

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	Remuneration Bills of Guest Faculty for End Semester Examination, Dec-2018-Finance-18/19	FO	14.11.18	FO	15.11.18	Ok. Pay as per rules.
2	12094/R	Appointment of JRF (DBT Project)- Dr. Jyoti Pandey, DAC	FO	15.11.18	FO	15.11.18	Approved but note the following this may used as Central Facility and the 2 Years gurantee period of the Instrument has to be submitted alongwith the Bill.
3	16044/R	Selection trails for Interuniversity Kho kho & Volly ball	Dr. Manoj K. Dhadwal	15.11.18	Sports Officer	15.11.18	More' Signature not visible.

4	11110/R	Consumable Sports Items Requirement-2017 (Sports Section)	Dr. Manoj K. Dhadwal	15.11.18	FO	15.11.18	Allowed. Sports Officer should also generate additional resources through sponsorship, registration donation as per MHRD letter generation. Treat Urgent. Also reduce cost.
5	-	Request of Lien Extension			R	15.11.18	Very Unsatisfactory reply. Clarify what is EOL and what is Lien.
6	4801/R	PF of Dr. Taruna, Assistant Professor, DRM			R	15.11.18	Examine and put up in a week for necessary action.

7	10115/R	T/c Nomination of BOM (3)- Estt. Section			R	15.11.18	Examine and put up.
8	8521/R	Orientation Programme- Dr. Monica Sharma, DBT			R	15.11.18	Examine and put up.
9	10360/R	T/c Requirement of Manpower for Various Department- Estt. Section			R	15.11.18	Examine and put up.
10	8573/R	PF of Dr. UV Kiran, Assitant Professor, HDFS (Vol-II)- BBAU/Estt/PF/262			R	15.11.18	Examine and put up.
11	10266/R	T/c Nomination of BOM (4)- Estt. Section			R	15.11.18	Examine and put up.
12	9285/R	Representation of Dr. Sudarshan Verma, Professor, Deptt. of Law			R	15.11.18	Examine and put up.
13	7310/R	Creation/Santion of New Post for Health Centre (Nov/2015)- CMO			R	15.11.18	Examine and put up.
14	5620/R	Constitution of Planning Board- (22/Estt/BBAU/00)			R	15.11.18	Examine and put up.
15	9122/R	T/c Shri SM Basha, Asstt. Professor, Deptt. of History- Estt. Section			R	15.11.18	Examine and put up.
16	15073/R	Annual Report 2017-18 (English) + 15074/R Annual Report 2017-18 (Hindi) (02 File)			DR (S&P)	15.11.18	Urgent- MHRD will quires for delay.
17	-	Collaboration in Project with IIMC, New Delhi- Prof. Gopal Singh, DMCJ			Prof. Gopal Singh, Dean, SMC	15.11.18	By hand.
18	12765/R	TA Bills VC Sir			FO	15.11.18	-

19	16059/R	T/c PF Mohd. Mobeen, Senior Assistant (Reg: LTC Anywhere in India)			DR (Estt.)	15.11.18	-
----	---------	--	--	--	------------	----------	---