

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	4533/R	Appointment of Deans	R	08.12.2016	R	26/12/2016	Ok
2	6217/R	Awareness Programme on PMJDY, DES (Dr. D.K. Yadav)	FO	21/12/2016	Head, DE	26/12/2016	Ok
3	9512/R	Water Cooler and Water Purifier (Admin-IIInd), DRM, SMS	Head, DRM	21/12/2016	AR S&P	26/12/2016	-
4	9484/R	Requirement of Loudspeaker and Mike and Audio Speaker-DRM, SMS	Head, DRM	21/12/2016	AR S&P	26/12/2016	-
5	-	Requirement for allocation of Ground Floor-Deptt. of Pharma. Sci.	Head, Pharma. Sci.	21/12/2016	EE	26/12/2016	-
6	8265/R	Further Beautification of RCA Boys Hostel-RCA	FO	22/12/2016	FO	26/12/2016	Ok if as per rules.
7	9775/R	DRC-2, Department of History 2015-16	R	22/12/2016	R	26/12/2016	As ammended.
8	9752/R	6/12/2016 नई दिल्ली यात्रा सड़क मार्ग से (AIU, New Delhi Meeting)	R	22/12/2016	R	26/12/2016	Ok but why can't Registrar write VC directly?

9	8852/R	Tender for Manpower Providing Agency-Finance Section	R	22/12/2016	R	26/12/2016	Please do the needful immediately.
10	4573/R	Field Visit & Workshop, DST-Centre for Policy Research, Dr. Venkatesh Dutt, PI, DES (4573/R-2	Dr. Venkatesh Dutt, DES	22/12/2016	Dr. Venkatesh Dutt, DES	26/12/2016	Ok if as per rules.
11	4573/R	Field Visit & Workshop Head (Printing of the Proceedings), DST-Centre for Policy Research, Dr. Venkatesh Dutt, PI, DES (4573/R-1	Dr. Venkatesh Dutt, DES	22/12/2016	Dr. Venkatesh Dutt, DES	26/12/2016	Ok if as per rules.
12	-	Computer, File Cabinet & Photocopier for Dean (SES) Office	FO	22/12/2016	FO	26/12/2016	-
13	8495/R	Insect and Rodent Control in the Library-GBL	FO	22/12/2016	FO	26/12/2016	Yes if as per rules.
14	-	Two file in closed envelop-COE Office	COE Office	22/12/2016	COE Office	26/12/2016	-
15	-	T.A. Bills VC Sir	FO	23/12/2016	FO	26/12/2016	-
16	6860	Purchase of coloured xerox Machine for V. C. Sectt.	FO	23/12/2016	FO	26/12/2016	Ok if as per rules.
17	-	Store Section Purchase of Roller Blinds for new Conference hall of V.C. Sectt	FO	23/12/2016	FO	26/12/2016	Yes if as per rules.

18	9637/R	Dispose of Sessional Copies (UIET)	R	23/12/2016	R	26/12/2016	Follow rules please.
19	7675/R	DRC-School for Home Science	R	23/12/2016	Prof. R.B. Ram	26/12/2016	-
20	5408/R	Complaint File, Vol. I	R	23/12/2016	Prof. Priti Saxena, Chairman, Complaint Cell	26/12/2016	-
21	8858/R	Dessertion File (FST) Ms. Kiran Bharti (School for Home Science)	R	23/12/2016	R	26/12/2016	Ok
22	4517/R	Books Vendors, May 2011 (Central Library)	R	23/12/2016	R	26/12/2016	Ok if as per rules.
23	3307/R	List of Holidays	R	23/12/2016	R	26/12/2016	Why it has come tome again? Please see orders at 77/N.
24	9008/R	CPF / GPF A/c No. of University Empolyee	R	23/12/2016	R	26/12/2016	Yes if strictly as per rules
25	9692/R	File: Ph. D. Admission 2016 - 17 Deptt. of Biotechnology	R	23/12/2016	R	26/12/2016	Yes if strictly as per rules

26	3268/R	School Board File Deptt. of Applied Physics (DAP)	R	23/12/2016	R	26/12/2016	Yes if as per rules.
27	6331/R	Board of Exports for Course Development of MA Public Administration and Propsoed BPGS (Prof. Ripu Sudan Singh, Co-ordinator, Deptt. of Pub-Ad)	R	23/12/2016	R	26/12/2016	Yes if as per rules.
28	-	Subject:- Committees Luscon -2016-17 Dr. Naveen Ku Arora + 4th Lucknow Science Congress ( Luscon - 2016-17 )	Dr. Naveen K Arora, Convener, LUSCON	23/12/2016	Dr. Naveen K Arora, Convener, LUSCON	26/12/2016	Ok
29	4393/R	Dr. RN Bhargava (PI) DEM (Manpower Recruitment- DST SERB Project)			FO	26/12/2016	Yes if as per rules.
30		ICSSR Research Project (Payment to Research Staff) Dr. Shashi Kumar Asso . Professor DHR			FO	26/12/2016	Yes if as per rules.
31	6052/R	File No. 3/Washing Polishiy and Refreshment Bill/NCC/BBAU/11			FO	26/12/2016	Please follow the rules.

32	9541/R	LTC for Prof. Shubhini A. Saraf, Deptt of Pharma. Science			FO	26/12/2016	Yes if as per rules.
33	9759/R	VISAKA-08/BBAU/RSO/2016			Director, CC	26/12/2016	Ok
34	9750/R	Orientation Programme (Dr. Sharmila, School for Home Science) + 9731/R Orientation Programme (School for Home Science)			R	26/12/2016	No please, Please go in vacations.
35	9232/R	ICSSR Project- Salary of Project Staff (Dr. Surendar Meher, DE)			FO	26/12/2016	Yes if as per rules.
36	6315/R	Purchase of Electric Material (GBS)			FO	26/12/2016	Don't we have these?
37	9117/R	DST-Project Meeting (Prof. Ram Chandra, DEM)	Prof. Ram Chandra, Dean, SES	26/12/2016	FO	26/12/2016	To discuss please.
38	9721/R	259/Wi-Fi Presentation/DIT/BBAU/2016	R	26/12/2016	R	26/12/2016	Let's wait for reply from UGC.
39	9784/R	T/c of Dr. Rashida Ather, Asstt. Prof., DHR (Reg: Medical Leave)	R	26/12/2016	R	26/12/2016	Ok if as per rules.
40	-	T/c Shri KBL Srivastava, UDC, Esstt. Section (reg: Paternity Leave)	R	26/12/2016	R	26/12/2016	Ok if as per rules.

41	9575/R	Amended Notification Man Power Agency + 9492/R Breach of Contract	R	26/12/2016	R	26/12/2016	Latest by 31/12/2016 . Don't spile the issue to 2017 please. In case of ..... To do the needful please.
42	4906/R	Braille Section 2014-15 (GBL)			FO	26/12/2016	Yes if as per rules.
43	8763/R	Girls Hostels Strat Light maintenanca Works			FO	26/12/2016	A-PP 7/N approved as per rules.
44	9738/R	Status pf Expenditure of XII Plan A/c			FO	26/12/2016	-
45	-	Publishing of Book -GBL			FO	26/12/2016	Ok if as per rules.
46	9782/R	T/c PF of Shri Anish Ahmad, Driver, Vehicle Section (Reg: LTC)			FO	26/12/2016	Ok if as per rules.
47	9777/R	T/c of Shri Jitendra Kumar, AR (Reg: LTC)			FO	26/12/2016	Ok if as per rules.

48	-	Payment of BBAU Satellite Campus, Tikarmafi, Amethi for Sanitation Services -Nov, 2016			FO	26/12/2016	Yes if as per rules and payment be transferred in the respective account.
49	3857/R	Bank Account 2013-17 Part - V			FO	26/12/2016	Ok if strictly as per rules.
50	9753/R	Judgement with regard to matter of Shri Salahuddin-Estt. Section	R	26/12/2016	R	26/12/2016	-
51	9753/R	Judgement with regard to matter of Shri Salahuddin-Estt. Section	R	26/12/2016	R	26/12/2016	As ammended.
52	-	DPC File -Group-A,B & C (03 File)			R	26/12/2016	-
53	7675/R	DRC-School for Home Science			R	26/12/2016	-
54	8438/R	Painting of Ashoka & kansihka Boys Hostel - 5(603)/2016			FO	26/12/2016	1. EE to give certificate that work was satisfactory. 2. Please process it as per rules.