

| S.No | File/Letter No. | Subject | From whom Received | Received Date | Sent to | Sent Date | Remarks |
|------|-----------------|--|--------------------|---------------|---------------|-----------|----------------|
| 1 | 7866 R | JRF Continuation File . | Hod | 28.1.16 | AR/A | 5/Feb | For need full. |
| 2 | 6175 R | JRF Payment Chandra Shekhae Saini | AR/A | 1.2.16 | AR/A | 5/Feb | For need full. |
| 3 | 7875 R | Fellowship file of Ravi Singh. | AR/A | 1.2.16 | FO | 5/Feb | For need full. |
| 4 | 7876 R | Fellowship file Kritika Singh. | AR/A | 1.2.16 | FO | 5/Feb | For need full. |
| 5 | 7663 R | UGC Paymeant of Research Scholar 2015 Bactch. | AR/A | 1.2.16 | AR/A | 5/Feb | File |
| 6 | 4578 R | RGNF File of Ph.D Scholar, DAPS---I | AR/A | 1.2.16 | AR/A | 5/Feb | For need full. |
| 7 | 4907 R | Consumable & Chemicals- DST - SRB Project., Ram Naresh Bhargava/DEM | HoD | 1.2.16 | FO | 5/Feb | For need full. |
| 8 | 6826 R | Furniture for Ashoka Boys Hostel Phase-II, 5(563)/2015. | EE | 1.2.16 | AR/Snp | 5/Feb | For need full. |
| 9 | 5107 R | P/F of Granite & S/S Lettering of Main Gate. 5(540)/2015 | EE | 1.2.16 | EE | 5/Feb | For need full. |
| 10 | 3547 R | National Workshop on Research Methodology | VC | 1.2.16 | Dr.MS Khan | 5/Feb | For need full. |
| 11 | 7882 R | Auditorium Maintenance & Repair work 5(595)/2016 | JE | 2.2.16 | FO | 5/Feb | For NA |
| 12 | 3888 R | Maintinance work of SES Building, 5(372)/13 | IAO | 2.2.16 | IAO | 5/Feb | For need full. |
| 13 | 5963 R | Imprest Money File. | IAO | 2.2.16 | FO | 5/Feb | For NA |

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| 14 | 7661 R | Applying for the post of Proffesor Dr. G. Sunil Babu. | PIC/Esstt | 2.2.16 | AR/Esstt | 5/Feb | For need full. |
| 15 | 6241 R | T/C PF of Dr. Ripu Sudan Sing | PIC/Esstt | 2.2.16 | AR/Esstt | 5/Feb | For need full. |
| 16 | 7327 R | Medical Reimbursement File CSSIEP | PIC/Esstt | 2.2.16 | FO | 5/Feb | For NA |
| 17 | 7884 R | PF. Of Shri. Dharmesh Kumar (Lab Ass.) | PIC/Esstt | 2.2.16 | AR/Esstt | 5/Feb | For need full. |
| 18 | 7885 R | T/C PF of Dr. Radhe Shyam Rai, UDC, Computer Center. | PIC/Esstt | 2.2.16 | FO | 5/Feb | For NA |
| 19 | 6994 R | P.F of Shri Vinay Kumar Awasthi, Electrician. | PIC/Esstt | 2.2.16 | VC | 5/Feb | For Approval |
| 20 | 7574 R | T/C PF of sh. Ram Pal MTS | PIC/Esstt | 2.2.16 | FO | 5/Feb | For NA |
| 21 | 7887 R | T/C PF of Dr. Yuvana Satya Priya, RCA, CCL. | PIC/Esstt | 2.2.16 | VC | 5/Feb | For Approval |
| 22 | 6356 R | JRF Fellowship Mr. Sandeep Kr. Aditya. | AR/A | 2.2.16 | AR/A | 5/Feb | For NA |
| 23 | 3502 R | RGNF for SC Student 2012-13, Vineet Kumar C/o Prof. Ram Chandra. | AR/A | 2.2.16 | AR/A | 5/Feb | For NA |
| 24 | 3272 R | DRC File Of DEM | AR/A | 2.2.16 | VC | 5/Feb | For Approval |
| 25 | 3067 R | M.S.Railing From Gate No.01 To Gate No.03 5(481)EE/2014 | EE | 2.2.16 | FO | 5/Feb | For NA |
| 26 | 7891 R | T/C PF of Dr. Dharendra Pandey, Asstt.Prof. DIT. For NOC | PIC/Esstt | 2.2.16 | VC | 5/Feb | For Approval |
| 27 | 7892 R | Foundation Day 2016 | HoD | 2.2.16 | FO | 5/Feb | For NA |

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| 28 | 7893 R | Duty Chart of Hostel Wardens Woman, DSW-01. | HoD | 2.2.16 | AR/Estt | 5/Feb | For need full. |
| 29 | 7894 R | Appointmeant of Matorn/Caretaker in Chitrlekha And yashodhara Girls Hostel. | HoD | 2.2.16 | PIC/Estt | 5/Feb | For need full. |
| 30 | 3804 R | 15/GPAT SCHOLARSHIP/(2010-12,2011-13,2012-14,2013-15)/D.Ph.Sc./BBAU/114. | HoD | 2.2.16 | AR/A | 5/Feb | For NA |
| 31 | 3956 R | Aluminium Partition work SBBT, 5(388)/13. | EE | 3.2.16 | EE | 5/Feb | For need full. |
| 32 | 7900 R | Coordination Committee/Directors Meeting Scdule on 26&27 Nov2015 | Cor- | 3.2.16 | FO | 5/Feb | For need full. |
| 33 | 7901 R | Ms.Dipti Arya Related File. | HoD | 3.2.16 | AR/A | 5/Feb | For need full. |
| 34 | 7145 R | PF of Dr. Pranav Kr. Anand, Asstt. Prof. D. Eco. | PIC/Estt | 3.2.16 | DR/Legal | 5/Feb | For Opinion plz |
| 35 | 4244 R | File for Helth Center. | PIC/Estt | 3.2.16 | AR/Estt | 5/Feb | Discuss |
| 36 | 7098 R | T/c of Dr. Shashi kant Pandey Associate Prof DPS | PIC/Estt | 3.2.16 | FO | 5/Feb | For need full. |
| 37 | 7288 R | LTC of Block 2014-17, Dr. Gopal Singh | PIC/Estt | 3.2.16 | FO | 5/Feb | For need full. |
| 38 | 5173 R | DEM-FIST | Head | 3.2.16 | AR/Snp | 5/Feb | For need full. |
| 39 | 6685 R | Electricity Charges For the Residential Quarters Of the unersity. | EO | 3.2.16 | VC | 5/Feb | For approval |
| 40 | 7902 R | Colouring/ Funishing Of Cemented Pots/ Plants. Part-2 | Cor- | 3.2.16 | FO | 5/Feb | For need full. |
| 41 | 3545 R | Plantation Work By GBS Part -2 | Cor- | 3.2.16 | FO | 5/Feb | For need full. |

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| 42 | 4109 R | Servising of M.F. Tractor Up-32-CZ-1945 | Cor- | 3.2.16 | AR/Snp | 5/Feb | For need full. |
| 43 | 7903 R | Function on VIP visit in the University Part-2 | Cor- | 3.2.16 | FO | 5/Feb | For need full. |
| 44 | 7450 R | Refund of full fee & Orignal Documents of Student of BBA.LLB | AR/A | 3.2.16 | FO | 5/Feb | For need full. |
| 45 | 3905 R | Office Order/Circular Acadmic Secation | AR/A | 3.2.16 | AR/A | 5/Feb | For need full. |
| 46 | 3128 R | Repair Of Spectro Photo Meter DES | AR/SnP | 3.2.16 | AR/Snp | 5/Feb | For need full. |
| 47 | 7153 R | Chemical Purchase. | AR/Snp | 3.2.16 | AR/Snp | 5/Feb | For need full. |
| 48 | 7831 R | File for the JRF 2014-15 and 2015-16, Preeti& Neha singh | AR/Snp | 3.2.16 | AR/A | 5/Feb | FOR NA |
| 49 | 5782 R | PF of Dr. Amit Kumar Mishra. | PIC/Esstt | 4.2.16 | AR/A | 5/Feb | For need full. |
| 50 | 5742 R | BPGS, DAPS | AR/A | 4.2.16 | AR/A | 5/Feb | For NA |
| 51 | 6045 R | Purchase of New DG Set | EE | 4.2.16 | AE | 5/Feb | For need full. |
| 52 | 5809 R | 190/RGNF Virendra Singh/ DIT/BBAU/2015 | AR/A | 4.2.16 | AR/A | 5/Feb | For NA |
| 53 | 5808 R | 191/RGNF Shweta Sankhwar/ DIT/BBAU/2015 | AR/A | 4.2.16 | AR/A | 5/Feb | For NA |
| 54 | 4393 R | Man Power Requirment / DEM, DST-SERB Project. | HoD | 4.2.16 | FO | 5/Feb | For NA |
| 55 | 4491 R | Advance/ Adustment | AR/A | 4.2.16 | FO | 5/Feb | For NA |

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| 56 | 4278 R | Imprest file Of Academic Section. | AR/A | 4.2.16 | FO | 5/Feb | For NA |
| 57 | 7921 R | Pump Maintinance Work, 5(3)2016 | EE | 5.2.16 | FO | 5/Feb | For need full. |
| 58 | 7849 R | Office Requirments. | EO | 5.2.16 | EO | 5/Feb | For need full. |
| 59 | 7897 R | Payment of DPW | PIC/Estt | 5.2.16 | FO | 5/Feb | For need full. |
| 60 | 7615 R | PF of Dr. V. Elangovan. Asstt.Prof. DAAS. | VC | 5.2.16 | AR/Estt | 5/Feb | For need full. |