

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	6929 R	Gardeninig & beutification Committee.	VC	27.10.15	Chai-GBS	9/Dec	
2	6941 R	DRC, DEM	VC	12.11.15	AR/A	9/Dec	
3	6772 R	Suply of Electrical Goods 5(535)/2015 Part-3	VC	12.11.15	EE	9/Dec	
4	4861 R	Boundary Wall 5(496)/2014.	EE	17.11.15	EE	9/Dec	
5	7201 R	T/C High Power Committee Meeting Notice.	PIC/Esstt	1.12.15	AR/Esstt	9/Dec	
6	5875 R	T/C PF of Dr. G Sunil Banu, DBT	VC	1.12.15	AR/Esstt	9/Dec	
7	7207 R	T/C PF of Sh. Ram Parvesh Pal, CSSEIP, LTC	VC	1.12.15	AR/Esstt	9/Dec	
8	5510 R	SC/ST Coaching Center Advisory Committee File	Cor-	1.12.15	Cor-RCP	9/Dec	
9	3167 R	B.P.G.S.-2 No.33/DLIS/BBAU/2000	AR/A	3.12.15	AR/A	9/Dec	
10	7410 R	Special Extention for Ph.D Scholar- Mr. Yogesh Chandra Narayan	AR/A	3.12.15	AR/A	9/Dec	
11	3606 R	Aply for CSIR Research Associatship (CSIR-RA)	HoD	3.12.15	AR/Esstt	9/Dec	
12	3888 R	Maintinance work of SES Building, 5(372)/13	EE	3.12.15	EE	9/Dec	
13	6667 R	Purchase of Fogging Machine.With 5913/R	EO	3.12.15	EO	9/Dec	
14	7438 R	T.A. Bill File, Director, RCA.	VC	3.12.15	FO	9/Dec	

15	6007 R	case of physical violence etc. among B.Tech.student. 18/proctor/bbau/15	Chair-	3.12.15	Chairperson	9/Dec	
16	7441 R	Requiremeant of Bus Facility.	Cor-DE&CE	3.12.15	Prof.Vipin Saxena	9/Dec	
17	4271 R	07/Ph.D.Admission Cum DRC/ D.pharma/BBAU/12	AR/A	3.12.15	AR/A	9/Dec	
18	7335 R	Reply of UGC Leter Dt. 25.8.2015	PIC/Esstt	3.12.15	AR/Esstt	9/Dec	
19	7029 R	Purchases of Chemical Glassware (2015-16)	Hod	3.12.15	FO	9/Dec	
20	7445 R	Purchase of university library items.	Librarian	4.12.15	FO	9/Dec	
21	3108 R	Appointment Of JRF Under SERB(DST)Project SERB/F/5139/2013-14 Dr.Ramesh Chandra,DAP	Dean SPS	4.12.15	Dean SPS	9/Dec	
22	4057 R	New Building for Administrative Block Complex & manin Gate, 5(386)/13	EE	4.12.15	EE	9/Dec	
23	7336 R	T/C F/N Monitering/Investment of Fund.	FO	4.12.15	FO	9/Dec	
24	5046 R	Progress Review Meeting 5(221)/2011 Part- III.	EE	4.12.15	EE	9/Dec	
25	3341 R	Procurement of Library Sarver.	DR/Legal	4.12.15	AR/Snp	9/Dec	
26	7451 R	Purchase of Sport Items.	cor-	7.12.15	Prof. Vipin Saxena	9/Dec	

27	7452 R	Rates of Remunerarion of Examination.	FO	7.12.15	FO	9/Dec	
28	7453 R	purchase of various furniture items for the VIP room of the main Audit.	EO	7.12.15	EO	9/Dec	
29	4799 R	राजभाषा कार्यान्वयन समिति की बैठक	HO	7.12.15	HO	9/Dec	
30	4609 R	Confirmation Of Teachers/ Non Teachers Empolyes.	PIC/Esstt	7.12.15	AR/Esstt	9/Dec	
31	7149 R	PF of Dr. Rmesh Kr. Chaturvedi, Asstt. Prof. DRM	PIC/Esstt	7.12.15	AR/Esstt	9/Dec	
32	3476 R	Mr. Vasu Krishna(E.O)	PIC/Esstt	7.12.15	EO	9/Dec	
33	7359 R	T/C Departmental Examination for the Post of PA.	PIC/Esstt	7.12.15	AR/Esstt	9/Dec	
34	7191 R	PF of Dr.Nitesh Kr. Verma, Asstt.Librarian	PIC/Esstt	7.12.15	AR/Esstt	9/Dec	
35	7436 R	Request for Proff. Ripu Sudan Singh.	VC	7.12.15	AR/Esstt	9/Dec	
36	7147 R	PF of Dr. Preeti Chaudhary. Asstt.Prof. DPS	PIC/Esstt	7.12.15	AR/Esstt	9/Dec	
37	7463 R	Requirment of books for applied Geology, DES	Librarian	8.12.15	Libarian	9/Dec	
38	7464 R	Scopus Subscription	Librarian	8.12.15	Libarian	9/Dec	
39	7196 R	Attending the Confgerence. Dr. Vipin Saxena	FO	8.12.15	FO	9/Dec	
40	7466 R	RCA Admision File 2015.	Hod	8.12.15	Dir-RCA	9/Dec	
41	7477 R	I Scholar Education.	VC	8.12.15	Dir-RCA	9/Dec	
42	5453 R	Resource Persons RCA	VC	8.12.15	Dir-RCA	9/Dec	

43	7479 R	Engagement of Consultant	VC	8.12.15	AR/Estt	9/Dec	
44	7480 R	LUSCON - 2015	VC	8.12.15	FO	9/Dec	
45	7481 R	Screening of Application Librarian	VC	8.12.15	PIC/Estt	9/Dec	
46	7022 R	Requiremeant of manpower Oct, 2015.	VC	8.12.15	AR/E	9/Dec	
47	3653 R	Sanitation Correspondence, Part-II	VC	8.12.15	AR/Sain i	9/Dec	
48	3282 R	Construction of Moot Court .	EE	3.12.15	EE	9/Dec	
49	7115 R	Approval for internal Guest Faculty.	VC	8.12.15	FO	9/Dec	