

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	3043/R	Social Science Journal (Prof. NMP Verma, Deptt. of Economics)	FO	3.12.18	FO	4.12.18	Approved. Pay from UGC fund for publications.
2	17049/R	Printing of Diary & Calender for the Year 2019	R	3.12.18	R	4.12.18	Following Committee is constituted to decide So that it is distributed before December end.
3	16090/R	Maintenance Work of Satellite Campus Amethi 5(686)/2018	R	3.12.18	R	4.12.18	Get it evaluated through a sub committee of Building Committee.
4	3738/R	Consitution of Academic Council- Academic Section	R	3.12.18	R	4.12.18	-
5	5921/R	Extention of Ph.D. Submission, Mr. Lalta Prasad, DPS	R	3.12.18	AR (Academic)	4.12.18	Always quote rule position as per Ph.D regulations.

6	16041/R	Various Maintenance work of BBAU Satellite Campus Amethi	R	3.12.18	R	4.12.18	Put up after one-two months.
7	-	File of Students Council for the Academic Year 2018-19- DSW File			R	4.12.18	Put up in next AC meeting as agenda item.
8	7285/R	Progress Review of the Works Costing More than Rs. 10 Crores- 5(579)/2016 Part-2			R	4.12.18	Proctor & Dr. P. Mohanty included as members.
9	12642/R	Repair of Photocopier Machines in Central Library- STR	FO	4.12.18	FO	4.12.18	-
10	10626/R	DBT Project- Contingency: Dr. G Sunil Babu, DBT	FO	4.12.18	FO	4.12.18	-
11	-	301/UPCSR Project Proposal/DIT/BBAU- Dr. Rajshree, DIT			Dr. Rajshree, DIT	4.12.18	By hand
12	-	Chay/Coffee uplabdh krane ke smabndh me patravali- Guest House	R	4.12.18	R	4.12.18	Committee. Notify.

13	10198/R	Requirement of Electrical Goods for Administrative Block Registrar Office-5(26)/Elect/2016	R	4.12.18	R	4.12.18	Route all files through sub committee of building committee already communicated to EE. Take its resolution. Forwarded to sub-committee of Building Committee.
14	3325/R	Computer Purchase for M.Sc. Lab- DAP	R	4.12.18	FO	4.12.18	Please look into.
15	11785/R	PF of Prof. S.D. Sharma (Department of Law)	DR (Estt.)	4.12.18	Prof. SD Sharma, Law	4.12.18	-
16	10392/R	Advertisement for Project Assistant (SERB-DST)- Dr. Jiwan Singh, DES	Dr. Jiwan Singh, DES	4.12.18	Head, DES	4.12.18	Ok. Proceed as per Project Rules.
17	-	Ramalingaswami Project (Contingency Grants)- Dr. Pankaj Kumar Arora, DEM	Dr. Pankaj Kumar Arora, DEM	4.12.18	Prof. Rana Pratap Singh, Dean Academic Affairs	4.12.18	Suggest use notesheets.