

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	3904/R	Notification/Notice Office Order Vol-I (Academic Section)	R	9.5.17	R	9.7.17	As ammended.
2	10819/R	Interview For Guest Faculty	R	9.5.17	FO	9.7.17	-
3	10929/R	Zero Fees Circualr 2017-18	R	9.5.17	R	9.7.17	If Stricly as per rules before issuing please see ther emay not latest notificatio n by the Govt.

4	8903/R	व्यक्तिगत पत्रावली सर्वजीत (चपरासी), PF No. 28	R	31/08/20 17	R	9.7.17	Since he is retiring today. He must be given Cheque of the feasible amount at his farewell party. Pending final decision be by court. We should be
5	-	Break Down (Electrical Fault) Urgent Repairing 5(85)/Elect/2017	FO	9.6.17	FO	9.7.17	Yes if as per rules.
6	-	JRF Salary File (DST-SERB Project)- Dr. Venkatesh Kumar R, DAAS	FO	9.6.17	FO	9.7.17	Yes if as per rules.
7	-	Payment Made Through Prepaid Card A/c	FO	9.6.17	FO	9.7.17	Yes if as per rules.

8	10874/R	Clarification regarding Minutes of 40th DRC Meeting- DCS	R	9.6.17	Prof. Sanjay Kumar Dwivedi , DCS	9.7.17	To please give proposal.
9	10799/R	Academic Audit Committee- Prof. Rana Pratap Singh, DES, Dean, Academic Affairs	R	9.6.17	R	9.7.17	This was sent to FO/Registrar & DSW on which they has Reply.
10	7151/R	PF of Dr. Monica Sharma, Asstt. Prof. (SBBT)	R	9.6.17			
11	10727/R	Extension of M.Sc. (Ag) Degree of Ms. Ruchika Abha, Final Year Student-DAPS	R	9.6.17	R	9.7.17	Please make clear cut recommendation as per rules.
12	10063/R	Major Equipments (DBT Project)- Dr. Devesh Kumar, DAP	FO	9.6.17	FO	9.7.17	Yes if as per rules.
13	10240/R	PF of Smt. Minakshi Khare, Asstt. Registrar	R	9.6.17	FO	9.7.17	To examiner please.

14	10917/R	Creation of New Deptt. Foods and Nutritions- SHS	R	9.6.17	R	9.7.17	Who is responsible for getting this done? Please put up all the record before same decision taken. It must be kept in mind wrong done cannot be regularly.
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15	10762/R	चिकित्सा पूर्ति बीजको के भुगतान के सम्बन्ध में- Estt. Section	R	9.6.17	R	9.7.17	After obtaining bills from CMO, Estt. To process them for payment as per rules without any delay.
16	-	SERB Grant: Budget Allocation (Dr. Jawahar, DAC)	FO	9.6.17	FO	9.7.17	Ok if Stricly as per rules.
17	-	T/c II Monitoring & Investment of Funds w.e.f. 01.04.2017 - Finance Section	FO	9.6.17	FO	9.7.17	Ok if as per rules.
18	-	ICSSR Research Project (Prof. S. Nayak, DE)	FO	9.6.17	FO	9.7.17	Ok if as per rules.
19	6030/R	I.D. Case No. LKO-8(2-10)/2015 Rajendra Prasad & 03 Others Vs. BBA University	R	9.7.17	R	9.7.17	Ok if as per rules.
20	9802/R	Appointment of Chancellor	R	9.7.17	R	9.7.17	Ok
21	8865/R	Payment of Legal Fee TO Senior Advocates	R	9.7.17	FO	9.7.17	For comments

22	-	Capacity Building program transport committee DLIS	FO	9.7.17	FO	9.7.17	Yes if as per rules.
23	-	Capacity Building program for food committee DLIS	FO	9.7.17	FO	9.7.17	Yes if as per rules.
24	10584/R	Career Advacement Scheme (CAS) Dr. Venkatesh Dutta, DES			R	9.7.17	-
25	-	Office Accessories File for Ashoka Boys Hostel	DSW (M)	9.7.17	DSW (M)	9.7.17	A-As per rules.
26	10849/R	DST-Inspire Fellowship Mr. Pranesh Kumar (Dr. Sudipa Saha, Deptt. of Pharma. Science)	FO	9.7.17	FO	9.7.17	Yes if as per rules.
27	10624/R	Requirement of Printer - Dean, SPS	FO	9.7.17	FO	9.7.17	Discuss.