

| S.No | File No. | Subject | From whom Received | Received Date | Sent to | Sent Date | Remarks |
|------|----------|--|-----------------------|---------------|------------|-----------|--------------------------|
| 1 | - | Construction of Video Studio, Media centre | Director Media centre | 10/3/2016 | EE | 15/3/2016 | - |
| 2 | - | Publication of Admission Notification-2016 | COE office | 14/3/2016 | COE office | 15/3/2016 | Confidential |
| 3 | 3491/R | Rquirement of Computer, RCA | R | 14/3/2016 | R | 15/3/2016 | Yes as per rules |
| 4 | 5485/R | Complaints File-Vol-II | R | 14/3/2016 | R | 15/3/2016 | Yes as per rules |
| 5 | 4799/R | राजभषा कार्यान्वसन समिति की बैठक | R | 14/3/2016 | R | 15/3/2016 | Dr. Bhatnagar to chair |
| 6 | 8072/R | Rate Contract for Chemicals, Glasswares & Plasticwares/Cartridges/Toner & Medicines, etc., 2016-17 | R | 14/3/2016 | R | 15/3/2016 | Pending |
| 7 | 6601/R | Shri Nilesh Kumar, Prof. Asstt. | R | 14/3/2016 | R | 15/3/2016 | Yes if as per rules only |
| 8 | 7812/R | Earn While Learn Scheme, GBL | R | 14/3/2016 | R | 15/3/2016 | Yes if as per rules |
| 9 | 5867/R | Tubewell boaring on B.Voc. Field, DAPS (Horti.) | R | 14/3/2016 | R | 15/3/2016 | Yes as per rules |
| 10 | 6094/R | T/C PF of Dr. Sartik Bagh, Home Town LTC | R | 14/3/2016 | R | 15/3/2016 | Ok if as per rules |
| 11 | 8122/R | International Journal of Social Science & Development Policy | R | 14/3/2016 | FO | 15/3/2016 | - |

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| 12 | 8069/R | Co-Operative General Store, EO | R | 14/3/2016 | R | 15/3/2016 | I, II- must be in store/III,IV-allowed |
| 13 | 7966/R | Wi-Fi, PCI, LAN Cards, GBL | R | 14/3/2016 | Dr. R.A.Khan | 15/3/2016 | Dr. R.A.Khan for comments |
| 14 | 8074/R | T/C PF of Ms. Bhumika Ranjan, LDC, Examination Sec. | R | 14/3/2016 | R | 15/3/2016 | Yes if as per rules only |
| 15 | 7958/R | T/C PF of Sh. N.K.S.More, Asso. Prof., LTC | R | 14/3/2016 | R | 15/3/2016 | Ok as per rules |
| 16 | 7899/R | Constitution of Building Committee | R | 14/3/2016 | R | 15/3/2016 | Please discuss |
| 17 | 7285/R | Progress Review of the works costing more than Rs. 10 crores | R | 14/3/2016 | R | 15/3/2016 | Yes as per rules |
| 18 | 8029/R | T/C General Office order | R | 14/3/2016 | R | 15/3/2016 | I think I have already made it clear that all the units will work there XEN, but at the same time he has to act as facilitation & not obstructionist |
| 19 | 7145/R | PF of Dr. Pranav Kumar Anand, Asstt. Prof., DE-SAS | R | 14/3/2016 | R | 15/3/2016 | Yes as per rules |

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| 20 | 8113/R | Procurement of Cocopeat, Planting, Trays etc. for B.Voc., DAPS(Horti.) | R | 14/3/2016 | R | 15/3/2016 | Yes if as per rules |
| 21 | 8067/R | Action Taken Report, 53rd meeting academic council- 20.01.2016 | R | 14/3/2016 | Dr. D.P.Singh | 15/3/2016 | Dr. D.P.Singh to please go through |
| 22 | 4311/R | Civil Maintain work, 2014-15 | R | 14/3/2016 | R | 15/3/2016 | Yes if as per rules |
| 23 | 3638/R | डिपार्टमेन्ट ऑफ प्लान्ट साइन्स ब्लॉक का निर्माण, भाग-1, 5(502)/14 | R | 14/3/2016 | R | 15/3/2016 | XEN/FO, Please discuss |
| 24 | 7697/R | Construction of Student Activity Centre | R | 14/3/2016 | R | 15/3/2016 | XEN,FO,AR(F)/ to please discuss immediately |
| 25 | 3523/R | Promotion of Drivers/Transfer of cader of Safaiwala/Chowkidar to Peon's cader | R | 14/3/2016 | R | 15/3/2016 | Yes as per rules |
| 26 | - | Advance to Chief Medial Officer for health centre, BBAU-2016 | FO | 15/3/2016 | FO | 15/3/2016 | Ok but PI of Research project are to act as head of the deott. For their research project only & gives the imprest accordingly |

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| 27 | 7357/R | RFID and library Automation, GBL | FO | 15/3/2016 | FO | 15/3/2016 | Urgent FO/Librarian to please discuss |
| 28 | - | Purchase of Tally Software, Finance Section | FO | 15/3/2016 | FO | 15/3/2016 | As proposed as per rules |
| 29 | 7651/R | Imprest, Vishal SinghAE (Electrical) | FO | 15/3/2016 | FO | 15/3/2016 | File should move through XEN Please |
| 30 | 8018/R | Purchase of colored sticker for convocation | FO | 15/3/2016 | FO | 15/3/2016 | Yes if as per rules |
| 31 | - | Circular for Honorarium, FO office | FO | 15/3/2016 | FO | 15/3/2016 | Yes as per rules |
| 32 | 7934/R | UPCST Project-Recruitment of Research Assistant | FO | 15/3/2016 | FO | 15/3/2016 | Yes if as per rules |
| 33 | 3484/R | Diesel for Tractor- 36/GBS/2014,Part-II | FO | 15/3/2016 | FO | 15/3/2016 | Ok as per rules, Can't we have a system where is these types of files don't come to VC |
| 34 | 8088/R | Dr. Rima Kumari : Startup Reaearch Grant (Young Scientist), DES | FO | 15/3/2016 | FO | 15/3/2016 | Yes if as per rules |
| 35 | - | JRF-Fellowship, Narendra Gupta & Sangeeta Kumari, Session-2012-13, Sociology | FO | 15/3/2016 | FO | 15/3/2016 | Yes if as per rules |
| 36 | 6878/R | Consultancy Project G. Water, Dr.Venkatesh Dutta, DES | FO | 15/3/2016 | FO | 15/3/2016 | Yes if as per rules |

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| 37 | 7959/R | Fact Finding committee for Deptt. of Education, Computer Lab | Dean SOE | 15/3/2016 | Dean SOE | 15/3/2016 | Seen for further action by the Deptt. |
| 38 | 7935/R | Purchase of online UPS & Fax Machine for V.C Sect. | FO | 15/3/2016 | FO | 15/3/2016 | Yes if as per rules |
| 39 | 3269/R | Payment of Electrical bill of Univ. Campus | FO | 15/3/2016 | FO | 15/3/2016 | Yes as per rules |
| 40 | 7800/R | Dr. S. Darapuri, Deptt. History | R | 15/3/2016 | R | 15/3/2016 | Ok |
| 41 | - | Ambedkar Jayanti-2016, Foods & Pandal committee, Dr. Narendra Kumar, DES-Convener | R | 15/3/2016 | R | 15/3/2016 | Where are the signature of |
| 42 | - | UGC (Non-NET) Fellowship, Finance | FO | 15/3/2016 | FO | 15/3/2016 | Yes as per rules |
| 43 | 5396/R | Payment for M/S Security Solution Services, Security sec. | FO | 15/3/2016 | R | 15/3/2016 | Are we satisfied with security services ? Registrar to clerify. |
| 44 | - | Purchase of Furniture, Community College | R | 15/3/2016 | Sh. Shahu (S.P) | 15/3/2016 | - |

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| 45 | 7599/R | T/C PF of Shri Ram Pravesh Pal, Research Asstt., CSSEIP (Ph.D. Degree) | R | 15/3/2016 | R | 15/3/2016 | A - Yes provided univ. work will not suffer. He will have to give an undertaking in this respect |
| 46 | _ | One confidential file of Resource person, RCA in a cover | R | 14/3/2016 | R | 15/3/2016 | Confidential |