

S.No	File No.	Subject	From whom received	Received Date	Sent to	Sent Date	Remark
1	3904/R	Notification/Notice/Order, Acad. Sec. 2013-14	Dr. Preeti Saxena	7/6/2016	R	8/6/2016	Resistrar to please get the needful done on 8/6/16
2	6316/R	University contribution in NPS (II)	FO	7/6/2016	FO	8/6/2016	Yes as per rules
3	6109/R	Reuirement of Vacant Non-Teaching Post & Roster of Non-Teaching Posts (DFA)	R	7/6/2016	R	8/6/2016	Resistrar to please get the needful done on 8/6/16, without fail it must.
4	3184/R	Imprest, Registrar Office	FO	8/6/2016	FO	8/6/2016	Ok
5	8438/R	Painting of Ashoka & Kanishka Boys Hostel	R	8/6/2016	R	8/6/2016	Please discuss
6	4232/R	Dr. Ram Naresh Bharagava, DEM (Contingency - DST-SERB Project)	FO	8/6/2016	FO	8/6/2016	Deptt. Budget
7	7153/R	Chemical Purchase, DEM	FO	8/6/2016	FO	8/6/2016	Deptt. Budget
8	7897/R	T/C PF Payment of DPW-II	FO	8/6/2016	FO	8/6/2016	Ok if as per rules
9	3933/R	P.O.L. Imprest, Vehicle Sec	FO	8/6/2016	FO	8/6/2016	Yes if as per rules
10	-	Office of Virtual Class Room-Signage Board for CCTV coverage, University Campus	Prof. Vipin Saxena	8/6/2016	Prof. Vipin Saxena	8/6/2016	Yes if as per rules