

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	10535/R	T/c PF of Dr. Abhilash Babu, Asstt. Prof., DRM (Reg: Postdoctoral Fellowship, Norwegian University)	R	16/06/2017	R	23/06/2017	अनुमोदित अगर नियमानुसार है ।
2	3779/R	Purchase of Postal Stamp (Dispatch Section)	R	16/06/2017	R	23/06/2017	Ok if as per rules.
3	9531/R	Refund of Fee Vol-II- Academic Section	R	16/06/2017	R	23/06/2017	Ok if as per rules.
4	10346/R	LTC- Prof. Shubhini A Saraf, SBBT	R	16/06/2017	R	23/06/2017	Ok if as per rules.
5	-	Renovation of Male & Female Toilet IInd Floor, SES Building- Prof. Ram Chandra	Dean, SES	16/06/2017	FO	23/06/2017	-
6	8309/R	GPF (Advance & Withdrawal) Teaching & Non	FO	16/06/2017	FO	23/06/2017	Yes if as per rules.
7	4271/R	Ph.D. Admission cum DRC File (DPS)	R	22/06/2017	R	23/06/2017	अनुमोदित अगर नियमानुसार है ।
8	-	One File (File No. 323)	COE Office	22/06/2017	COE Office	23/06/2017	-
9	-	Sign Board- SES	Dean, SES	22/06/2017	EE	23/06/2017	A-Yes.
10	8092/R	Travel of Dr. Gaurav Raj Dwivedi PDF-DES	Dean, SES	22/06/2017	FO	23/06/2017	Yes if as per rules.

11	10511/R	गृह मंत्रालय, राजभाषा विभाग निरीक्षण समिति - हिंदी प्रकोष्ठ	R	22/06/2017	R	23/06/2017	अनुमोदित अगर नियमानुसार है ।
12	-	One File in Envelop (File No. 352)	COE Office	22/06/2017	COE Office	23/06/2017	-
13	10349/R	पुराने समाचार पत्र/पत्रिकाओं के विक्रय करने हेतु कमेटी- DMCJ	FO	22/06/2017	FO	23/06/2017	अनुमोदित अगर नियमानुसार है ।
14	9641/R	Proposal for Tourism & Awareness (D. Pharma)	Dean, SBBT	22/06/2017	Dean, SBBT	23/06/2017	Ok if as per rules.
15	8703/R	Medical Reimbursement File Non-Teaching Bills (File No. 2)	FO	22/06/2017	FO	23/06/2017	अनुमोदित अगर नियमानुसार है ।
16	9232/R	ICSSR Project- Salary of Project Staff (Dr. Surendar M. P.)	FO	22/06/2017	FO	23/06/2017	Yes if as per rules.
17	-	UGC-Non-NET Fellowship- Finance Section	FO	22/06/2017	FO	23/06/2017	Get Clarificatio ns from UGC
18	10404/R	National Conference on Relevance of Ranganathan Philosophy in Digital India on 12-13th August, 2017	Secretary, NCRPDI- 2017	22/06/2017	FO	23/06/2017	Ok if as per rules.

19	9660/R	GPAT Scholarship to PG (M.Pharm) Students Batch (2015-17), Deptt. of Pharmaceutical Science + 9638/R GPAT Fellowship (Batch 2016-18)	R	22/06/2017	R	23/06/2017	श्री गोकर्ण प्रसाद इस कार्य को करे
20	-	Booked Air India Tickets for Invited Speakers/Resource Persons Conference on Green-17- Prof. Shubhini A. Saraf, Deptt. Pharm. Science	Dean, SBBT	22/06/2017	FO	23/06/2017	-
21	4906/R	Braille Section 2014-15 (GBL)	R	22/06/2017	R	23/06/2017	Yes if as per rules.
22	8487/R	General Office Order/Correspondence w.e.f. May, 2016	R	22/06/2017	R	23/06/2017	-