

| S.No. | File/Letter No. | Subject  | Sent to    |
|-------|-----------------|--|------------|
| 1     | 6968 R          | Water Storage Tank in Kanishka Boys Hostel   | FO         |
| 2     | 3933 R          | P.O.L. imprest File  | FO         |
| 3     | 7498 R          | T/C PF of Sh. Shahanawaz Khan, JE  | AR/Estt    |
| 4     | 6618 R          | Celebration of 20Years of Establishment of BBAU  | AR/A       |
| 5     | 5911 R          | Representation of NCSC   | DR-SC/ST   |
| 6     | 7565 R          | Reperesentation of Vineet Kumar in SC/ST Cell, DEM   | VC         |
| 7     | 7234 R          | Extention of Examination Hall. 5(574)/2015   | EE         |
| 8     | 7566 R          | Orientation Program, Asstt. Lib.   | AR/Estt    |
| 9     | 7567 R          | Nomination of Internal Membership/Industory Expert.  | AR/A       |
| 10    | 7568 R          | Requirment of Furniture/Computers for Faculties.   | AR/Snp     |
| 11    | 7514 R          | Online Leave System.   | AR/Estt    |
| 12    | 7569 R          | Sports Section Validictory Program T-20.   | Sport Cor. |
| 13    | 7570 R          | Grant-In-Aid Bill's for Indian Council of Social Science Research ICSSR.   | AR/A       |
| 14    | 7562 R          | Request to Indian Council of Social Science Research for Financial Assistance for Participation in Conference(s) Seminar(s) Abroad | VC         |
| 15    | 7547 R          | T/C Representation of Bela Turky Kaushal, DAAS   | DR-SC/ST   |
| 16    | 7192 R          | PF. Of Sh. Ram Sankar Singh. FO  | VC         |
| 17    | 7152 R          | GPF/CPF Advance/ Withdrawal for N/T, PART-IV.  | AR/Estt    |
| 18    | 4082 R          | Children Education allownces, Part III.  | FO         |
| 19    | 7565 R          | Reperesentation of Vineet Kumar in SC/ST Cell, DEM   | DR-SC/ST   |
| 20    | 6811 R          | Opening of new ATM in the University.  | EO         |
| 21    | 7562 R          | Request to Indian Council of Social Science Research for Financial Assistance for Participation in Conference(s) Seminar(s) Abroad | AR/A       |
| 22    | 3269 R          | payment of Electricety Bill Of University Campus.  | FO         |
| 23    | 7574 R          | T/C PF of sh. Ram Pal MTS  | AR/Estt    |
| 24    | 4672 R          | National Knowledge Network (NKN)   |            |

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| 25 | 7054 R        | T.C. Extend the service of contractual staff.   | DR/Legal           |
| 26 | 6094/R        | T/C PF of Dr. Sartik Bagh, Asso. Prof., DPS   | FO                 |
| 27 | 4082/R        | Children Education Allowance, Part III  | R                  |
| 28 | 6811/R        | Opening of a new ATM in the University  | R                  |
| 29 | 7565/R        | Representation of Shri Vineet Kumar in SC/ST cell, DEM  | R                  |
| 30 | 6256/R        | Maintenance of Electrical Underground cable in University campus, Part-II   | R                  |
| 31 | 5343/R+3431/R | Internet Access (UIET) + 1 File   | Prof. Vipin Saxena |
| 32 | 7562/R        | Request for Indian Council of Social Science Research for Financial Assistance for Participation in Conference(s)/Seminar(s) Abroad | R                  |
| 33 | 4672/R        | National Knowledge Network (NKN), Annual Workshop - CC  | R                  |
| 34 | 7574/R        | T/C PF of Shri. Ram Pal, MTS, DIT (LTC)   | R                  |
| 35 | 7394R         | Labour requirements   | REG                |
| 36 | 4901R         | Path way of open parking for RCA  |                    |
| 37 | 5617R         | Retro reflective guide map  |                    |
| 38 |               | Advance for TA/DA   | CASHIER            |
| 39 | 7268R         | PAYMENT FOR NEWSPAPER&MAGAZINE  | Cashier            |
| 40 | 4703R         | Advance/imprest   | CASHIER            |
| 41 |               | IMPREST   | CASHIER            |
| 42 |               | Adjustment for conducting of physical test  | CASHIER            |
| 43 | 1828F         | Imprest   | CASHIER            |
| 44 | 3920R         | landline/fwill bill payment of VCS&Camp office  | CASHIER            |
| 45 | 7473R         | 3rd LUSCON Scie.congress  | AR(V)              |
| 46 | 4308R         | Reparing &painting of engineering section   | Fo                 |
| 47 | 6105R         | MOU FOR SHODHGANGA E-THISIS&DISSERTATIONS   | FO                 |
| 48 | 6781R         | Dr.Shiv Shankar Advance UPCST Proj.   | SA                 |
| 49 | 7018R         | ALUMINIUM PARTITION   | FO                 |
| 50 | 6576R         | purchase of UPS   | LDC                |

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| 51 | 6913R    | Purchase of geyser for VC camp office-cum-residence                               | SA        |
| 52 | 3484R    | Diesel for tractor  | UDC       |
| 53 | 7564R    | Servicing of electric LAWN  | LDC       |
| 54 | 3344R    | Landscaping of CL.  | LDC       |
| 55 | 7563R    | Maintenance of sumersible pump  | LDC       |
| 56 | 3840R    | Function of VIP visit in the uni.cam.   | LDC       |
| 57 | 3342R    | Imprest of petrol for Bush cutter   | UDC       |
| 58 | 6494R    | Payment of legal fee Rajan mishra,S.M singh                                       | SA        |
| 59 | 3940R    | 112/JRF   | ARF       |
| 60 | 7447R    | Maintenace Grant file   | SA        |
| 61 | 3410R    | Advance for B.tech programme  | LDC       |
| 62 |          | ADVANCE FOR RCA HOSTELS   | ldc       |
| 63 | 6094R    | T/C PF JOF Dr.Sartik bagh LTC   | FO        |
| 64 | 3933R    | POL imprest   | UDC       |
| 65 | 6968R    | Water storage tank in k.b.h   | SA        |
| 66 | 2648R    | Dean imprest  | UDC       |
| 67 |          | Printing of anti ragging material   | SA        |
| 68 | 7255R    | Extension Lecture   | CASHIER   |
| 69 | 7239R    | T/C PF of Dr. Rashida Ather(LTC)  | ARF       |
| 70 | 7270R    | Visit to Dr. Ambedkar foundation New delhi....                                    | LDC       |
| 71 | 3269R    | Payment of Electricity bill of University Campus                                  | LDC       |
| 72 | 4082R    | CHILDREN EDUCATION  | FO        |
| 73 | 6727/R   | Purchase of Stationary Items  |           |
| 74 | 3217/R   | Development of Double crown fountain in Rose Garden                               |           |
| 75 | 7369/R   | Supply of Book Racks  | Librarian |
| 76 | 7200/R   | Purchase of Computer Department of Economics                                      |           |
| 77 | 7559/R   | Advance for RCP Program   |           |
| 78 | 6236/R   | Book Binding of the University  | Registrar |
| 79 | 7127/R   | Committee for the Purchase of Chemicals   | Registrar |
| 80 | 6148/R   | विश्विद्यालय के तीनो गेटों पर बैरियर लगवाने के सम्बन्ध में                        |           |
| 81 | 7568/R   | Requirment of Furniture/Computers for faculties<br>Department of Computer Science |           |
| 82 | 5343/R   | Internet Access (UIET)  |           |
| 83 | New file | Purchase of shooting music system around Dr.<br>Ambedkar statues                  |           |

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| 84  |        | Rudra Prasad Sahu, CSSEIP (CAS file)   | VC                         |
| 85  |        | Dr. Sangeeta Krishna, CSSEIP (CAS file)  | VC                         |
| 86  |        | CAS file of Dr. Deepa Raj, DCS (From Stage II to III)                                  | VC                         |
| 87  |        | CAS file of Dr. Suman Mishra, DAAS (From Stage II to III)                              | VC                         |
| 88  |        | CAS file of Dr. M.L. Meena, DAPS (From Stage II to III)                                | VC                         |
| 89  |        | CAS file of Dr. Abha Mishra, DAAS (From Stage II to III)                               | VC                         |
| 90  | 7515/R | Sports Events (22), Sports Section   | Coordinator Sports Section |
| 91  | 7502/R | Remote Access of E-Resources, Gautam Buddha Library                                    | Library                    |
| 92  |        | General Office Order III   | Registrar                  |
| 93  |        | T/c PF of Shri R.K. Shukla, PS   | Registrar                  |
| 94  |        | Requirement of staff in Engg. Deptt.   | Registrar                  |
| 95  |        | F.N. Regarding reservation roster for ad-hoc employee                                  | Registrar                  |
| 96  |        | Manpower requirement Library Gautam Buddha Library                                     | Registrar                  |
| 97  |        | T/c PF of Shri Balan G., PS (LTC)  | Registrar                  |
| 98  |        | T/c PF of Dr. Rashida Athar, (LTC)   | Registrar                  |
| 99  |        | T/c PF of Sh. Pawan Kumar Chaurasia, (LTC)   | Registrar                  |
| 100 |        | PF of Dr. Amit Kumar Mishra, Asstt. Prof.  | Registrar                  |
| 101 |        | T/c PF of Smt. Minakshi Khare, PS (LTC)  | Registrar                  |
| 102 |        | Resource Person of RCA   | Registrar                  |
| 103 | 7541/R | PF of Prof. Narender Kumar, Pol. Sci. (PF No. 200)                                     |                            |
| 104 | 3599/R | T/c PF of Shri Manoj Kumar, MTS, DIT (LTC)   |                            |
| 105 | 7145/R | PF of Dr. Pranav Kumar Anand, Asstt. Prof., DE   |                            |
| 106 | 6111/R | Part time medical attendant appointment of medical attendant on contract basis of 2005 |                            |
| 107 | 7191/R | PF of Dr. Nitesh Kumar Verma, Asstt. Librarian   |                            |
| 108 | 7540/R | Inspection report of Labour Commissioner in respect of BBAU, Dec., 2015                |                            |

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| 109 | 4801/R | Dr. Taruna, Asstt. Prof., DRM   |  |
| 110 | 7496/R | Sanction of Transfer TA advance in respect of Shri Rama Shankar Singh, FO |  |
| 111 | 7542/R | Complaint of Dr. Ranjeet Kumar Choudhary, DLISc                           |  |
| 112 | 7282/R | PF of Ms. Durgawati Kushwaha (Contractual), DHR                           |  |
| 113 | 5881/R | General Office Order, w.e.f. 2013   |  |
| 114 | 7521/R | Requirement of staff in Engg. Deptt.                                      |  |
| 115 | 7086/R | File-Recommendation for nomination of Chief Vigilance Officers            |  |
| 116 | 7025/R | T/c PF of Shri Pawan Kumar Chaurasia, Asstt Prof., DIT (LTC)              |  |
| 117 | 3496/R | T/c PF of Sh. Balan G., PS (LTC)  |  |
| 118 | 3147/R | General Office Order - III  |  |
| 119 | 7560/R | T/c PF of Smt. Minakshi Khare, PS (LTC)                                   |  |
| 120 | 7486/R | TC PF of Sh. R.K. Shukla, PS  |  |
| 121 | 5992/R | F.N. Regarding reservation roster for ad-hoc employee                     |  |
| 122 | 7281/R | PF of Shri Srajan Kumar Singh (contractual), DHR                          |  |
| 123 | 7550/R | CAS file of Dr. Deepa Raj, DCS (From Stage II to III)                     |  |
| 124 | 7548/R | CAS file of Dr. Abha Mishra, DAAS (From Stage II to III)                  |  |
| 125 | 7551/R | CAS file of Dr. M.L. Meena, DAPS (From Stage II to III)                   |  |
| 126 | 7554/R | Rudra Prasad Sahu, CSSEIP (CAS file)                                      |  |
| 127 | 7553/R | Bibekananda Nayak, CSSEIP (CAS file)                                      |  |
| 128 | 7552/R | Dr. Sangeeta Krishna, CSSEIP (CAS file)                                   |  |
| 129 | 7549/R | CAS file of Dr. Suman Mishra, DAAS (From Stage II to III)                 |  |
| 130 | 7193/R | PF of Er. Vishal Singh, Asst. Engineer(Electrical)                        |  |
| 131 | 6877/R | PF of Shri Pinku Tiwari, Lab Attendant                                    |  |
| 132 | 6376/R | PAY Fixation of Dr. shashi kumar and Dr. shashi kant Pandey. Pol.Sci      |  |
| 133 | 7514/R | online leave system   |  |
| 134 | 7566/R | orientation program, Asst. Librarian, Gautam Budda Library                |  |

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| 135 | 7498/R      | T/C PF of shri shahanawaj khan, JE   |             |
| 136 | 7469/R      | Payment of DPW, w.e.f.04.11.2015   |             |
| 137 | 7327/R      | Medical Reimbursement file (CSSEIP Employees)  |             |
| 138 | 7152/R      | GPF/CPF Advance/Withdrawal, Non-teaching, Part-IV  |             |
| 139 | 6360/R      | S/F of Interlocking of Guest House Approach Road & Parking                                   | Registrar   |
| 140 | 4265/R      | कुलपति कार्यालय का अनुरक्षणीय कार्य  | Registrar   |
| 141 | 7516/R      | Alluminium Partition New Building School for Home Sciences                                   | Dean SHS    |
| 142 | 6770/R      | Servising of Sound & Light System of Main Auditorium   | Registrar   |
| 143 | 3638/R      | डिपार्टमेन्ट ऑफ प्लान्ट साइन्स ब्लॉक का निर्माण  | Registrar   |
| 144 | 3065/R      | Interlocking for V.C.'s Residence  | Registrar   |
| 145 | 6256/R      | Maintenance of electrical underground cable in University campus                             | Registrar   |
| 146 | 5069/R      | Interactive session- Academic Section  | R           |
| 147 | 4163/R      | MANF- Ms. Nazia Wahid-DAS  | R           |
| 148 | 5853/R      | Ms. Malti & Ms. Poonam Parashar- RGNF Batch (2013)- Pharma Science                           | R           |
| 149 | 7570/R      | Grant-in-aid for ICSSR (Dr. M.S. Khan)-DRM   | R           |
| 150 | 5730/R      | Dr. SK Sonkar- Application for attending/participation in the International conference-DLISc | R           |
| 151 | 7523/R      | Upgradation of JRF to SRF - DMCJ   | R           |
| 152 | DMCJ        | Borugadda Ananda Babu- Fellowship File   | R           |
| 153 | DMCJ        | Mr. Anurag Pandey- Fellowship file-  | R           |
| 154 | DMCJ        | Ms. Neelu Sharma- Fellowship file-   | R           |
| 155 | Pharma Sci. | UGC Ph.D Fellowship- Mr. Lakhveer  | R           |
| 156 | 7536/R      | UGC fellowship 2016 Batch Mr. Dinesh Kumar & Mehdi Ali- Political Science                    | R           |
| 157 | 4331/R      | Vinamrata Akash-Joining report fellowship- DRM   | R           |
| 158 | DRM         | Ms. Pooja Rani- Upgradation JRF to SRF- DRM  | R           |
| 159 | DRM         | Ms. Sushma Rani- Upgradation JRF to SRF- DRM   | R           |
| 160 | DRM         | Mr. Gaurav Singh- Upgradation JRF to SRF- DRM  | R           |
| 161 | DRM         | Mr. Sanjeev Kumar- Upgradation JRF to SRF- DRM   | R           |
| 162 | 7196/R      | Prof. Vipin Saxena Attending the conference- DCS   | R           |
| 163 | 7570/R      | Grant-in-aid for ICSSR (Dr. M.S. Khan)-DRM   | Dr. MS Khan |

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| 164 | 5641/R           | Virendra Shukla- Dr. DS Kothari, PDF- DBT                                  | Head, DBT             |
| 165 | Pharma Sci.      | RGNF- Poonam Parashar, Malti, Jovita Kanoujia- Pharma Science              | Cord, Pharma Sciences |
| 166 | Notesheet-DMCJ   | Dated: 16-12-2015 mr. Shachindra Shekhar Shakunt- Continuation certificate | Head, DMCJ            |
| 167 | Notesheet 5494/R | Joining report of Mr. Avneesh Kumar gautam-Ph.D scholar- Political Science | Head, DPS             |
| 168 | 7429/R           | Application for extension from 2016-17 onwards BBA LLB (H)-DHR             | Head, DHR             |
| 169 | 7067/R           | Inpire Fellowship- Shivanshi Srivastava-DAC                                | Head, DAC             |