

<b>S.No.</b>	<b>File/Letter No.</b>	<b>Subject</b>	<b>Sent to</b>
1	file	End Sem exam-2015	COE
2	file	Grievance Result	COE
3	File	Ph.D.course Work Result	COE
4	7189/R	PF of Sh. Manoj Kumar Dhadwal, Asstt. Director of Physical Education	
5	7192/R	PF of Sh. Rama Shankar Singh, Finance Officer	
6	7487/R	Dr. M. K. Padhy, DMCJ, Official Forwarding of application	
7	-	Extension Letter of Dr. Richa Srivastava, M.Tech. Nano	

8	7469/R	Payment of DPW	
9	3757/R	T/C Bibekanand Nayak Appointment of Project Staff CSSEIP	R
10	7384/R	Manpower Requirement for Library Gautam Buddha Library	
11		T.C. P.F. of Prof. Sanatan Nayak (LTC)	R
12	7407/R	T/C PF of Dr. Sufia Ahmad, Asstt. Prof., Law, Referesher course	R
13	6313/R	File Medical Advance of Dr. Narendra Kumar & others faculty members	R
14	5250/R	T/C P. F. of Shri Manoj Kumar, MTS	R

15	7281/R	P.F. of Shri Srajan Kumar Singh, Asstt. Prof., DHR (Contractact)	R
16	7142/R	P.F. of Dr. Ravi Shankar Verma, Asstt. Prof. DAPS	R
17	5310/R	T/C PF of Shri R. K. Shukla, PS	R
18	6780/R	T/C PF Engagement of Guest Faculty for various Department	R
19	7151/R	PF of Dr. Monica Sharma, Asstt. Prof., Deptt. of Biotechnology	R
20		T/C PF of Shri N. K. S. More, Associate Prof. DES	R

21	5997/R	F. N. Regarding reservationh rosters for Adhoc employee	R
22	6324/R	PF of Dr. Khwairakpam Sharmila, Asstt. prof., HDFS	R
23	5299/R	PF of shri Amrendra Pratatp Bahadur Singh	R
24	5183/R	T/C PF of Shri Shahnawaj Khan	R
25		Sanction of Transfer TA advance in respect of Shri Rama Shankar Singh, F.O.	R

26		TC PF os Shri Rama Shankar Singh F.O., Reg. sanction of 10 days Joining Time	R
27	5298/R	PF of Shri Ravi Shankar Verma, Asst. Prof., DAAS (SBBT)	R
28	7451 R	DST-Inspire Project , Dr. Preeti Gupta.	Dean/Dac
29	7189 R	PF of Sh. Manoj Kr. Dhadwal. Asstt. Director of Phy.Education	AR/Estt
30	4651 R	SERB- DST Project- Contingency File, Elangovan	VC

31	7469 R	Green Plants & Flowers For Library.	PIC/Estt
32	4794 R	Registration of Firm for Furniture/ stationary Items etc.	VC
33	4067 R	Committee for Creation of Mosquito mesh.5(497)/14	EE
34	7376 R	Instalation Toilet of Library Gautam Buddha Library.	EE
35	7235 R	अशोका पुरुष छात्रावास (दोतीय चरण ) के कॉमन हाल की एल्युमिनियम पार्टिसन 5(566)/2015	AR/Snp

36	3535 R	Merit list File M.A Entrance.	AR/A
37	4031 R	DRC File Of DPS	AR/A
38	4563 R	Setup of Electronics Lab for B.Tech. Elec.& Comm.	FO
39	6954 R	Purchase of split AC For VC Sectt.	FO
40	4098 R	Particle Size Analyser, D.Pharma.	AR/Snp
41	7477 R	Purchase of mattress & Pillow for VC Camp Office	FO
42	7478 R	Purchase of Executive high back Revolving Chair for R-Office	FO
43	7192 R	PF. Of Sh. Ram Sankar Singh. FO	PIC/Estt

44	6236 R	Books Binding of The Library	FO
45	5926 R	Requirment of HPLC	VC
46	3341 R	Procurement of Library Sarver.	AR/Snp
47	7276 R	Purchase of Electrical Engg. Lab Items.	AR/Snp
48	7460 R	Online Quiz Competition.	FO
49	7429 R	Applicatin For Extention from 2016-17, BBA LL.B. Honrs.	VC
50	3194 R	Empanelment of Security Agency 2014-15	VC
51	7480 R	T/C PF Of Hemlata Pandey Contractual.	AR/Estt
52	7481 R	T/C PF Of Deepa Raj, DCS.	AR/Estt



53	7482 R	Forwarding Of Application For Outside Post Teaching & Non- Teaching.	AR/Estt
54	7295 R	purchasing of Water Cooler & RO for Ashoka Boys Hostel.	EO
55	3272 R	DRC File Of DEM	AR/A
56	3844 R	Payment of manpower providing Agency, Sai Nath Associates.	AR/Estt
57	6756 R	M.Sc. Admission (Food Microbiology& Toxicology)	AR/A
58	7039 R	Admission file ( M.A.) 2015-16	AR/A

59	7296 R	225/Visvesvaraya Ph.D Schollar/ DIT/BBAU/15.	AR/A
60	7375 R	BYC/UGCunassigned Grant/2015	AR/A
61	6757 R	M.Sc. Admission (Environmental Microbiology)	AR/A
62	6701 R	Photocopy work for Uni. Lib. BBAU	Chair-OP Saini
63	5875 R	Extaintion of manpower Approval Reg.	AR/Estt
64	7437 R	P.F Of Dr. M. K. Padhy.	AR/Estt
65	4183 R	T/c-2 Sanction of manpower.	PIC/Estt
66	7484 R	Inter-Departmental kabbadi Compitition.	Prof.Vipin Saxena

67	7487 R	Officeal forwarding of application M.K. Padhy	AR/Estt
68	7484 R	Inter-Departmental kabbadi Compitition.	VC
69	5845 R	Annual Report: 2014-2015	VC
70	7308 R	LTC (2014-17) Dr. G.Shushil Babu. Asstt.Prof.	PIC/Estt
71	6305 R	Representation Dt. 29/5/15 of Dr. D.R. Modi Asso Prof. Director CBI	VC
72	7262 R	Leave Travel Concession (LTC) Prof. Santan Nayak	VC

73	7407 R	T/C PF Dr. Sufia Ahmad Asstt. Prof., Refresher Course.	VC
74	6313 R	Medical Advance of Dr. Narendra Kumar, DES Along with 7059/R	VC
75	3599 R	T/C PF of Manoj Kumar, MTS	VC
76	7281 R	PF of sh. Sanjay Kumar Singh , Contractual (DHR)	VC
77	7142 R	PF of Dr. Ravi Sankar Bverma, Asstt.Prof. DAPS.	FO
78	6780 R	Engagemant Of Guest Faculty For Various Department.	AR/Estt

79	7151 R	PF of Dr. Monika Sharma, Asstt.Prof. DBT	FO
80	7487 R	T/C PF Of sh. NKS More,	FO
81	5997 R	F.N. Regarding Reservation Roster for ad. Hoc Employee.	Chair-
82	6324 R	Dr. Khwairakam Shrmila.	FO
83	4130 R	UGC- Project U.C File DAAS Dr. V. Elangovan.	FO
84	6727 R	Purchase of StationaryItems - VI	AR/Snp
85	7489 R	Boundary Wall of overhead Tank & CWR 5(586)/15	EE

86	4365 R	stage setting of Auditorium. 5(433)/14	EE
87	7490 R	Construction of Botanical Garden.	EE
88	7491 R	I.Q.A.C (Prof.NMP. Verma)	AR/A
89	6708 R	Ph.d Admission 2015-16. Alongwith 6656/R	VC
90	7492 R	National Workshop on Research Methodology	FO
91	7493 R	Attendance of the Students	AR/A
92	6060 R	fees jama krne hetu aavedan patra	AR/A

93	7500 R	रिसेर्च असोशिएशन प्रोग्राम -सी. एस. आइ. आर।	AR/A
94	7488 R	Office order/Circulars Issued From F.O. Office	Prof.NMP Vrma
95	4799 R	राजभाषा कार्यान्वयन समिति की बैठक	VC
96	5845 R	Annual Report: 2014-2015	AR/Store
97	3194 R	Empanelment of Security Agency 2014-15 along with 6054/R	AR/Security
98	5020 R	Requirment of Guard/ Extra Guard...	AR/Security
99	7176 R	Guest Faculty for Ph.D(Computer)	AR/A

100	5396 R	Payment of M/S Security Solution Services .	AR/Security
101	3194 R	Empanelment of Security Agency 2014-15	VC
102	6560 R	Dr. R.N Bharagava, Submission of Utilization Certificate for the 2013-14	FO
103	4651 R	SERB- DST Project- Contingency File, Elangovan	VC
104	6911 R	General Store Shop.	VC
105	3933 R	P.O.L. imprest File	FO
106	4074 R	Promotion of teaching Faculty under CAS	AR/Estt
107	3429/R	Comman Tender File	Registrar



108	New file	Purchase of Laptop for FO	Registrar
109	New file	Purchase of Mobile for FO	Registrar
110	6826/R	Furnitur for Ashoka Boys Hoste Phase II	Registrar
111	6092/R	Repairing old Chair	Pending
112	3681/R	40% Utilization over Head from DBT	Pending
113	3671/R	Repair and maintinance of furniture	Pending

114	7011/R	Setup of structure Analysis lab for B.Tech	Pending
115	7235/R	Ashok Purush Hostel Alluminium Partition	Pending
116	7276/R	Purchase of electrical engg. Lab Items	Pending
117	6727/R	Purchase of Stationary Items VI	Pending
118	3341/R	Procurement of Lib. Server Central Library	Pending

119	4098/R	Partical Size Annalizer	Pending
120	6911/R	General Store Shop	Pending
121	5845/R	Annual Report 2014-15	Pending
122	Letter	Office order of Costitute the Committee	
123	6576/R	Purchase of UPS	Pending
124	45/PS-FO Circular	Budget estimate	
125	-	Construction of Botanical Garden	R
126	4365/R	Stage Seating of Auditorium, EE	R

127	-	Aluminum Ladder	Prof. N.M.P. Verma
128	6727/R	Purchase of Stationary items-VI	R
129	-	I.Q.A.C. (Prof. N.M.P. Verma), DE	R
130	5117/R	सडक मार्ग से यात्रा करने की अनुमति - विधि विभाग	FO
131	6708/R +6656/R	Ph.D. Admission File + Case of Varun Kumar reg. Ph.D. Counselling	R
132	7484/R	Inter- Departmental Kabaddi Comprtition (Boys/Girls), Sport sec.	R

133	3194/R + 6054/R	Empliment of security Agency 2014-2015 (Tender Of Security) + 1 File	R
134	5845/R	Annual Report : 2014- 2015, RSO	R
135	7429/R	Application for Extention from 2016- 17 onwards, BBA LLB(H) + 1 File (BCI)	Dr. Bhatnagar
136	5020/R	Requirement of Guards/Extra Guards, Security Sec.	R

137	-	Annual Accounts Printing, 2014-15	FO
138	7095/R	Advance from Academic Head of Ramanujan Fellowship - Dr. Devesh Kumar, DAP	FO
139	7116/R	Requirement of Minerals for Applied Geology, DES	FO
140	3297/R	Purchase of Diesel for Genset - 5(330)/11	FO

141	7176/R	Guest Faculty for Ph.D course (Computer)	R
142	3407/R	BPGS-TA/ Honr., DES	FO
143	4794/R	Registrarion of Firm for Furniture/Stationary items etc.	R
144	4799/R	राजभाषा कार्यान्वयन समिति की बैठक	डा0 राम

145	6305/R	Representation Dt. 29/05/2015 of Dr. D. R. Modi, Asso. Prof., DBT, to Director CBI, New Delhi Reg. Alongwith with Service Book of Dr. Modi	R
146	5926/R	Requirement for HPLC, DPh.S.	R
147	6708/R +6656/R	Ph.D. Admission File + Case of Varun Kumar reg. Ph.D. Counselling	R



148	6618/R	Celebration & 20th Year of establishment of BBAU	R
149	7009/R	Devi- Devtaon ka Apman	Proctor
150	-	9th SAUFEST - Advance Imprest	Head DAAS
151	7105/R	Purchase of EPBX	R
152	-	Examination	COE
153	File/Letter No.	Subject	Sent to
154	7393/R	Application for Direct SRF-CSIR Ms. Neelam Verma, DBT	HOD, DBT
155	3991/R	DCS- RGNF 2011	FO
156	3167/R	BPGS-2 DLISC	HOD, DLISc

157	4271/R	DRC- Pharmaceutical	Cord, Pharma Sci.
158	Acad	Proposal for Decentralization of the Working- Academic section	Prof. D.P. Singh, Chairman
159	6758/R	M.Sc Admission- Industrial Microbiology	Cord, DEM
160	6941/R	DRC-DEM	Cord, DEM
161	7176/R	Guest Faculty for Ph.D Course (Computer)-DEM	Cord, DEM
162	6434/R	MCA (Corporate) 2015-16	HOD, DCS
163	3806/R	Computer Coaching file- No. 32	I/c Director, RCA

164	Acad	Attendance of the students	R
165	DAP	Extension Letter of Dr. Richa Srivastava, Astd Prof-M.tech Nano-Optoelectronics Programme	AR (Estt.)
166	6060/R	DJMC- फीस जमा करने हेतु आवेदन पत्र + 6026/R	R
167	Pharma Sci.	RGNF- Poonam, Malti, Jovita File	
168	5350/R	JRF Fellowship- Mr. Harkiran Kaur- Deptt of Law	

169	6923/R	JRF Fellowship File- Deptt of History	
170	4031/R	DRC- Political Science	
171	5336/R	UGC JRF-Ms. Namita Gupta-DES	R
172	Acad	National Medicinal Plants Board (NMPB)	R
173	3535/R	Merit List-M.A. Entrance	
174	7491/R	I.Q.A.C- Prof. NMP Verma Economics	
175	DRM	Sushma Rani- Upgradation UGC JRF to SRF	

176	DRM	Gaurav Singh- Upgradation UGC JRF to SRF	
177	DRM	Sanjeev Kumar- Upgradation UGC JRF to SRF	
178	DRM	Pooja Rani- Upgradation UGC JRF to SRF	