

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	8216 R	RGNF(JRF) to SRF Convert Miss. Sandhya Singh\	HoD	21.4.16	AR/A	28/Apr	For need full.
2	8303 R	Rajendra Prasad VS University, 5(536)/2014	EE	21.4.16	DR/Legal	28/Apr	For need full.
3	5906 R	VC residence Maintinance work. 5(196)/14, part VI	EE	21.4.16	FO	28/Apr	For need full.
4	5343 R	Internet access.	Dir	22.4.16	Prof. RA. Khan	28/Apr	For need full.
5	8313 R	T/C PF Of Ram Parvesh Pal RA (Paternity Leave)	PIC/Estt	22.4.16	VC	28/Apr	For approval
6	8315 R	Budget Requirment 2016-17	Librarian	25.4.16	VC	28/Apr	For approval
7	8316 R	Gym Maintinance	Asst Dir-	25.4.16	EE	28/Apr	For need full.
8	8346 R	Yoga Festival, Dr. Venkatesh Dutta.	VC	25.4.16	AD/Sport	28/Apr	For need full.
9	5525 R	Ph.D Viva-Voce , TA For External Members	AR/A	25.4.16	VC	28/Apr	For approval
10	4232 R	dr. Ram Naresh Bharagava/ DEM,Contigency-DST-SERB Project.	RSO	25.4.16	FO	28/Apr	For need full.
11	4393 R	Man Power Requirment / DEM, DST-SERB Project.	RSO	25.4.16	Cor-DEM	28/Apr	For need full.
12	8299 R	Dr. Manjari Shukla(WSO) DST Poroject	RSO	25.4.16	AR/A	28/Apr	For need full.
13	8317 R	Application foer the Refresher Course, Dr Amit Kr. Mishra	HoD	25.4.16	AR/A	28/Apr	For need full.

14	8318 R	Fellowship File of Anurag Swaroop	HoD	25.4.16	AR/A	28/Apr	For need full.
15	7921 R	Pump Maintinance Work, 5(3)2016	EE	25.4.16	FO	28/Apr	For need full.
16	7034 R	A.I.U. Association of Indian Universites Vol-II	IAO	25.4.16	FO	28/Apr	For need full.
17	8320 R	Requiremeant of five Split AC's for the Labs & office.	Hod	25.4.16	AR/Snp	28/Apr	For need full.
18	7315 R	Purchase of Toner For Toshiba Photocopier Machine For V.C. Office.	AR/Snp	25.4.16	FO	28/Apr	For need full.
19	4584 R	Purchase of Printer Cartridge, HP 1136 MFP	AR/Snp	25.4.16	FO	28/Apr	For need full.
20	8287 R	Medical Reimbursement file Sh.G.Balan	FO	25.4.16	AR/Estt	28/Apr	For need full.
21	8246 R	RGNF File of Sujata (JRF to SRF)	AR/A	25.4.16	VC	28/Apr	For approval
22	6964 R	Mr. Siddhart Kumar. Session 2012-13	AR/A	25.4.16	FO	28/Apr	For need full.
23	8314 R	T/C PF Of Dr Amit Kr. Mishra, Asstt.Prof. DAS (Paternity Leave)	VC	25.4.16	AR/E	28/Apr	For need full.
24	6980 R	JRF file Mr. Amit Singh.	VC	25.4.16	FO	28/Apr	For need full.
25	3567 R	purchasing of plumbing goods 5(475)/2014	IAO	26.4.16	FO	28/Apr	For need full.
26	6650 R	Supply & Installation of Modular Kitchen in VC Ress. 5(263)/8	IAO	26.4.16	FO	28/Apr	For need full.
27	8323 R	Podium For Sidd.Boys. Hostel.	Warden	26.4.16	FO	28/Apr	For need full.

28	8324 R	Sports Item For Sidd.Boy.Hostel.	Warden	26.4.16	FO	28/Apr	For need full.
29	5881 R	General Office Order-.w.e.f- 2013	PIC/Esstt	26.4.16	VC	28/Apr	For approval
30	8325 R	T/C PF of Stguru Dyal, MTS.	PIC/Esstt	26.4.16	FO	28/Apr	For need full.
31	5620 R	Constitution of Planning Board.	PIC/Esstt	26.4.16	VC	28/Apr	For approval
32	8326 R	Refresher Course in Academic Staff Collage, LU. Dr. G.S.babu	HoD	26.4.16	AR/Estt	28/Apr	For need full.
33	3432 R	In house Mailing System for BBAU.	HoD	26.4.16	FO	28/Apr	For need full.
34	8274 R	RGNF of Ms. Manjari Raval And Mr. Girijesh Kumar Singh.	AR/A	26.4.16	AR/A	28/Apr	For need full.
35	4029 R	Capital Maintenance of School For Ambedkar Studies. 5(443)/14.	EE	26.4.16	IAO	28/Apr	For need full.
36	5617 R	Retro Refletive Guid Map 5(450)/2014	EE	26.4.16	FO	28/Apr	For need full.
37	8328 R	Inverter Repairing Works 5(29)/2016	EE	26.4.16	FO	28/Apr	For need full.
38	7367 R	Purchase Of Sanicater DAC.	AR/Snp	26.4.16	FO	28/Apr	For need full.
39	8329 R	Confirmation Letter, Dr. Narendra Kumar	HoD	26.4.16	AR/Estt	28/Apr	For need full.
40	8330 R	Non-Compounded Advance Incrementr, Dr. Narendra Kumar	HoD	26.4.16	AR/Estt	28/Apr	For need full.
41	8222 R	Request For the Approval of Purchase Committee For SERB- Start up Grant, Dr.	FO	26.4.16	VC	28/Apr	For approval

42	8333 R	International Congress of Immunology-2016 Australia.	HoD	26.4.16	AR/A	28/Apr	For need full.
43	8290 R	T/C MHRD Correspondence	PIC/Estt	26.4.16	AR/Estt	28/Apr	For need full.
44	3085 R	Human Resources DST-Centre For Policy Research	VC	26.4.16	AR/Estt	28/Apr	For need full.
45	7937 R	CST UP project Account Opening File, Dr Sangeeta Saxena.,	PI	27.4.16	FO	28/Apr	For need full.
46	7555 R	Sifting And Fixing of Modular Kitchen.	HoD	27.4.16	FO	28/Apr	For need full.
47	8336 R	Water Coolar File	Dir-	27.4.16	FO	28/Apr	For need full.
48	5233 R	Anurag Swaroop. JRF Joining Report.	AR/A	27.4.16	AR/A	28/Apr	For need full.
49	8111 R	JRF Fellowship Of Ms. Deepti Singh.	AR/A	27.4.16	AR/A	28/Apr	For need full.
50	7087 R	विश्वविद्यालय अनुदान आयोग से पत्राचार.	AR/A	27.4.16	HO	28/Apr	For need full.
51	8267 R	RGNF- Pankaj Kumar Chowdhary.	AR/A	27.4.16	Cor-DEM	28/Apr	For need full.
52	8165 R	236/Gate Scholarship(Neha Yadav)/DIT/BBAU/16	AR/A	27.4.16	AR/A	28/Apr	For need full.
53	4452 R	Cartridge/ Toner	AR/Snp	27.4.16	Cor-DEM	28/Apr	For need full.
54	7098 R	T/c of Dr. Shashi kant Pandey Associate Prof DPS, LTC	PIC/Es	27.4.16	FO	28/Apr	For need full.
55	7922 R	Re-Advertisement of Teaching Posts,2016	PIC/R	27.4.16	FO	28/Apr	For need full.

56	7552 R	CAS file of Dr. Sangeeta Krishna, CSSEIP.	PIC/ESstt	27.4.16	Prof.Vipin Saxena	28/Apr	For need full.
57	8291 R	Forwarding of Dr. Abhilash Babu.	PIC/ESstt	27.4.16	AR/Estt	28/Apr	For need full.
58	7881 R	Appointment of Incharge guest House.	VC	27.4.16	AR/Estt	28/Apr	For need full.
59	8337 R	Adjustment of LTC Pof. Sanatan Nyak.	PIC/Estt	27.4.16	FO	28/Apr	For need full.
60	7288 R	LTC of Block 2014-17, Dr. Gopal Singh	PIC/Estt	27.4.16	FO	28/Apr	For need full.
61	6561 R	T/C Nomination of BOM.	PIC/Esstt	27.4.16	AR/Estt	28/Apr	For need full.
62	7150 R	PF of Dr. Jawahar Lal Jat, Asstt. Prof. DAC	PIC/Estt	27.4.16	FO	28/Apr	For need full.
63	7886 R	T/C PF of Dr. Manish Kumar Verma, Proffesor, Deptt Of Socilogy	PIC/Estt	27.4.16	FO	28/Apr	For need full.
64	7600 R	Resignation From the Post Of DST Inspire Faculty Position Dr. Pramod Kumar Kushwaha.	PIC/Estt	27.4.16	AR/A	28/Apr	For need full.
65	6266 R	Breif Note of Daily Paid Worker (DPW)	PIC/Esstt	27.4.16	Prof.Vipin Saxe	28/Apr	For need full.
66	8106 R	T/C PF of Dr. Brijesh Kumar, Assistant Prof. Sociology.	PIC/Esstt	27.4.16	DR/Legal	28/Apr	For need full.
67	8294 R	Contractual Faculty Payment.	PIC/Esstt	27.4.16	FO	28/Apr	For need full.
68	8161 R	Promotion Under CAS Dr. Jya Srivastava.	PIC/Esstt	27.4.16		28/Apr	By Hand Jaya Srivastav
69	8338 R	Introducing of Swach Bharat Pakhwara in Central Universities.	PIC/Esstt	27.4.16	VC	28/Apr	For approval

70	8339 R	Request for the Confirm Letter for the Appointment, Dr. Sudipta Saha.	Cor-	27.4.16	AR/Estt	28/Apr	For need full.
71	5684 R	Advance for Cartridge.	HoD	27.4.16	AR/Snp	28/Apr	For need full.
72	3328 R	Printing of University Name File Covr/ Voucher.	AR/Store	27.4.16	FO	28/Apr	For need full.
73	8266 R	T.A File DES.2016	Hod	27.4.16	VC	28/Apr	For approval
74	8307 R	File of Orientation Programme CPDHE New Delhi.	PIC/Estt	27.4.16	VC	28/Apr	For approval
75	8340 R	57 Bom, Confidential Envelop.( PS to R)	PiC/Estt	27.4.16	VC	28/Apr	For approval
76	5647 R	Imprest Money Sanitation Secation.	EO	27.4.16	FO	28/Apr	For need full.
77	4137 R	Rembursment of Residential tele phone/ Mobile Part -2	IAO	27.4.16	FO	28/Apr	For need full.
78	6297 R	High Power Committee (Minutes) Close Confi.	VC	27.4.16	AR/Estt	28/Apr	For need full.
79	8191 R	Barbed wire fancing on angle iron pol for botanical garden. 5(597)/16	VC	27.4.16	VC	28/Apr	For approval
80	6496 R	नगर राजभाषा कार्यान्वयन समिति की बैठक	VC	27.4.16		28/Apr	by hand Hindi Off.
81	8305 R	Establishmeant of Special Cell for SC/ST Cell & Wqual Oppurtunity Cell.	VC	27.4.16	DR-SC/ST	28/Apr	For need full.
82	8143 R	Equipment file. DST SERB Project.	VC	27.4.16	Cor-D.Pharm	28/Apr	For need full.
83	8141 R	Contigency DST SERB Project.	VC	27.4.16	FO	28/Apr	For need full.

84	8224 R	Request For Computer, Printer and A.C. Dr. Jawahar Lal.	VC	27.4.16	AR/Snp	28/Apr	For need full.
85	7811 R	Grammarly Software.	VC	27.4.16	Librarian	28/Apr	For need full.
86	7654 R	Publication of Tender Notice.	VC	27.4.16	AR/Snp	28/Apr	For need full.
87	8341 R	Non-Payment of Fee by Student of Forensic Science & Criminology DBT	HoD	27.4.16	AR/A	28/Apr	For need full.
88	8265 R	Further Beautification of RCA.	Cor-GBS	27.4.16	Dir-RCA	28/Apr	For need full.
89	3304 R	Mobile bill Payment Of Hon'ble, V.C.	AR/Te	27.4.16	FO	28/Apr	For need full.
90	8342 R	PDF Fellowship File Dr. A.Shukla	HoD	27.4.16	AR/A	28/Apr	For need full.
91	4244 R	File for Helth Center.	PIC/Estt	27.4.16	VC	28/Apr	For approval
92	4544 R	Payment of Legal Fee, Ms. Aprajita Bansal. Adv., Standing Council.	DR/Estt	27.4.16	FO	28/Apr	For need full.
93	6494 R	Payment of Legal Fee, Vol-2	DR/Legal	27.4.16	FO	28/Apr	For need full.
94	3968 R	Medical Reimbursement For Non- Teaching Satff	AR/Estt	27.4.16	AR/Estt	28/Apr	For need full.
95	8343 R	Utilization Certificate File DBT PILOT PROJECT- Dr.Anand Prakash.	HoD	28.4.16	AR/A	28/Apr	For need full.
96	5641 R	Supervisor Dr. Sangeeta Saxena DBT,	HoD	28.4.16	AR/A	28/Apr	For need full.
97	8344 R	Extension of Football Field Fencing.	HoD	28.4.16	EE	28/Apr	For need full.

98	8345 R	Requiremeant of Printer And Dongle.	HoD	28.4.16	FO	28/Apr	For need full.
99	7976 R	RGNF file , Mr. Yogesh Chandra Narayan.	AR/A	28.4.16	AR/A	28/Apr	For need full.
100	7300 R	केन्द्रीय पुस्तकालय अनुरक्छडिय कार्य 5(580)/2015.	IAO	28.4.16	EE	28/Apr	For need full.
101	5058 R	Proposal for Grant From The VC's Discretionary Fund.( Dummy File)	AR/A	28.4.16	VC	28/Apr	For approval
102	4890 R	Open Parking for S.L.S 5(531)/14	EE	28.4.16	FO	28/Apr	For need full.
103	7931 R	Payment of Sanitation Agency-II	EO	28.4.16	FO	28/Apr	For need full.
104	8096 R	Estate Maintinance Works Part-2,	EO	28.4.16	FO	28/Apr	For need full.