

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	8097/R	Purchase of Glassware & Plasticware,DEM	R	10/3/2016	R	14/3/2016	Pending
2	4540/R	Establishment of Ambedkar Chair/Other Posts	R	10/3/2016	R	14/3/2016	Yes & Immediately
3	5630/R	PF of Dr. Rahul Varshney, Astd. Prof., DAS	R	10/3/2016	R	14/3/2016	Is it relevent now ?
4	4729/R	DRC (Part-III) + 1 File (Part-II), DBT	R	10/3/2016	R	14/3/2016	Please Discuss
5	7897/R	Payment of DPW	FO	10/3/2016	FO	10/3/2016	Recommendations 'A'
6	7005/R	PF of Shri Ishwar Chandra, Driver + 1 File	R	10/3/2016	R	14/3/2016	Yes if as per rules
7	7406/R	For Strict observation of reservation Policy of the Gov. in Univ.	R	10/3/2016	R	14/3/2016	Yes if the information is correct. Registrar will
8	8000/R	Fundamentals of Animal Cell Culture and Functional applications, G. Sunil Babu, Astd. Prof., DBT	FO	10/3/2016	FO	14/3/2016	Has he got money earlier ?
9	7336/R	T.C. F.N. (Finance Section) Monitoring/Investment of fund	FO	10/3/2016	FO	14/3/2016	Yes if as per rules
10	-	इम्प्रेस्ट (अग्रिम) समायोजन/अर्थशास्त्र विभाग	FO	10/3/2016	FO	14/3/2016	Yes as per rules
11	7623/R	Promotion of Group 'B' posts, DPC	R	11/3/2016	R	14/3/2016	Confidential
12	7282/R	PF of Ms. Durgawati Kushwaha (Contractual), DHR	R	11/3/2016	R	14/3/2016	No more extention

13	3217/R	Development of Double Crown Fountain in Rose Garden of University	FO	11/3/2016	FO	14/3/2016	Urgent Please discuss & make two files
14	-	Purchase of Furniture for VC Sectt.	FO	11/3/2016	FO	14/3/2016	FO for clear cut
15	4853/R	Cleaning of Water Storage Tank	FO	11/3/2016	FO	14/3/2016	Yes if as per rules. But please
16	4647/R	Staff Salary, DST - Centre for Policy Reasearch, Dr, Venkatesh Dutta, DES	FO	11/3/2016	FO	14/3/2016	Yes as per rules
17	-	Contractual Faculties Payment, Finance	FO	11/3/2016	FO	14/3/2016	Yes if as per rules
18	7276/R	Purchase of Electrical Engineering Lab Items, UIET	FO	11/3/2016	FO	14/3/2016	Yes if as per rules
19	-	Guest Faculty Payment, Finance	FO	11/3/2016	FO	14/3/2016	Why there are more then one
20	4393/R	Dr. R.N. Bharagava (PI)/DEM - (Manpower Recruitment - DST-SERB Project)	R	11/3/2016	R	14/3/2016	Ok
21	3587/R	DRC and School Board, DAS, Dr. Surinder Kumar	R	11/3/2016	R	14/3/2016	Yes if as per rules
22	7386/R	Committee to Review of Representation Received in SC/ST Cell	R	11/3/2016	R	14/3/2016	Ok if as per rules
23	7800/R	Dr. S. Darapuri, Deptt. History	R	11/3/2016	R	14/3/2016	Were was the file for more
24	3426/R	BPGS, Deptt. of Biotechnology	R	11/3/2016	R	14/3/2016	Yes if strictly as per rules. Please make

25	-	One confidential file of Result Noti. Dec.-2015 in a closed envelope	COE office	11/3/2016	OE office	14/3/2016	Confidential
26	8060/R	File for the two days seminar on 30-31 March 2016 On DHR	R	11/3/2016	R	14/3/2016	Advance is given in the favour of
27	5149/R	Forwarding for Application/NCC/BBAU/11	R	14/3/2016	R	14/3/2016	Seen
28	5606/R	Sport Facilities for RCA Hostel	R	14/3/2016	R	14/3/2016	Yes as per
29	6017/R	Industrial Ethics Committee, DBT	R	14/3/2016	R	14/3/2016	Ok as per rules
30	8089/R	T/C PF of Dr. Neetu Singh, Asstt. Prof., HD&FS	R	14/3/2016	R	14/3/2016	Yes as per rules
31	3519/R	JRF-DST, Dr. Gaurav Kathwas, DPHS	R	14/3/2016	R	14/3/2016	Yes as per rules
32	8106/R	T/C PF of Dr. Brijesh Kumar, Asstt. Prof., Sociology	R	14/3/2016	R	14/3/2016	Ok as per rules
33	6890/R	213/Two Days Workshop on CBCS/DIT/2015	R	14/3/2016	R	14/3/2016	Ok as per rules
34	6811/R	Opening of a new ATM in the University	R	14/3/2016	R	14/3/2016	Why it has taken so much time ?
35	+3559/R+	Offer for Opening a branch (Bank) in the University + 2 files	R	14/3/2016	R	14/3/2016	Please Discuss