

S.No.	File/Letter No.	Subject	From whom Received	Sent to	Sent Date	Remarks
1	7451 R	DST-Inspire Project , Dr.	HoD	Dean/Dac	10/Dec	
2	7189 R	PF of Sh. Manoj Kr. Dhadwal. Asstt. Director of	PIC/Esstt	AR/Estt	10/Dec	
3	4651 R	SERB- DST Project-	VC	VC	10/Dec	
4	7469 R	Green Plants & Flowers For	Librarian	PIC/Estt	10/Dec	
5	4794 R	Registration of Firm for Furniture/ stationary Items	AR/S&P	VC	10/Dec	
6	4067 R	Committee for Creation of Mosquito mesh.5(497)/14	EE	EE	10/Dec	
7	7376 R	Instalation Toilet of Library Gautam Buddha Library.	EE	EE	10/Dec	
8	7235 R	अशोका पुरुष छात्रावास (दोतीय चरण ) के कॉमन हाल की एल्युमिनियम	EE	AR/Snp	10/Dec	
9	3535 R	Merit list File M.A Entrance.	HoD	AR/A	10/Dec	
10	4031 R	DRC File Of DPS	Head	AR/A	10/Dec	
11	4563 R	Setup of Electronics Lab for B.Tech. Elec.& Comm.	AR/Snp	FO	10/Dec	
12	6954 R	Purchase of split AC For VC	AR/Snp	FO	10/Dec	
13	4098 R	Particle Size Analyser,	AR/Snp	AR/Snp	10/Dec	
14	7477 R	Purchase of mattress & Pillow for VC Camp Office	AR/Snp	FO	10/Dec	
15	7478 R	Purchase of Executive high back Revolving Chair for R-	AR/Snp	FO	10/Dec	
16	7192 R	PF. Of Sh. Ram Sankar Singh.	Prof. Vipin	PIC/Estt	10/Dec	
17	6236 R	Books Binding of The Library	AR/Snp	FO	10/Dec	
18	5926 R	Requirment of HPLC	AR/Snp	VC	10/Dec	
19	3341 R	Procurement of Library	AR/Snp	AR/Snp	10/Dec	
20	7276 R	Purchase of Electrical Engg.	AR/Snp	AR/Snp	10/Dec	
21	7460 R	Online Quiz Competition.	VC	FO	10/Dec	
22	7429 R	Applicatin For Extention from 2016-17, BBA LL.B.	HoD	VC	10/Dec	
23	3194 R	Empanelment of Security	AR/Security	VC	10/Dec	
24	7480 R	T/C PF Of Hemlata Pandey	VC	AR/Estt	10/Dec	
25	7481 R	T/C PF Of Deepa Raj, DCS.	VC	AR/Estt	10/Dec	
26	7482 R	Forwarding Of Aplication For Outside Post Teaching &	VC	AR/Estt	10/Dec	
27	7295 R	purchasing of Water Cooler & RO for Ashoka Boys	VC	EO	10/Dec	
28	3272 R	DRC File Of DEM	VC	AR/A	10/Dec	
29	3844 R	Payment of manpower providing Agency, Sai Nath	VC	AR/Estt	10/Dec	
30	6756 R	M.Sc. Admission (Food Microbiology& Toxicology)	VC	AR/A	10/Dec	

31	7039 R	Admission file ( M.A.) 2015-	VC	AR/A	10/Dec	
32	7296 R	225/Visvesvaraya Ph.D	VC	AR/A	10/Dec	
33	7375 R	BYC/UGCunassigned	VC	AR/A	10/Dec	
34	6757 R	M.Sc. Admission	VC	AR/A	10/Dec	
35	6701 R	Photocopy work for Uni. Lib. BBAU	VC	Chair-OP Saini	10/Dec	

36	5875 R	Extaintion of manpower	VC	AR/Estt	10/Dec	
37	7437 R	P.F Of Dr. M. K. Padhy.	VC	AR/Estt	10/Dec	
38	4183 R	T/c-2 Sanction of manpower.	VC	PIC/Estt	10/Dec	
39	7484 R	Inter-Departmental kabbadi Competition.	Cor-	Prof.Vipin Saxena	10/Dec	
40	7487 R	Officeal forwarding of	HoD	AR/Estt	10/Dec	
41	7484 R	Inter-Departmental kabbadi	Cor-	VC	10/Dec	
42	5845 R	Annual Report: 2014-2015	AR/Snp	VC	10/Dec	Put up daywise moment of file
43	7308 R	LTC (2014-17) Dr. G.Shushil	PIC/Estt	PIC/Estt	10/Dec	
44	6305 R	Representation Dt. 29/5/15 of Dr. D.R. Modi Asso Prof.	PIC/Estt	VC	10/Dec	
45	7262 R	Leave Travel Concession (LTC) Prof. Santan Nayak	PIC/Estt	VC	10/Dec	
46	7407 R	T/C PF Dr. Sufia Ahmad Asstt. Prof.,Refresher	PIC/Estt	VC	10/Dec	
47	6313 R	Medical Advance of Dr. Narendra Kumar, DES Along	PIC/Esstt	VC	10/Dec	
48	3599 R	T/C PF of Manoj Kumar,	PIC/Esstt	VC	10/Dec	
49	7281 R	PF of sh. Sanjay Kumar Singh , Contractual (DHR)	PIC/Estt	VC	10/Dec	
50	7142 R	PF of Dr. Ravi Sankar	PIC/Estt	FO	10/Dec	
51	6780 R	Engagemant Of Guest Faculty For Various	PIC/Esstt	AR/Estt	10/Dec	
52	7151 R	PF of Dr. Monika Sharma,	PIC/Estt	FO	10/Dec	
53	7487 R	T/C PF Of sh. NKS More,	PIC/Estt	FO	10/Dec	
54	5997 R	F.N. Regarding Reservation Roster for ad. Hoc Employee.	PIC/Esstt	Chair-	10/Dec	
55	6324 R	Dr. Khwairakam Shrmila.	PIC/Esstt	FO	10/Dec	
56	4130 R	UGC- Project U.C File DAAS	FO	FO	10/Dec	
57	6727 R	Purchase of StationaryItems	VC	AR/Snp	10/Dec	
58	7489 R	Boundary Wall of overhead Tank & CWR 5(586)/15	VC	EE	10/Dec	
59	4365 R	stage seatting of	VC	EE	10/Dec	
60	7490 R	Construction of Botanical	VC	EE	10/Dec	
61	7491 R	I.Q.A.C (Prof.NMP. Verma)	VC	AR/A	10/Dec	
62	6708 R	Ph.d Admission 2015-16.	VC	VC	10/Dec	
63	7492 R	National Workshop on	Dir-	FO	10/Dec	
64	7493 R	Attendance of the Students	AR/A	AR/A	10/Dec	
65	6060 R	fees jama krne hetu	AR/A	AR/A	10/Dec	
66	7500 R	रिसेर्च असोशिएशन प्रोग्राम -	HoD	AR/A	10/Dec	
67	7488 R	Office order/Circulars Issued From F.O. Office	VC	Prof.NMP Vrma	10/Dec	
68	4799 R	राजभाषा कार्यान्वयन समिति	HoD	VC	10/Dec	
69	5845 R	Annual Report: 2014-2015	VC	AR/Store	10/Dec	

70	3194 R	Empanelment of Security Agency 2014-15 along with	VC	AR/Security	10/Dec	
71	5020 R	Requirment of Guard/ Extra Guard...	VC	AR/Security	10/Dec	
72	7176 R	Guest Faculty for	VC	AR/A	10/Dec	
73	5396 R	Payment of M/S Security Solution Services .	FO	AR/Security	10/Dec	
74	3194 R	Empanelment of Security	AR/Security	VC	10/Dec	
75	6560 R	Dr. R.N Bharagava, Submission of Utilization	FO	FO	10/Dec	
76	4651 R	SERB- DST Project-	VC	VC	10/Dec	
77	6911 R	General Store Shop.	AR/Snp	VC	10/Dec	
78	3933 R	P.O.L. imprest File	AR/Vehi.	FO	10/Dec	
79	4074 R	Promotion of teaching	Chair-	AR/Estt	10/Dec	