

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	Panel of External Expert CAS Dr. V. Elangovan, DAAS	Rectt. Cell	28/08/2017	Prof. Shubhini A. Saraf, SBBT	31/08/2017	To discuss.
2	10160/R	Guideline/Ordinance of Degree of Doctor of Science (D.Sc.) Doctor of Letters (D. Litt.), Doctor of Laws (LLD.) & Vachaspati	R	29/08/2017	R	31/08/2017	BOM has already approved 2) It has to be sent to UGC for con.....
3	10743/R	Special Recuritment Drive for Persons with Disabilities (164/BBAU/SC/ST/Cell/20 17)	R	29/08/2017	R	31/08/2017	Ok if Correct.
4	10831/R	CV Raman International Fellow- Dr. Olfa Ben, Tunisia, under the Guidance of Dr. Rajesh Kumar, Associate Professor, DEM	R	29/08/2017	R	31/08/2017	Ok
5	-	File No. 358, 379, 371	COE Office	30/08/2017	R	31/08/2017	-
6	-	Requirement of KBr Pellet System for FT-IR in DAC	FO	30/08/2017	Head, DAC	31/08/2017	Seen.
7	-	Repairing of Photocopy Machine -DAM	FO	30/08/2017	Ar (S&P)	31/08/2017	-

8	-	Printing of Annual Accounts 2015-16, 2016-17	FO	30/08/2017	FO	31/08/2017	A-Ok
9	10902/R	13th Capacity Building Training Programme of NML-RRRLF at DLIS, BBAU	R	30/08/2017	I/c Guest House	31/08/2017	-
10	8294/R	Contractual Faculties Payment-Finance Section + 9849/R of DHR	FO	30/08/2017	FO	31/08/2017	Please discuss.
11	-	National Science Day-DAAS	FO	30/08/2017	FO	31/08/2017	Ok if as per rules.
12	10322/R	Children Education Allowance Part-IV	FO	30/08/2017	FO	31/08/2017	Yes if as per rules.
13	-	Guest House Payment-2011	FO	30/08/2017	FO	31/08/2017	Yes if as per rules.
14	9775/R	DRC File- Department Of History	R	30/08/2017	R	31/08/2017	Ok if strictly as per rules.
15	10611/R	Re-Constitutue of DRC, DBT-Deptt. of Biotechnology	R	30/08/2017	Prof. RB Ram	31/08/2017	-
16	8309/R	G.P.F.(Advance & Withdrawal) Teaching & Non-Teaching, w.e.f. 15/03/2016	FO	30/08/2017	FO	31/08/2017	Yes if as per rules.
17	10661/R	Discontinue the BBAU LLB (H) Course for the session 2017-18- DHR	Head, DHR	30/08/2017	AR (Academic)	31/08/2017	
18	9455/R	Furniture of Ambedkar Bhawan Building-Engineering Section 5(622)/2016	EE	31/08/2017	EE	31/08/2017	Ok if as per rules.

19	-	File No. 358	COE Office	31/08/2017	COE Office	31/08/2017	-
20	6508/R	FWLL Telephone Bill Payment (Telephone Section) Part-2	AR (Telephone)	31/08/2017	AR (Telephone)	31/08/2017	No Phone is working. Please send Strong letter before making payment as a protest.
21	-	Payment of Electricity Bill of BBAU Satellite Campus, Amethi [5(75)/Elect/2017]	OSD, Satellite Campus, Amethi	31/08/2017	FO	31/08/2017	Yes if as per rules.
22	10160/R	Guideline/Ordinance of Degree of Doctor of Science (D.Sc.) Doctor of Letters (D. Litt.), Doctor of Laws (LLD.) & Vachaspati	R	31/08/2017	R	31/08/2017	-
23	9223/R	T/c PF of Ms. Anita Agarwal (PS) (Reg: CCL)	R	31/08/2017	R	31/08/2017	Ok if as per rules.
24	-	NMEICT Project-4 Honararium for Films	I/c Director, Media Centre	31/08/2017	I/c Director, Media Centre	31/08/2017	-

25	-	A Film on Deendayal Upadhyay-Media Centre, BBAU	I/c Director, Media Centre	31/08/2017	I/c Director, Media Centre	31/08/2017	-
26	-	Minutes of the Meeting of Admission Committee of Department of Law	Head, Law	31/08/2017	Head, Law	31/08/2017	Please complete admission on before. There are many complaints about admission & classes not being conducted at time