

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7968/R	Publication/Printing, DST-CPR, BBAU - Venkatesh Dutta, DES	R	15/3/2016	Dr. Dutta	16/3/2016	Please Discuss, Dr. Dutta
2	-	Guest Faculty Payment, Finance	FO	16/3/2016	FO	16/3/2016	Yes if as per rules
3	5405/R	Appointment of IAO on Contract Basis	R	16/3/2016	R	16/3/2016	BOM
4	-	T/C PF of Dr. Rakesh Pradhan, CMO	R	16/3/2016	R	16/3/2016	BOM
5	-	Finalization of RE 2015-16 (Plan & Non Plan), Meeting at UGC, New Delhi	FO	16/3/2016	FO	16/3/2016	Ok as per rules
6	6313/R	Medical Advance of Dr. Narendra Kumar, DES	R	16/3/2016	FO	16/3/2016	FO for comment
7	7152/R	GPF/CPF Advance/Withdrawal, Non	R	16/3/2016	R	16/3/2016	Yes if as per rules
8	6266/R	Brief note of daily paid worker (DPW)	R	16/3/2016	R	16/3/2016	Dr. Vipin Saxena, Dr. R.A.Khan, Registrar & FO to please make recommendations
9	7615/R/Ind	PF of Dr. V.Elangovan, Asso. Prof., DAAS	R	16/3/2016	R	16/3/2016	Seen
10	-	One confidential file of RDCU in a closed envelope	COE office	16/3/2016	COE office	16/3/2016	Confidential
11	6967/R	Hiring of taxies-2015	AR(Vh.)	16/3/2016	R	16/3/2016	Ok if as per rules

12	6612/R	Sadhana Singh Sagar, DEM-RGNF-SRF	FO	16/3/2016	FO	16/3/2016	Yes if as per rules
13	7197/R	Applicaton CUH	FO	16/3/2016	FO	16/3/2016	Yes if as per rules
14	5396/R	Payment for M/S Security Solution Services, Security sec.	R	16/3/2016	EO	16/3/2016	
15	8128/R	(Duplicate File) बायोसाइन्स एवं ए बायोटेक्नोलॉजी विद्यापीठ भवन का अनुरक्षणीय कार्य	R	16/3/2016	R	16/3/2016	Ok if as per rules
16	7479/R	Engagement of consultant	R	16/3/2016	R	16/3/2016	Where was the file for 3/3/16 to 16/3/16, Who is responsible?
17	7406/R	For Strict observation of reservation Policy of the Gov. in Univ.	R	16/3/2016	R	16/3/2016	Ok if the information is correct
18	5889/R	Proposal for Rotavapor, Dr. Jyoti Pandey, DAC	R	16/3/2016	R	16/3/2016	I had give approval on 16/2 & file comes exactly after on month. Who is at fault, explain by 5 pm on 17/3/16 positively
19	7105/R	Purchaseof EPBX	R	16/3/2016	R	16/3/2016	As ammended

20	7367/R	Purchase of Sonicator, DAC	R	16/3/2016	R	16/3/2016	I am shocked that extension has been asked upto 16/3 & the file has come at 2 pm, this is the working of the office
21	7654/R	Publication of tender Notice	R	16/3/2016	R	16/3/2016	A but I am pained that for every coma fullstop file comes again & again. Why can't the office do the needful in one go
22	8054/R	चिकित्सा हेतु आर्थिक सहायता के संदर्भ में मिथलेश कुमार	R	16/3/2016	Dr. Ripusudan Sir	16/3/2016	-
23	8080/R	UGC(Promotion of Higher Education Institutions & Grievance of Redressal), Regulations, 2012	R	16/3/2016	R	16/3/2016	Ok but why the file has taken so many days

24	6316/R	University contribution in NPS (II)	FO	16/3/2016	FO	16/3/2016	Yes what about EPF of Mallies? Aren't they covered under the rules? Why we are not considerate towards poor peoples?
25	-	Board of Studies, DMCJ	Prof. Vipin Saxena	16/3/2016	Prof. Vipin	16/3/2016	As ticked
26	6415/R	Library Committee(Proceding)	R	16/3/2016	R	16/3/2016	Yes if as per rules
27	8137/R	Project Guidelines, 2015-16 - SC/ST Cell	R	16/3/2016	R	16/3/2016	Ok
28	3638/R	डिपार्टमेन्ट ऑफ प्लान्ट साइन्स ब्लॉक का निर्माण, भाग-1, 5(502)/14	R	16/3/2016	R	16/3/2016	Please discuss
29	3393/R	Medical Reimburement (Teaching) File + One Register + Bills	R	16/3/2016	R	16/3/2016	Why 'A' has been compiled with.
30	-	T/C PF of Shri. Rama Shankar Singh	R	16/3/2016	R	16/3/2016	Ok if as per rules
31	8139/R	Degree certificate	R	16/3/2016	R	16/3/2016	