

S.N o.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	Construction of Botanical Garden	R	9/12/2015	R	10/12/2015	OK as Per Rules
2	4365/R	Stage Seating of Auditorium, EE	R	9/12/2015	R	10/12/2015	Ok as Corrected
3	-	Aluminum Ladder	R	9/12/2015	Prof. N.M.P. Verma	10/12/2015	Univ. Purchase committee to See
4	6727/R	Purchase of Stationary items-VI	R	9/12/2015	R	10/12/2015	OK as Per Rules
5	-	I.Q.A.C. (Prof. N.M.P. Verma), DE	DE	10/12/2015	R	10/12/2015	Registrar for immediately action Please
6	5117/R	सड़क मार्ग से यात्रा करने की अनुमति - विधि विभाग	Deptt. of Law	10/12/2015	FO	10/12/2015	FO
7	6708/R +6656/R	Ph.D. Admission File + Case of Varun Kumar reg. Ph.D. Counselling	R	10/12/2015	R	10/12/2015	Registrar to Comment Please
8	7484/R	Inter-Departmental Kabaddi Comprtition (Boys/Girls), Sport sec.	R	10/12/2015	R	10/12/2015	A' Approved as Proposed
9	3194/R + 6054/R	Empliment of security Agency 2014-2015 (Tender Of	R	10/12/2015	R	10/12/2015	Where is the draft tender ? , Why office

10	5845/R	Annual Report : 2014-2015, RSO	R	10/12/2015	R	10/12/2015	Why it took two months to issue the printin order ? , Who is responsible ? , Please let me know immediately
11	7429/R	Application for Extention from 2016-17 onwards, BBA LLB(H) + 1 File (BCI)	R	10/12/2015	Dr. Bhatna gar	10/12/2015	Uegent - Dr. Bhatnagar & Dr. Preeti Saxena to Please Discuss
12	5020/R	Requirement of Guards/Extra Guards, Security Sec.	R	10/12/2015	R	10/12/2015	Seen but how many years will be takes for
13	-	Annual Accounts Printing, 2014-15	FO	10/12/2015	FO	10/12/2015	Seen
14	7095/R	Advance from Academic Head of Ramanujan Fellowship - Dr. Devesh Kumar, DAP	FO	10/12/2015	FO	10/12/2015	Approved if as per rules
15	7116/R	Requirement of Minerals for Applied Geology,	FO	10/12/2015	FO	10/12/2015	Scince it is requested for class
16	3297/R	Purchase of Diesel for Genset - 5(330)/11	FO	10/12/2015	FO	10/12/2015	A' Ok as per rules

17	7176/R	Guest Faculty for Ph.D course (Computer)	HOD (DEM)	10/12/2015	R	10/12/2015	Yes, if as per rules - Registrar for immediately action
18	3407/R	BPGS-TA/ Honr., DES	Head DES	10/12/2015	FO	10/12/2015	Fo for immediate action Please
19	4794/R	Registrarion of Firm for Furniture/Stationary items etc.	R	10/12/2015	R	10/12/2015	अनुमोदित
20	4799/R	राजभाषा कार्यान्वयन समिति की बैठक	R	10/12/2015	डा० राम	10/12/2015	अनुमोदित डा० राम कृपया अध्यक्षता करें
21	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	10/12/2015	R	10/12/2015	Seen
22	5926/R	Requirement for HPLC, DPh.S.	R	10/12/2015	R	10/12/2015	अनुमोदित अगर नियमानुसार है तो
23	6708/R +6656/R	Ph.D. Admission File + Case of Varun Kumar reg. Ph.D. Counselling	R	10/12/2015	R	10/12/2015	OK
24	6618/R	Celebration & 20th Year of establishment of BBAU	R	10/12/2015	R	10/12/2015	Urgent - Minutes approved for NA
25	7009/R	Devi- Devtaon ka Apman	Dr. Bhatnagar	7/12/2015	Proctor		Discussed, Proctor to do needful
26	-	9th SAUFEST - Advance Imprest	DAAS	10/12/2015	Head DAAS	10/12/2015	Yes as it is prestigious very Program

27	7105/R	Purchase of EPBX	FO	10/12/2015	R	10/12/2015	अनुमोदित अगर पूर्णतया नियमानुसार है। कुलसचिव इसकी पुष्टि का लें
28	-	Examination	COE sir	10/12/2015	COE	10/12/2015	OK