

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	8091/R	Dr. Manhendra Padhy, DMCJ, BBAU-Purchase of equipments from UGC Research Grant	FO	13/4/2016	FO	19/4/2016	Yes if as per rules
2	3933/R	P.O.L. Imprest, Vehicle Sec, + 1 File	FO	18/4/2016	FO	18/4/2016	-
3	8146/R	T/C PF of Shri Ram Shankar Singh, Finance Officer	R	18/4/2016	R	19/4/2016	Yes as per rules
4	7190/R	PF of Shri Arvind Shukla, R.S.O	R	18/4/2016	R	19/4/2016	Please follow the rules strictly
5	8197/R	Approval for Joning Orientation Program at PU, Chd. (26.5.2016 to 22.6.2016) Dr. Monica Sharma, Asstt. Prof., DBT	R	18/4/2016	R	19/4/2016	Yes if as per rules
6	7837/R	Approval for Registration Form, National Service Scheme	R	18/4/2016	R	19/4/2016	Registrar for NA
7	-	T/C MHRD Correspondence	R	18/4/2016	R	19/4/2016	Ok as per rules
8	8243/R	Dr. Mahendra Kumar Padhy, DMCJ - Forwarding of faculty application	R	18/4/2016	R	19/4/2016	Yes as per rules
9	-	Forwarding of Dr. Abhilash Babu, Asst. Prof., DRM	R	18/4/2016	R	19/4/2016	Ok as per rules
10	7604/R	Visiting faculty in Deptt. Pol. Sci.	R	18/4/2016	R	19/4/2016	Ok as per rules
11	7993/R	Approval Faculty UIET	R	18/4/2016	R	19/4/2016	Where is the original file

12	8209/R	Devendra Singh (Asso. Prof.) DAP, Refresher Course, (Summer School)-8th-29th-June 2016	R	18/4/2016	R	18/4/2016	-
13	-	One confidential file in a closed envelope	COE office	18/4/2016	COE office	19/4/2016	Confidential
14	8277/R	Rajendra Prasad Vs. VC, BBAU & 5 others, Case ID. 15/2016	R	18/4/2016	R	19/4/2016	Ok if as per rules
15	4609/R	Confirmation of Teachers/ Non-Teaching Employees	R	18/4/2016	R	19/4/2016	Registrar to see that right things are implemented
16	7623/R	Promotion of Group 'B' posts, DPC	R	18/4/2016	R	19/4/2016	Yes if strictly as per rules
17	3814/R	Project file of Prof.Sanjay Kumar, DAPS on collection, evaluation and conservation of under utilized vegetable of U.P., <u>Recruitment of SRF</u>	R	18/4/2016	R	19/4/2016	Yes if as per rules
18	-	Planning to Publish the Proceedings of the national Seminar, Deptt. of Law	Deptt. of Law	18/4/2016	Deptt. of Law	19/4/2016	Yes as per rules
19	-	ICNN-2016 (Account Opening File)	Prof. R.B. Ram	18/4/2016	Prof. R.B. Ram	19/4/2016	Dr. Ram to make comprehension list of 2016-17
20	-	One confidential file of Ph.D. in a closed envelope	COE office	18/4/2016	COE office	19/4/2016	Confidential

21	-	Praposal to start school of culture & Languages including English, Pali, sanskrit & Urdu + Proposal for opening Deptt. of Urdu + Draft proposal for opening Sanskrit Deptt.	Prof. R.B. Ram	19/4/2016	Prof. R.B. Ram	19/4/2016	to discuss
22	8080/R	UGC(Promotion of Higher Education Institutions & Grievence of Redressal), Regulations, 2012	R	19/4/2016	R	19/4/2016	Registrar for NA please
23	-	University Placemant cell, BBAU, Lko	Co-ordinator UPC	19/4/2016	Proctor	19/4/2016	Proctor for NA
24	8153/R	IQAC Notification of Director, 2016, N.M.P. Verma, DE	R	19/4/2016	R	19/4/2016	Registrar to please follow rules
25	3566/R	Engagement of LDC (02) and Drivers (02) in VC's Camp Office	FO	19/4/2016	FO	19/4/2016	FO to discuss
26	-	One confidential file of 57th BOM in a closed envelope	PS to R	19/4/2016	Dr.M.Y. Khan	19/4/2016	Confidential
27	7654/R	Publication tender Notice, STR	R	19/4/2016	FO	19/4/2016	A - Ok