

S.No.	File No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7435/R	Requirement of Oven for Estt. Sec.	R	18/3/2016	R	21/3/2016	Yes as per rules
2	7978/R	XVI Advisory Committee Meeting for SC/ST 2016	R	18/3/2016	R	21/3/2016	Dr. Ram to chair & Dr. Mahavar to co-chair
3	8092/R	Travel of Dr. Gaurav Raj Dwivedi, PDF-DES	FO	18/3/2016	FO	21/3/2016	Yes from project grant and as per rules
4	7938/R	Circular, Finace Sec.	FO	18/3/2016	FO	21/3/2016	Ok
5	7005/R	PF of Shri Ishwar Chandra, Driver + 1 File	FO	18/3/2016	R	21/3/2016	Why the payment has not been released so far. I am pained. Who's responsibility for the delay. Resistrar to identify person and fix responsibility as per rules
6	-	4th Lucknow Science Congress (LUSCON-2016)	DEM	18/3/2016	FO	21/3/2016	-
7	-	International Conference on Role of Microorganisms in Sustainable Development	DEM	18/3/2016	PA	21/3/2016	-

8	-	IInd ICNN-2016/DAP/BBAU	Dean SPS	18/3/2016	PA	21/3/2016	-
9	-	T/C PF of Dr. Suman Mishra, Asst. Prof., DAAS (CCL)	R	18/3/2016	R	21/3/2016	Ok but -Where was the file for so many days, -Who is responsible for the delay, - Responsibility be fixed.
10	4280/R	T/C PF of Ram Chandra, DEM	R	18/3/2016	FO	21/3/2016	-
11	8065/R	T/C PF of Ms. Anita Agarwal, PA, UIET (EL)	Estt. Sec.	18/3/2016	Estt. Sec.	21/3/2016	Yes if as per rules
12	-	GPF (Advance & Withdrawl), Teaching	FO	18/3/2016	FO	21/3/2016	Yes if as per rules
13	8135/R	NOC for UK Visa attending International Conference at London School of Econopmics & Political Science, London, UK, - Dr. Siddarth Mukerjee, Asst Prof, DPS	R	21/3/2016	R	21/3/2016	Yes if as per rules
14	-	Special Lecture series the Emeritus scholar/Visiting Professor, Organising Secretary Dr. Preety Ch., asst. Prof	R	21/3/2016	R	21/3/2016	Ok as per rules & name of the person to be invited have been ticked
15	6890/R	213/Two Days Workshop on CBCS/DIT/2015	R	18/3/2016	FO	21/3/2016	-
16	-	One confidential file of Ph.D in a closed envelope	COE office	18/3/2016	COE office	21/3/2016	Confidential

17	-	Symposium Kit committee for Ambedkar Jayanti, DAS, SPS	FO	18/3/2016	FO	21/3/2016	Yes out of Conference fund & Please economize
18	-	Proposal for community Legal Literacy Programme, Deptt. of Law	Dean SLS	21/3/2016	PA	21/3/2016	-
19	5405/R	Appointment of IAO on contract Basis + 1 File	R	21/3/2016	R	21/3/2016	Ok as per rules
20	-	Proposal for National seminar 2016-17, DPS	Dean SAS	18/3/2016	PA	21/3/2016	-
21	-	Cultural Prgramme on 30th March Proposal of the programme, File for Advance	R	18/3/2016	R	21/3/2016	Yes as per rules
22	8164/R	54th meeting of AC	R	21/3/2016	R	21/3/2016	Seen
23	7479/R	Enagment of Constulant	R	21/3/2016	R	21/3/2016	A-Ok
24	8174/R	Purchase of Furniture, Community College	R	21/3/2016	R	21/3/2016	A-Ok but please manage in 50K
25	8131/R	UGC Start-UP-Grant, DAS	R	21/3/2016	FO	21/3/2016	-
26	8099/R	Committee for VC's conference	R	21/3/2016	R	21/3/2016	Dr. Bhatnagar/Dr. Verma to please do the needful immediately & recommendations for sending to HRD ministry.

27	7315/R	Purchase of Toner for VC Sectt.	R	21/3/2016	R	21/3/2016	A-Yes
28	4440/R	अतिथि गृह में विभिन्न प्रकार के निर्माण एवं मरम्मत के संबंध में।	R	21/3/2016	R	21/3/2016	We can't delay the guest house renovation. It is the showpiece of the Univ. FO & XEN to please find out the way to get the needful done immediately.
29	-	Student Request/application	COE office	21/3/2016	COE office	21/3/2016	Needful done
30	-	One confidential file of UFM case of Mr. Amit Kumar, DCS in closed envelope	COE office	21/3/2016	COE office	21/3/2016	Confidential
31	-	Requirement of Chemicals, DAC	R	21/3/2016	R	21/3/2016	Rs 1 Lac out of New courses
32	7931/R	Payment of Sanitation Agency, Part-II	FO	21/3/2016	R	21/3/2016	He is paying just 6800/- per person. His explanation is not acceptable. FO to please see before approving the bills

33	6999/R	Require for Exhaust Fan, DAC+1 File	R	21/3/2016	R	21/3/2016	Please provide me all the files. Where is such the electional goals have been purchased their authenticates utilization
34	7294/R	Extension of Examination Hall	R	21/3/2016	R	21/3/2016	We have to save the trees please
35	8175/R	Proposal for One Day National Seminar, Deptt. of Law	R	21/3/2016	PA	21/3/2016	-
36	7994/R	Empanelment of Sanitation Agency	R	21/3/2016	Dr. Vipin Saxena	21/3/2016	-
37	-	One confidential File of Result Noti., Dec-2015, Voll-III In a closed envelope	COE office	21/3/2016	COE office	21/3/2016	Confidential