

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7978 R	XVI Advisory Committee Meeting for SC/ST Cell	DR-SC/ST	7.4.16	DR-SC/ST	21/Apr	For need full.
2	8164 R	54th AC. Meeting of Academic Council	AR/A	8.4.16	AR/A	21/Apr	For need full.
3	8226 R	55th Emergent meeting of A.C.,5.4.16	AR/A	8.4.16	AR/A	21/Apr	For need full.
4	4798 R	राजभाषा संगमोष्ठी का आयोजन	HO	8.4.16	HO	21/Apr	For need full.
5	8099 R	Committee For VC'S Conference.	Chair-	8.4.16	EO	21/Apr	For need full.
6	5107 R	P/F of Granite & S/S Lettering of Main Gate. 5(540)/2015	EE	8.4.16	IAO	21/Apr	For need full.
7	8252 R	Inspire Faculty Dr. Alok Kumar Singh.	Hod	11.4.16	AR/A	21/Apr	For need full.
8	8253 R	Gymnasium Partition.	Hod	11.4.16	VC	21/Apr	For approval
9	7412 R	JRF Fellowship, Santosh Kumar.	AR/A	11.4.16	AR/A	19/Apr	For need full.
10	3679 R	Activation of CSIR-JRF Of Mr. Atul(ph.D. Student 2012-13)	AR/A	11.4.16	AR/A	21/Apr	For need full.
11	6964 R	Mr. Siddhart Kumar. Session 2012-13	AR/A	11.4.16	AR/A	21/Apr	For need full.
12	8092 R	Travel of Dr. Gaurav Raj Dewivdi PDF-DES.	RSO	11.4.16	FO	21/Apr	For need full.
13	7087 R	विश्वविद्यालय अनुदान आयोग से पत्राचार.	HO	11.4.16	AR/A	21/Apr	For need full.

14	8254 R	Up Gradation to SRF, of Mr. Vivek Kumar DHR	HoD	11.4.16	AR/A	21/Apr	For need full.
15	8080 R	UGC(Promotion of equity in higher education insitution regulation, 2012), UGC (Grivance	DR-SC/ST	11.4.16	VC	19/Apr	For approval
16	8256 R	RGNF of Mr. Pramod Kumar,	HoD	11.4.16	AR/A	21/Apr	For need full.
17	7187 R	Grass in Children Park	Asst Dir-	12.4.16	Cor-GBS	19/Apr	For need full.
18	8235 R	Deep kumar for SRF/DAP/BBAU/2015	AR/A	12.4.16	AR/A	19/Apr	For need full.
19	4396 R	Conversion JRF in to SRF.	AR/A	12.4.16	AR/A	19/Apr	For need full.
20	5308 R	UGC Post Doctoral Fellowship Mr. Ashwani Kumar.	AR/A	12.4.16	AR/A	19/Apr	For need full.
21	8182 R	RGNF Virendra Kumar-M.Phil.	AR/A	12.4.16	AR/A	19/Apr	Head Sign.?
22	7901 R	Ms.Dipti Arya Related File.	AR/A	12.4.16	AR/A	19/Apr	Discuss
23	7305 R	Joining report of JRF & ph.D Schollar. Ms. Neha Singh DHR	AR/A	12.4.16	AR/A	19/Apr	For need full.
24	6849 R	DRC- IV	AR/A	12.4.16	AR/A	19/Apr	For need full.
25	8085 R	Releasing ICSSR Doctoral Fellowship, Ms. Indu, Research Schoar.	AR/A	12.4.16	AR/A	19/Apr	For need full.
26	4794 R	Registration of Firm for Furniture/ stationary Items etc.	AR/S&P	12.4.16	VC	21/Apr	For approval
27	6987 R	Printing of University Name Envelopes Advance Rs. 10;000	AR/S&P	12.4.16	FO	19/Apr	For need full.

28	4150 R	Registrar mobile bill Payment File.	FO	12.4.16	AR/Tele	19/Apr	For need full.
29	3519 R	JRF-DST, Dr. Gaurav Kaithwas	VC	12.4.16	AR/A	19/Apr	For need full.
30	5824 R	T/C PF of Rajesh Kumar, Asso. Prof.	FO	12.4.16	Prof. D.P.Singh	19/Apr	For need full.
31	6878 R	Consultancy Project: G.Water	VC	12.4.16	FO	21/Apr	For need full.
32	8261 R	Imprest Money RCA Boys Hostel.	Hod	12.4.16	FO	21/Apr	For need full.
33	8262 R	Developmeant of prents-cum-guest room in RCA.	Hod	12.4.16	Dir-RCA	21/Apr	For need full.
34	8266 R	T.A File DES.2016	Hod	13.4.16	FO	21/Apr	For need full.
35	7909 R	Upgradation of JRF to SRF,	AR/A	13.4.16	AR/A	21/Apr	For need full.
36	7809 R	Engagement of OUT SOUSING person in Health Center 2016	CMO	13.4.16	AR/Estt	21/Apr	For need full.
37	8191 R	Barbed wire fancing on angle iron pol for botanical garden. 5(597)/16	EE	13.4.16	EE	21/Apr	For need full.
38	8267 R	RGNF- Pankaj Kumar Chowdhary.	Hod	13.4.16	AR/A	21/Apr	For need full.
39	4452 R	Cartridge/ Toner + Attached One File 4522/R.	Hod	13.4.16	AR/Snp	21/Apr	For need full.
40	7000 R	JRF Payment file File No. 110/Economic/BBAU/2011	AR/A	13.4.16	AR/A	21/Apr	For need full.
41	3919 R	Land Line Bill Payment File	AR/Tele	13.4.16	FO	21/Apr	For need full.

42	3402 R	वाहनो के इन्शुरेंस के नवीनीकरण हेतु पत्तरावली।	AR/Tele	13.4.16	AR/Vehi	21/Apr	For need full.
43	3920 R	Land Line Bill Payment File VC Sir/Sectt	AR/Tele	13.4.16	FO	21/Apr	For need full.
44	8268 R	RGNF-SRF- Ms. Sneha Verma.	Hod	13.4.16	AR/A	21/Apr	For need full.
45	6808 R	Maintinance of Lab & Store....	HoD	13.4.16	FO	21/Apr	For need full.
46	7600 R	Resignation From the Post Of DST Inspire Faculty Position Dr. Pramod Kumar Kushwaha.	AR/A	13.4.16	AR/Estt	19/Apr	For need full.
47	6212 R	RGNF Arpna Ratnakar	AR/A	13.4.16	AR/A	21/Apr	For need full.
48	3219 R	RGNF CHHAYA VERMA DEM 2012-13	AR/A	13.4.16	AR/A	21/Apr	For need full.
49	3725 R	RGNF file of Ph.D Scholar, DAPS 2012-13.	AR/A	13.4.16	AR/A	21/Apr	For need full.
50	3818 R	RGNF MAYA VERMA DEM 2012-13	AR/A	13.4.16	AR/A	21/Apr	For need full.
51	5888 R	RGNF- File For Ph.D Scholar-2014,	AR/A	13.4.16	AR/A	21/Apr	For need full.
52	8251 R	National Fellowship for Higer Education of ST Students, Shyam Deo Gond.	AR/A	13.4.16	AR/A	21/Apr	For need full.
53	5924 R	RGNF/Ph.D/DLIS/2015, Ms. Vishwas Jeet Rajbanshi.	AR/A	13.4.16	AR/A	21/Apr	For need full.
54	8269 R	RGNF- Ms. Neelam Verma.	Hod	13.4.16	AR/A	21/Apr	For need full.
55	8270 R	RGNF-SRF. Mr. Ravindra Kumar	Hod	13.4.16	AR/A	21/Apr	For need full.

56	8271 R	GRGNF Of Mr. Taku Maji, R.S, DHR.	Hod	13.4.16	AR/A	21/Apr	For need full.
57	8272 R	Purchase of Harddisk.	Dir-CC	18.4.16	Dir-CC	21/Apr	For need full.
58	8273 R	Credit Basis पर पेट्रोल/ डीजल बहरवाये जाने के संबंध मे।	AR/Vehi.	18.4.16	FO	21/Apr	For need full.
59	7811 R	Grammarly Software.	Librarian	18.4.16	VC	21/Apr	For approval
60	8274 R	RGNF of Ms. Manjari Raval And Mr. Girijesh Kumar Singh.	Hod	18.4.16	AR/A	21/Apr	For need full.
61	5985 R	Utilization Certificate DST Project. Dr. Manjari Shukla,	Hod	18.4.16	AR/A	21/Apr	For need full.
62	3170 R	Purchase of Chemicals/Consumables Items Dr. Anand Prakash, DST.Project 2/DBT/2014	Hod	18.4.16	AR/Snp	21/Apr	For need full.
63	8275 R	कार्यालया के सुचारु संचालन हेतु निम्न सुविधाए की आवायकताए।	Hod	18.4.16	Dir-MC	21/Apr	For need full.
64	4137 R	Rembursment of Residential tele phone/ Mobile Part -2	AR/Tele	18.4.16	IAO	21/Apr	For need full.
65	4130 R	UGC- Project U.C File DAAS Dr. V. Elangovan.	Hod/DAAS	18.4.16	RSO	21/Apr	For need full.
66	8276 R	JRF Fellowship Mr. Akansha Tiwari, DS.	Hod	18.4.16	AR/A	21/Apr	For need full.
67	5063 R	हि.प्र.बी.बी.ए.यू./ तिमाही प्रगति रिपोर्ट 2015	HO	18.4.16	VC	21/Apr	For approval
68	5176 R	Purchasing Of Diesel For D.G. Set. Central Library	IAO	18.4.16	FO	21/Apr	For need full.
69	5963 R	Imprest Money File.	Warden	18.4.16	FO	21/Apr	For need full.

70	3484 R	Diesel For Tractor	Cor/GBS	18.4.16	FO	21/Apr	For need full.
71	5525 R	Ph.D Viva-Voce , TA For External Members	HoD	18.4.16	AR/A	21/Apr	For need full.
72	8278 R	JRF Contniuation Certificate Mr. Prem Shankar Gands.	HoD	18.4.16	AR/A	21/Apr	For need full.
73	8279 R	Type-3, आवास अनुरछड कार्य 5(326)/2011, Part-1.	EE	18.4.16	FO	21/Apr	For need full.
74	8280 R	Electrical- LAB,	Hod	18.4.16	FO	21/Apr	For need full.
75	8209 R	Devendra Singh - Summer Shool (Refresher Course)	VC	18.4.16	AR/Estt	21/Apr	For need full.
76	8281 R	D.S. Kothari Post Doctoral Fellowship, Dr. Sanghpriya Gautam.	Hod	18.4.16	AR/A	21/Apr	For need full.
77	7298 R	UGC-Post-Doc, Fellowship for Women Candidate 2012, Dr. Kamini Narain.	FO	19.4.16	AR/A	21/Apr	For need full.
78	3630 R	Purchase Of Kitchen Equipment& Mess Furnitures For The Hostel	AR/Snp	19.4.16	AR/Snp	21/Apr	For need full.
79	8224 R	Request For Computer, Printer and A.C. Dr. Jawahar Lal.	AR/Snp	19.4.16	VC	21/Apr	For approval
80	8282 R	Allocation of Recurring Budget (DST-SRB) Jawahar Lal	HoD	19.4.16	RSO	21/Apr	For need full.
81	8283 R	Approval For the Technical Committee. Jwahar Lal.	HoD	19.4.16	RSO	21/Apr	For need full.
82	6701 R	Photocopy work for Uni. Lib. BBAU	Librarian	19.4.16	FO	21/Apr	For need full.
83	7948 R	Photocopier Machine	Librarian	19.4.16	FO	21/Apr	For need full.

84	8188 R	BPGS DLIS (Old file)	AR/A	19.4.16	AR/A	21/Apr	For need full.
85	7034 R	A.I.U. Association of Indian Universites Vol-II	AR/A	19.4.16	IAO	21/Apr	For need full.
86	8225 R	Ram Subhavan Verma, Ph.D- DAC.	AR/A	19.4.16	IAO	21/Apr	For need full.
87	3653 R	Sanitation Correspondence, Part-II	AR/Sani	19.4.16	EO	21/Apr	For need full.
88	8285 R	pick- & Drop Facility for HoD/DHR (acad) & DSW(Women)	Dean	19.4.16	VC	21/Apr	For approval
89	7623 R	DPC For Group -B, Post.	VC	19.4.16	AR/Estt	19/Apr	For need full.
90	8227 R	Ratification letter reg.41 Teachers	PIC/Estt	19.4.16	PIC/Estt	19/Apr	For need full.
91	8286 R	Forwarding application of Mahadeva.	AR/Estt	19.4.16	VC	21/Apr	For approval
92	8287 R	Medical Reimbursement file Sh.G.Balan	AR/Estt	19.4.16	FO	21/Apr	For need full.
93	8106 R	T/C PF of Dr. Brijesh Kumar, Assistant Prof. Sociology.	AR/Estt	19.4.16	DR-Legal	21/Apr	For need full.
94	8228 R	PF of Mujibur Rahman Asstt.Prof. D.Law.	AR/Estt	19.4.16	AR/Estt	21/Apr	For need full.
95	6266 R	Breif Note of Daily Paid Worker (DPW)	AR/Estt	19.4.16	AR/Estt	21/Apr	For need full.
96	8229 R	PF of Dr. Jiwan Sing Asstt.Pro, DES	AR/Estt	19.4.16	AR/Estt	21/Apr	For need full.
97	4082 R	Children Education allownces, Part III. With Two register.	AR/Estt	19.4.16	VC	19/Apr	For approval

98	5825 R	RGNF of Ms. Sujata 2014-15	AR/A	19.4.16	AR/A	21/Apr	For need full.
99	6228 R	Mr.Ratindra Gautam/JRF/DAP/BBAU/2015	AR/A	19.4.16	AR/A	21/Apr	For need full.
100	4447 R	वि. वि. परिसर मे कार्यरत महिलाओ की कार्यावधि की पत्रवाली।	Coord/GBS	19.4.16	VC	21/Apr	For approval
101	3218 R	Imprest Money GBS, 1/GBS/2013	Cord.GBS	19.4.16	FO	21/Apr	For need full.
102	8287 R	Appointment of Head Various Deptt.	PIC/Estt	19.4.16	VC	21/Apr	For approval
103	7152 R	GPF/CPF Advance/ Withdrawal for N/T, PART-IV.	PIC/Estt	19.4.16	VC	21/Apr	For approval
104	6297 R	High Power Committee	PIC/Esstt	19.4.16	VC	21/Apr	For approval
105	8288 R	Consumal Expenditure, Community Collage	Dean	19.4.16	FO	19/Apr	For need full.
106	8289 R	Travel Expenditure, Community Collage	Dean	19.4.16	FO	19/Apr	For need full.
107	8290 R	T/C MHRD Correspondence	VC	19.4.16	AR/Estt	21/Apr	For need full.
108	8291 R	Forwarding of Dr. Abhilash Babu.	VC	19.4.16	AR/Estt	21/Apr	For need full.
109	8243 R	Faculty Application, Dr. M.K. Padhy.	VC	19.4.16	AR/Estt	21/Apr	For need full.
110	7993 R	Approval Faculty UIET.	VC	19.4.16	AR/Estt	21/Apr	For need full.
111	8153 R	IQAC:Notification of Director 2016, NMP Verma	VC	19.4.16	AR/Estt	21/Apr	For need full.

112	7604 R	Visiting Faculty in DPS	VC	19.4.16	AR/Estt	21/Apr	For need full.
113	8197 R	Approval for joining Orentation Programme at PU. Chandi. 26.5.16 to 22.06.16, Dr. Monika Sharma.	VC	19.4.16	AR/Estt	21/Apr	For need full.
114	8146 R	T/C PF of Rama Shankar Singh FO(NOC)	VC	19.4.16	AR/Estt	21/Apr	For need full.
115	7837 R	Approval for Registration Form, NSS	VC	19.4.16	AR/Estt	21/Apr	For need full.
116	4609 R	Confirmation Of Teachers/ Non Teachers Empolyes.	VC	19.4.16	IAO	21/Apr	For need full.
117	7190 R	PF of Sh. Arvind Shukla. RSO	VC	19.4.16	IAO	21/Apr	For need full.
118	3814 R	Project file of Dr.Sanjay Kumar, Associate professor, DAPS On Collection evaluation and	VC	19.4.16	RSO	21/Apr	For need full.
119	7064 R	HPC Agenda Resolution	DR/Legal	19.4.16	AR/Estt	21/Apr	For need full.
120	8294 R	Contractual Faculty Payment.	FO	19.4.16	AR/Estt	21/Apr	For need full.
121	8295 R	To Attand short Term Course. University of Burdwan	HoD	19.4.16	AR/A	21/Apr	For need full.
122	8296 R	Approval for Orientation programme.	Dean	19.4.16		19/Apr	By Hand Dr. Jawahar Lal
123	7654 R	Publication of Tender Notice.	FO	19.4.16	VC	19/Apr	For approval
124	8277 R	Case ID No. 15/2016, Rajendra Prasad Vs. VC, BBAU & 5 Other	VC	19.4.16	DR-Legal	19/Apr	For need full.
125	6338 R	Claim Petition Before sole Arbitrator, Sun Security Service	FO	19.4.16	VC	19/Apr	For approval

126	8304 R	T/C Dr. Sandhya , Asstt.Prof.	PIC/Estt	19.4.16	VC	21/Apr	For approval
127	8142 R	Recruitment file. DST SERB Project.	Cor/Pharm	19.4.16	VC	19/Apr	For approval
128	8304 R	T/C Dr. Sandhya , Asstt.Prof.	VC	21.4.16	AR/Estt	21/Apr	For need full.
129	7152 R	GPF/CPF Advance/ Withdrawal for N/T, PART-IV.	VC	21.4.16	AR/Estt	21/Apr	For need full.
130	8286 R	Forwarding application of Mahadeva.	VC	21.4.16	AR/Estt	21/Apr	For need full.
131	8142 R	Recruitment file. DST SERB Project.	VC	21.4.16	PI	21/Apr	By hand PI
132	5447 R	RGNF file, Ph.D Scholar Mukta Mayee.	AR/A	21.4.16	AR/A	21/Apr	For need full.
133	6478 R	ICSSR Doctoral Fellowship, Mr. Hari Om.	AR/A	21.4.16	AR/A	21/Apr	For need full.
134	7955 R	RGNF- SRF Fellowship RAM Prakash.	AR/A	21.4.16	AR/A	21/Apr	For need full.
135	8301 R	Medical Reimbursement File	PIC/Estt	21.4.16	FO	21/Apr	For need full.
136	7374 R	Appointment of Warden.	PIC/Estt	21.4.16	AR/Estt	21/Apr	For need full.
137	8042 R	T/C PF of V. S Baghel, LTC.	PIC/Estt	21.4.16	AR/Estt	21/Apr	For need full.
138	8302 R	T/C PF of Saheb Saran, LTC.	PIC/Estt	21.4.16	AR/Estt	21/Apr	For need full.
139	7552 R	CAS file of Dr. Sangeeta Krishna, CSSEIP.	PIC/Estt	21.4.16	AR/Estt	21/Apr	For need full.

140	8304 R	T/C Dr. Sandhya , Asstt.Prof.	PIC/Estt	21.4.16	AR/Estt	21/Apr	For need full.
141	8306 R	Conference at HRDC Chandigarh.	VC	21.4.16	VC	21/Apr	For approval
142	8099 R	Committee For VC'S Conference.	EO	21.4.16	VC	21/Apr	For approval
143	8308 R	Chemical & plastic Ware. DST SERB Project.	Cor/Pharm	21.4.16	AR/Snp	21/Apr	By hnad PI
144	5881 R	General Office Order-.w.e.f- 2013	PIC/Esstt	21.4.16	AR/Estt	21/Apr	For need full.
145	8309 R	GPF/CPF Advance/ Withdrawal for N/T	PIC/Estt	21.4.16	VC	21/Apr	For approval
146	8308 R	Chemical & plastic Ware. DST SERB Project.	AR/Snp	21.4.16	PI	21/Apr	By hnad PI