

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7310/R	Creation/Sanction of New Post for Health Centre Nov/2015 (Health Centre)	R	28/10/2016	R	16/12/2016	-
2	9555/R	Complaint File Vol-III (CRC)	Prof. Priti Saxena	13/12/2016	R	16/12/2016	-
3	9738/R	Status pf Expenditure of XII Plan A/c	FO	14/12/2016	FO	16/12/2016	-
4	-	Space Allocation SB&BT Building	Head, SB&BT	15/12/2016	Prof. MY Khan	16/12/2016	If all the heads have agreed, I have no problem.
5	9748/R	T/c of Dr. Jay Shankar Singh, Asstt. Professor, DEM (LTC-2)	R	15/12/2016	FO	16/12/2016	For Necessary action.
6	9715/R	T/c PF of Shri Rama Shankar Singh, Finance Officer-Home Town LTC	R	15/12/2016	Prof. Priti Saxena	16/12/2016	To give opinion legally tenable..
7	9174/R	File of Extention for Submission of final year Marksheet & Migration Certificate	R	15/12/2016	COE Office	16/12/2016	To offer comments .
8	-	Facility to New Building (SB&BT - Phase -III) Deptt. of Pharma. Sci. (270/D.Ph.Sc./BBAU/16)	SBBT	15/12/2016	EE	16/12/2016	For Necessary action.
9	8432/R	T/C Promotion/DPC for Group-B Post	R	15/12/2016	R	16/12/2016	-

10	-	One File Enclosed envelop - End Semester Exam (M.Phil/Ph.D) File No. 99/Dean/SAS/BBAU/16	COE Office	16/12/2016	COE Office	16/12/2016	-
11	8656/R	Construciton Work Amethi Satellite Centre BBAU-5(608)/16 Part-I	OSD, Satellite Campus, Amethi	16/12/2016	OSD, Satellite Campus, Amethi	16/12/2016	Clarificati on may be sought on above'X'
12	-	Printing of P2F Reports of Department	Dean,SIST	16/12/2016	Dean,SI ST	16/12/2016	Ok but time being.