/2016	FO	20/06/2016	Yes if as per rules
27	8128/R	(Duplicate File) बायोसाइन्स एवं ए बायोटेक्नोलॉजी विद्यापीठ भवन का अनुरक्षणीय कार्य	FO	20/06/2016	FO	20/06/2016	Yes if as per rules
28	8593/R	Maintenance of Type "B" Residence, Part-2	FO	20/06/2016	EE	20/06/2016	Yes as per rules
29	-	Providing & Fixing of focus light, EO	FO	20/06/2016	FO	20/06/2016	Yes if as per rules
30	7146/R	PF of Dr. Alka, Asst. Prof., DIT (SIST)	FO	20/06/2016	R	20/06/2016	Yes if as per rules
31	7144/R	PF of Dr. Shalini Chandra, Asstt. Prof., DCS (SIST)	FO	20/06/2016	R	20/06/2016	Yes if as per rules
32	7150/R	PF of Dr. JawaharLal Jat, Asstt. Prof., DAC (SPS)	FO	20/06/2016	R	20/06/2016	Yes if as per rules
33	-	Purchase of Almirah Remedial Language-English	FO	20/06/2016	FO	20/06/2016	Yes as per rules
34	-	Advance Adjustment, SAUFEST-2016, DEM	FO	20/06/2016	FO	20/06/2016	Yes if as per rules

35	3393/R	Medical Reimbursement (Teaching)	FO	20/06/2016	FO	20/06/2016	Yes if as per rules
36	6768/R	Maintenance of Instruments, DES	FO	20/06/2016	FO	20/06/2016	B.H Please
37	8093/R	Consumable of Dr. Gaurav Raj Dwivedi, PDF-DES	FO	20/06/2016	FO	20/06/2016	Yes if as per rules
38	8381/R	Request for Participation/ Presentation of papers on ISKCOM-2016, DLIS	FO	20/06/2016	R	20/06/2016	Ok
39	-	Purchase of Equipments for DES Lab	FO	20/06/2016	FO	20/06/2016	X-Yes if funds are available
40	7440/R	Advance for 103rd Indian Science Congress, 2016-held at Univ. of Mysore, Mysuru.- Prof. R.P.Singh, DES	Head DES	20/06/2016	FO	20/06/2016	Ok if as per rules