

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5096/R	Hostel for OBC Boys and Girls- EE 5(320)/11	EE	07.12.2016	EE	15/12/2016	-
2	9469/R	Proposal for Departmental Library of the Department of Law-DL	FO	07.12.2016	FO	15/12/2016	Ok if as per rules.
3	5063/R	हि. प्र/बी0 बी0 ए0 यू0/ तिमाही प्रगति रिपोर्ट/2015/16	R	13/12/2016	R	15/12/2016	कृपया परिपत्र करीये !
4	6815/R	T/c Report on Saksham- Internal Complaint Committee	R	13/12/2016	R	15/12/2016	-
5	9058/R	Refund of Fee & Caution Money of Mr. Chattra Pal Singh M. Pharm.-Deptt. Pharma Science	FO	13/12/2016	FO	15/12/2016	Yes if as per rules.
6	-	TA Bills VC (VC Sectt.)	FO	13/12/2016	FO	15/12/2016	Strictly as per rules
7	9616/R	Common Tender Committee/Purchase Committee (Vol-II)	S&P Section	14/12/2016	FO	15/12/2016	Ok if strictly as per rules.
8	-	Purchase of AC's For Health Centre- Store Section	S&P Section	14/12/2016	CMO	15/12/2016	Please Discuss
9	-	Purchase of Gen-Set for Amethi Satellite Campus- 5(67) Elect/2016	S&P Section	14/12/2016	FO	15/12/2016	अनुमोदित अगर नियमानुसार है

10	9700/R	T/c PF of Shri Sachin Sahu, LDC (Study Leave)	R	14/12/2016	R	15/12/2016	Y' N-1 permitted if as per rules.
11	9748/R	T/c of Dr. Jay Shankar Singh, Asstt. Professor, DEM (LTC-2)	R	14/12/2016	R	15/12/2016	Where is the applicatio n of Dr. Jay Shankar Singh please?
12	9749/R	PFMS Regarding-R-Office	R	14/12/2016	R	15/12/2016	-
13	6017/R	Institutional Ethics Committee- DBT	R	14/12/2016	R	15/12/2016	Ok, if as per rules.
14	7205/R	221/UGC-MRP (2015-16) DIT (Prof. R.A. Khan)	FO	14/12/2016	FO	15/12/2016	Yes if as per rules.
15	-	Dr. Alok Kumar Singh DAC Inspire Faculty DAC Head of Expenditure : Consumables + (Subject: Purchase of Galsswares) Dr. Alok Kumar Singh DAC Inspire Faculty DAC Head of Expenditure :	FO	14/12/2016	FO	15/12/2016	Yes if as per rules.
16	8309/R	GPF (Adavance & Withdrawal) Teaching & Non Teaching Part- IV	FO	14/12/2016	R	15/12/2016	Ok if as per rules.

17	-	National Seminar 17th march 2017, Department of Law	FO	14/12/2016	FO	15/12/2016	Ok if as per rules. Account can only be in favour of Head.
18	3740/R	विशिष्ट उधानीकरण कार्य (के०लो 0 नि०विभाग)	FO	14/12/2016	EE	15/12/2016	Ok
19	4647/R	Staff Salary, DST Centre for Policy Research Vol-II	FO	14/12/2016	FO	15/12/2016	Yes if as per rules.
20	-	JRF Salary File-DST SERB Project (Dr. Venkatesh Kumar R, DAAS)	FO	14/12/2016	FO	15/12/2016	Yes if as per rules.
21	8931/R	DST Project-Manpower (Prof. Ram Chandra, DEM)	FO	14/12/2016	FO	15/12/2016	Yes if as per rules.
22	9707/R	Inter School Football From 14th December 2016 to 16th Dec. 2016 and sending BBAU team to North Zone Intervarsity Men Football Tournament on 17th to 23rd January, 2017-	FO	14/12/2016	FO	15/12/2016	Ok as per rules.
23	-	Vittiya Saksharta Abhiyan (VISAKA) 12th Dec. 2016 to 12th Jan. 2017	Dr. P. Mohanty, CSEIIP	14/12/2016	Dr. P. Mohanty, CSEIIP	15/12/2016	Ok as per rules.

24	9715/R	T/c PF of Shri Rama Shankar Singh, Finance Officer-Home Town LTC	R	14/12/2016	R	15/12/2016	Please say Yes or No by quoting rules.....
25	9752/R	6/12/2016 नई दिल्ली यात्रा सड़क मार्ग से 9AIU, New Delhi Meeting)	R	14/12/2016	R	15/12/2016	Was the permission to travel by car obtained?
26	-	One Ph.D file (290)	COE Office	14/12/2016	COE Office	15/12/2016	-
27	-	Assistant Professor, School of Education	Rect. Cell	14/12/2016	Rect. Cell	15/12/2016	-
28	7329/R	Utilization of overhead from SERB-YS-Project, Dr. Abha Mishra, Asstt. Prof (DAAS)			FO	15/12/2016	yes, if as per rules.
29	9254/R	Screening & Selection Committee Regarding Group-A,B & C Post (Non-Teaching)			R	15/12/2016	To do needful please.
30	8852/R	Tender for Manpower Providing Agency-Finance Section			R	15/12/2016	Please get the bid prepared immediately.

31	6727/R	Purchase of Stationary Items-VI	S&P Section	15/12/2016	FO	15/12/2016	Yes if strictly as per rules
32	8485/R	Requirement of Equipments- DRM/SMS	S&P Section	15/12/2016	FO	15/12/2016	Ok if as per rules.
33	9752/R	6/12/2016 नई दिल्ली यात्रा सड़क मार्ग से 9AIU, New Delhi Meeting)	R	15/12/2016	FO	15/12/2016	To process.
34	6111/R	Part Time Medical Attendant Appointment of Medical Attendant on contract basis	FO	15/12/2016	FO	15/12/2016	Ok as per rules.
35	9453/R	Payment of Bills in Connection with for teaching and non - teaching positions	FO	15/12/2016	FO	15/12/2016	Please put up original file immediately.
36	-	Travel Approval (Ph.D Viva-voce Exaination of Mr. Pranav Upadhyay)-DAP			R	15/12/2016	Ok
37	-	Rescheduling & Grant for Nationa Seminar (Dr. Brajesh Kumar, Deptt of Sociology)	Dean, SAS	15/12/2016	Dean, SAS	15/12/2016	X-above is ok
38	9320/R	Rsearch Grant (Dr. Madhukar Saxena, DBT, SBBT)	FO	15/12/2016	FO	15/12/2016	Yes if as per rules.
39	-	DST-SERB-START Up Grant Contigencies (Dr. Jawahar Lal, DAC)	FO	15/12/2016	FO	15/12/2016	Yes if as per rules.
40	-	ICSSR Fellowship File (Payment) Part-II, Deptt. of Economics (280/DE)	FO	15/12/2016	FO	15/12/2016	Ok as per rules.

41	-	National Seminar on "Demonetisation of Indian Economy: Issues Impact and Challenges" March 23-24, 2017- (Dr. D.K. Yadav, DE)	FO	15/12/2016	FO	15/12/2016	-
42	-	Repair of Photocopier Machine, Dean SLS	FO	15/12/2016	FO	15/12/2016	Yes if as per rules.
43	3307/R	List of Holidays	R	15/12/2016	R	15/12/2016	Ok if as per rules.
44	9071/R	UGC Research Project MRP Research Project (Prof. RP Singh, DES)	FO	15/12/2016	FO	15/12/2016	Yes as per rules.
45	5898/R	Computerization of Exam Section (Exam Section)	FO	15/12/2016	FO	15/12/2016	to discuss.
46	-	VISAKA-08/BBAU/RSO/2016			R	15/12/2016	Ok
47	3393/R	Medical Reimbursement (Teaching) File w.e.f. April 2013	FO	15/12/2016	FO	15/12/2016	Yes if as per rules.
48	5100/R	Project File (SERB)-Dr. Gaurav Raj Dwivedi, DES	FO	15/12/2016	FO	15/12/2016	Yes if as per rules.
49	1816/R	Payment of TA Bills of VC Part-II w.e.f. 21.01.2013	FO	15/12/2016	FO	15/12/2016	As per rules.
50	8909/R	UGC-JRF (Mahesh Kumar, DES)	FO	15/12/2016	FO	15/12/2016	Yes as per rules.