

S.No.	File/Letter No.	Subject	Sent to
1	6916 R	CIIPP - Industry Awereness Programme	Cor-
2	4067 R	Committee for Creation of Mosquito mesh.5(497)/14	EE
3	3115 R	General Office Order- 137/Estt/BBAU/2013	VC
4	3231 R	UP- 32-FR -5768 Etios Diesel	AR/Vehicl
5	7018 R	Aluminium Partition.	AR/Snp
6	3152R	Operetion & Maintenance of Central A.C. Plant of Auditorium 5(507)/2014	VC
7	7451 R	DST-Inspire Project , Dr. Preeti Gupta.	VC
8	3779 R	Purchase of postel Stamp, Vol-III.	FO
9	4095 R	Amassador car, UP-32-BU-5863	FO
10	3920 R	Land Line Bill Payment File VC Sir/Sectt	FO
11	6280 R	Meeting to Start Earth Science Programme,	AR/A
12	7476 R	प्रशासनिक भवन खंड सा। 4 स्थित पुरानी लाइब्ररी मे एल्युमिनियम पार्टिसन एवं 10 नग स्थित ए।सी। एवं 10 नग एजास्ट फ़ैन एवं विदूतीय वायरिंग संबन्धित 5(474) part -1.	EE
13	6772 R	Suply of Electrical Goods 5(535)/2015 Part-3	VC
14	3786 R	Tata Photon Data Card.	FO
15	4183 R	T/c-2 Sanction of manpower.	VC
16	7508 R	Extaintion lettter of Dr. Richa Srivastava.	VC
17	6376 R	Pay Fixation of Dr.Shasi Kumar & Dr. Shashi Kant Pandey	FO
18	4244 R	File for Helth Center.	VC
19	6522 R	T/C Joining Report & Acceptance CAS-2015	PiC/Estt
20	7502 R	Remote Access Of E- Resources.	AR/Estt
21	5881 R	General Office Order-.w.e.f- 2013	AR/Estt

22	7491 R	I.Q.A.C (Prof.NMP. Verma)	VC
23	7416 R	R-Office Mislleneous, FFC Regarding.	VC
24	4150 R	Registrar mobile bill Payment File.	FO
25	7522 R	Students Request file	AR/A
26	7517 R	Application for CSIR-SRF fellowship.	VC
27	7363 R	Purchase of Electronics And Communication Lab Items For B.Tech Students.	VC
28	7523 R	up-garadation of JRF to SRF (Anurag Swaroop)	AR/A
29	7270 R	Viste to Dr. Ambedkar Foundation New Delhi/Dr. Shura Darapuri(Prapreation Of Dairy And CAlender)	VC
30	7524 R	Requirments Chemicals /Glasswere/Plasticware	FO
31	4624 R	Nanoformulation and Translation resarch: Small Getting Bigger alongwith 6635/R,6636/R,5150/R,5151/R,6637/R, 6638/R, 4792/R	HOD
32	4770 R	राजभाषा अधिनियम -1963- की धारा 3 (3) का अनुपालन ।	HO
33	7504 R	Meeting of teaching Roster At new Delhi.	AR/Estt
34	6756 R	M.Sc. Admission (Food Microbiology& Toxicology)	AR/A
35	7350 R	B.Voc In Live Stok Production & Mangemeant 3 Year Undergraduate Programe.	AR/A
36	7509 R	Purchase of Utenciles for Kitchen of GH	AR/Snp
37	3393 R	Medical Reimbursement (teaching) File -April-2013	FO
38	7145 R	PF of Dr. Pranav Kr. Anand, Asstt. Prof. D. Eco.	PIC/Estt

39	7381 R	Representation of Prof. R.P Singh Sir	AR/Estt
40	7513 R	National /International Conference/Symposium/Workshop of Dr. Preeti Gupta	AR/Estt
41	7360 R	Staff Requirment .	EE
42	5875 R	Extaintion of manpower Approval Reg.	AR/Estt
43	4031 R	DRC File Of DPS	AR/A
44	7506 R	Appointment of Nodal Officer Establishmeant Section.	AR/Estt
45	7497 R	T/C pf of Rama Sankar Sing FO	AR/Estt
46	7355 R	Admission Committee-D.Lib.Sc./2015-16	AR/A
47	7295 R	purchasing of Water Cooler & RO for Ashoka Boys Hostel.	EO
48	6532 R	गृह विज्ञान विभाग की छात्राओं की शिकायत के जांच के संबंध में।	R
49	6604 R	Payment of Sanitation service.	AR/Sainita tion
50	4942 R	पुरस्कार वितरण	COE
51	6683 R	PF of Sh. Amrender Pratap Bahadur Singh, Lib. Asstt.	AR/Estt
52	7192 R	PF. Of Sh. Ram Sankar Singh. FO	PIC/Estt
53	7127 R	Committee for the Purchase of Chemicals.	FO
54	6565 R	Approval for Attanding Seminar/Conference. Dr. S. Kumar	FO
55	6757 R	M.Sc. Admission (Environmental Microbiology)	AR/A
56	7148 R	PF of Dr. Harisanhar Santosh Kr. Singh Asso. Prof. D.Education	FO
57	7525 R	229/file traking system/DIT/BBAU/15	AR/Snp
58	6876 R	PF of Shri. Brij Narayan Pradhan, Lab Attendant.	AR/Estt

59	7526 R	T/C PF of Venkatesh Kumar, Asstt.Prof. DAAS	FO
60	5814 R	Supply of Electrical Goods. 5(535)/2014 Part-II.	FO
61	7196 R	Attending the Confgerence. Dr. Vipin Saxena	AR/A
62	7528 R	Issue Releted to ' No-Dues' of Prof. Ram Chandra.	PIC/Estt
63	6604 R	Payment of Sanitation service.	VC
64	6421 R	R.T.I. Correspondance.	VC
65	7517 R	Application for CSIR-SRF fellowship.	AR/A
66	3284 R	Signage Board in University Campus (retroriflective) 5(423)/13	VC
67	6777/R	Financial support for conference Prof. Shubhini A. Sarraf	FO
68	7153/R	Department of Environmental Microbiology, Chemical Purchase	FO
69	7477/R	Purchase of Mattress & pillow for V.C. Cam office Cum Residence	FO
70	5889/R	Proposal for Rotavapor Dr. Jyoti Pandey, DAC	FO
71	6954/R	Purchase of Split A.C. for V.C. Sectt.	FO
72	7460/R	Online Quiz Competition, DIT	
73	7192/R	PF of Shri Rama Shankar Singh, Finance Officer	R
74	7295/R	Purchasing of Water Cooler & RO for Ashoka Boys Hostel	R
75	7506/R	Appointment of Nodal Officer, Esst. Section	R
76	7360/R	Staff requirement of Estate Officer	R

77	6532/R	गृह विज्ञान की शोधा छात्राओं की शिकायत के जाँच के संबन्ध में	R
78	6770/R	Servicing of sound & light system of main auditorium	FO
79	7496/R	Sanction of transfer TA advance in respect of Shri Ram Shankar Singh (FO)	FO
80	5396/R	Payment for M/S Security Solution Services, Security sec.	FO
81	_	LUSCON - 2015, Advance/Imprest File	FO
82	_	International Symposium on "Innovations in Animal Sciences for food security, health security and livelihood" - 2015, DAAS	FO
83	7127/R	Committee for the Purchase of Chemical	R
84	6604/R	Payment of sanitation Services	R
85	6565/R	Approval for attending seminar/conference - Dr. S. Kumar	R
86	7509/R	Purchase of untencels for Kitchen of Guest House	R
87	7381/R	Representation of Prof. R.P.Singh, DES	R
88	5875/R	T/C PF of Dr. G. Sunil. Babu, DBT	R
89	7397/R	International Symposium, CTDDR - Dr. Gajanan Pandey - Coordinator, DAC	FO
90	7507/R	Booking of G.H. for International Seminar on 15-16 Feb., 2016	Dr. Narendr
91	7285/R	Progress Review of the works costing more than Rs. 10 crores	R

92	7497/R	T.C. PF of Shri Rama Shankar Singh, FO - reg. Sanction of 10 days joining time	R
93	3476/R	PF of Mr. Vasu Krishna, Estate Officer	R
94	7355/R	Admission Committee for DLIS/ 2015-16	R
95	7350/R	B.Voc. In live stock production & management - 3 Year Undergraduate Program, 2015-16 - DAAS	R
96	4942/R	पुरुस्कार वितरण	R
97	7513/R	National/International Conference/Symosioum/Workshop of Dr. Preeti Gupta, Asstt. Prof., DAC	R
98	7148/R	PF of Dr. Harishankar Singh, Asso. Prof., DE - B.Ed. (SAS)	R
99	3671/R + 6812/R	Repair & maintenance of furniture + 1 File	R
100	7441/R	Requirement of Bus Facility (Deptt. of Electr. And Comm. Eng.)	EO
101	7186/R	Modernization of Guest House II	Prof. Vipin Saxena
102	-	Minutes of ICC - (Dr. Nirula ), DH in a closed envelope	Prof. Preeti Saxena
103	7469/R	Payment of DPW	R
104	6756/R	Admission (Food Microbiology & texicology Contemporary & Innovative Course)	R

105	4801/R	Dr. Taruna, Asstt. Prof., DRM	R
106	7145/R	Pf of Dr. Pranav Kumar Anand, Asstt. Prof., DE (SAS)	R
107	4770/R	राजभाषा अधिनियम धारा 1963 का अनुपालन 3(3), Hindi Cell	R
108	7487/R	Official forwarding of application, Dr. M.K.Padhy - DMCJ	R
109	6111/R	Part Time Medical Attendant Appointment of Medical Attendant on contract basis	R
110	6757/R	M.Sc. Admission Environmental Microbiology (2015-17)	R
111	3393/R	Medical Rimbusement (Teaching) File, Estt. Sec.	R
112	3115/R	General office order - III	R
113	7504/R	Meeting of Teaching Roster at New Delhi, Estt. Sec.	R
114	7484/R	Inter- Departmental Kabaddi Comprtition (Boys/Girls), Sport sec.	FO
115	6683/R	PF of Sh. Amrender Pratap Bahadur singh, Lab Asst.	R
116	_	229/file Tracking System/DIT/BBAU/15, DIT	R
117	4031/R	DRC file - DPS(SAS)	R
118	7515/R	Sports Events, Sport Sec.	R
119	_	Repairing of Stage in Main Auditorioum, EO	FO
120	7517/R	Application for CSIR-SRF, Fellowship - D.Ph.S.	R
121	7029/r	Pharma/ purchase of chemical glassware&plastic	fo

122	7480/R	DEM luscon 2015 invitd speakers	H/DEM
123	6324R	Pf of Dr. khwairakpam sharwila HDFS	FO
124	7151R	Pf of Dr. Monica Sharma	FO
125	7142R	PF of DR. Ravi shankar verma	FO
126	3838R	SERVICING OF AGRICULTURE EQUIPMENT	fo
127	6027R	RIMA K. DST- START UP YS	fo
128		DST-SERC FTR Proj.+purchase 02+dst utilization +dst purchase 01	Dr.BC Yadav DAP
129	7196R	Confrence/ seminar etc attending	DCS
130	7440R	ADVANCE FOR 103RD ISC-2016	AR(A)
131	7099R	Training to Ms. Sabnam saifi,UDC	FO
132	7288R	LTC OF Dr. Gopal singh	SO(E)
133	6310R	हिन्दी कार्यशाला का आयोजन	FO
134	6938R	Purchase of computer digital copier machine	STR
135	7511R	UGC-NON NET FOREIGN SCHOLARS	UDC
136	3786R	Tata Photon Data Card	LDC
137	7519R	UGC-NON NET	UDC
138	7520R	UGC-NON NET	UDC
139	6954R	purchase of split AC for vcs	
140	6770R	servincing of sound & light system of main auditorium	
141		Adva	
142		luscon-2015 06/luscon daas/bbau/15	so
143		Imprest	udc
144	115/DAAS	international symposium on innovation in animal science for food security , health sec	so
145	7397/R	international symposium CTDDR	so
146	5889/R	proposal for rotavapor Dr, Jyoti pandey	so



147	5396/R	payment of per M/S security salution services	so
148	6777/R	Financial support for conference prof shubhini saraf	so
149	7496/R	Sanction of transfer TA advance in respect of Shri Rama shankar singh	ARF
150	7153/R	Chemical Purchase / DEM	so
151	7477/R	PURCHASE OF MATTRESS PILLOW FOR VC CAMP OFFICE	SO
152	3268	MCA\PHD Details Of ccourse Session 2016--2017	COE
153	3269	OLT besed result softwre not working	COE
154	3491/R	Requirment of Computer RCA	
155	6938/R	Purchase of Computer & Digital Coppier Machine	
156	7105/R	Purchase of EPBAX	
157	3194/R	Tender of Security	
158	7013/R	Yshodhra Girls Hostel Alluminium Partician	
159	6996/R	Instalation Submersible Pump for GBS	
160	No Number	Imprest Money Department of Sociology	Departme nt of Sociology
161	6655/R	Printing of Diary & Callender for the year of 2016	FO
162	7516/R	Aluminium Partition new building School for Home Science	
163	6650/R	Supply & Installation of Modular Kitchen in V.C's Residence	
164	6869/R	Electrical wirring for DIT & DCS on 3rd floor of Central Library	

165	5290/R	Earth work for development third pond for B. Voc courses adjacent to SBBT Phase-II Building	Estate Officer
166	6772/R	Supply of Electrical Goods	Registrar
167	4853/R	Cleaning of water Storage Tank	Estate Officer
168	7476/R	प्रशासनिक भवन खण्ड सं०-४ स्थित पुरानी लाइब्रेरी में एलुमीनियम पार्टीशन एवं विट्रीफाइड टाइल्स फ्लोरिंग एवं 10 नग स्थित ए०सी० एवं 10 नग एकजास्ट फेन एवं विद्युतीय वायरिंग सम्बन्धित इत्यादि कार्य	Registrar
169	6996/R	Installation of Submersible Pump (GBS)	AR(S&P)
170	5696/R	Echoing in class room of UIET	Registrar
171	5814/R	Supply of Electrical Goods	Registrar
172	4074/R	Promotion of Teaching Faculty under CAS (CAS-I)	
173	5/239/2006	Requirement of Staff in Engg. Department	
174	6935/R	Outsourcing mali, Gardening and Beautification Section	
175	7518/R	Extension of Term contractual Faculty, DHR, SLS (BBA,LLB/H)	
176	3496/R	T/c PF of Sh. Balan G., PS (LTC)	
177	7288/R	LTC of Dr. Gopal Singh, DMCJ (Block 2014-17)	
178	7025/R	T/c PF of Shri Pawan Kumar Chaurasia, Astt. Prof., DIT (LTC)	
179	6522/R	T/c Joining Report & Acceptance, CAS-2015	
180	7502/R	Remote Access of E-Resources, Gautam Buddha Library	
181	5881/R	General office order, w.e.f. 2013	

182	7508/R	Extension letter of Dr. Richa Srivastava, Astd.. Prof., DAP (M. Tech. Nano-Opt.)	Registrar
183	6376/R	Pay fixation of Dr. Shashi Kumar & Dr. Shashikant Pandey, Pol. Sc.	Registrar
184	4244/R	Health Centre (F.No. 193/Estt./BBAU/14)	Registrar
185	6522/R	T/c Joining Report & Acceptance, CAS-2015	Registrar
186	7502/R	Remote Access of E-Resources, Gautam Buddha Library	Registrar
187	5881/R	General office order, w.e.f. 2013	Registrar
188	7491/R	IQAC (Prof. N.M.P. Verma), Deptt. of Economics	Registrar
189	4183/R	Manpower Audting (18), Estt. Section	Registrar
190		Note Sheet Regarding one Sr. Assistant & one Section Officer in the Academic Section	Registrar
191		TC PF of Dr. Venkatesh Kumar R., Asstd. Prof., DAAS (LTC)	Registrar
192	6876/R	PF of Sh. Brij Narain Pradhan, Lab Attendant	Registrar
193	7451/R	DST-Inspire Project (Dr. Preeti Gupta) DAC	R
194	7511/R	UGC- NON NET Fellowship ( Foreign Scholars) HISTORY (2015-16)	FO
195	7519/R	DAPS (Hort.) UGC Non-NET fellowship 2015-16	FO
196	7520/R	Sociology- UGC Non-NET fellowship 2015-16	FO

197	6618/R	Celebration of 20th yr of Establishment of BBAU- Estt Section	Prof. Kamal Jaiswal, Chairman
198	7517/R	Application for CSIR-SRF Fellowship (Pharma Sciences)	R
199	4519/R	MoU- Academic Section	VC
200	6280/R	Earth Science- Adhoc BPGS- Applied Geology	R
201	7522/R	RCA- Student request file	R