

| S.No. | File/Letter No. | Subject | From whom Received | Received Date | Sent to | Sent Date | Remarks |
|-------|-----------------|---|--------------------|---------------|---------------|-----------|--|
| 1 | 3067/R | M.S. Railing From Gate No.01 to Gate No.03 | FO | 9/2/2016 | FO | 10/2/2016 | A-Yes as per rules |
| 2 | 3519/R | JRF-DST DR. Gourav Kathwas, DPHS | FO | 9/2/2016 | FO | 10/2/2016 | yes if as per rules |
| 3 | 5827/R | Painting and Vitrified Flooring at V.C. Secreteriate | FO | 9/2/2016 | FO | 10/2/2016 | yes if as per rules |
| 4 | 6092/R | Repairing of old Chairs | FO | 9/2/2016 | FO | 10/2/2016 | Please discuss |
| 5 | 5225/R | Renovation of Council Hall | FO | 9/2/2016 | FO | 10/2/2016 | yes if as per rules |
| 6 | 4907/R | Dr. Ram Naresh Bharagava, DEM | FO | 9/2/2016 | FO | 10/2/2016 | yes if as per rules |
| 7 | 5401/R | Media Centre Constitution of Board of Management | Media Centre | 9/2/2016 | Media Centre | 10/2/2016 | A - Yes if as per rules & for immetiate action |
| 8 | 7595/R | Purchase of medical appliances/equipments. | R | 9/2/2016 | R | 10/2/2016 | Ok |
| 9 | - | Two confidential file of Ph.D. in a closed cover | COE office | 9/2/2016 | COE office | 10/2/2016 | Confidential |
| 10 | - | Details of type A quarter | Chairman RAAC | 9/2/2016 | Chairman RAAC | 10/2/2016 | Please Discuss |
| 11 | - | Upgradation to SRF under RGNF scheme of Mr. Vivek Kumar | Head DHR | 9/2/2016 | Head DHR | 10/2/2016 | Ok if as per rules |
| 12 | - | ICIC Gateway | FO | 9/2/2016 | FO | 10/2/2016 | Ok , If as per rules |

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| 13 | 7907/R | RGNF 2015-16, Yogesh Kumar, DAP, M.Phill (P) + 3 Files | FO | 10/2/2016 | AR(A) | 10/2/2016 | Yes as per rules |
| 14 | 3714/R | Purchase of chemicals from DST, Deptt. of Pharm.Sci. - Dr. Gaurav Kathwas | FO | 10/2/2016 | FO | 10/2/2016 | yes if as per rules |
| 15 | 5100/R | Dr. Gaurav Raj Dwivedi,DES, Projest File (SERB) | FO | 10/2/2016 | FO | 10/2/2016 | yes if as per rules |
| 16 | 4393/R | Dr.R.N.Bharagava (PI)/DEM, DST-SERB Project | FO | 10/2/2016 | FO | 10/2/2016 | yes if as per rules |
| 17 | 5940/R | U.C.File of SERB-DST Project,DAAS - Dr.V.Elangovan | FO | 10/2/2016 | R | 10/2/2016 | It can't be outside the deptt. please |
| 18 | 6418/R | ICSSR International seminar on "Globalization, Environment and Social Justice: Perspectives, Issue and Concerns", Prof Manish K.Verma, DS | FO | 10/2/2016 | FO | 10/2/2016 | Ok |
| 19 | 6878/R | Consultancy Project G. Water, Dr.Venkatesh Dutta, DES | FO | 10/2/2016 | FO | 10/2/2016 | yes if as per rules |
| 20 | 7918/R | Imprest/B.Tech. (Electrical)/UIET/2016 | FO | 10/2/2016 | FO | 10/2/2016 | Ok |

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| 21 | 7227/R | Contingency Advance, UPCST Project under Young Scientist Scheme (Dr.Dhirendra Pandey) | FO | 10/2/2016 | FO | 10/2/2016 | yes if as per rules |
| 22 | 7502/R | Remote Access of E - Resources | AR(A) | 10/2/2016 | AR(A) | 10/2/2016 | Ok |
| 23 | 7654/R | Publication of tender Notice | FO | 9/2/2016 | Dr. R.K.Sha hu | 10/2/2016 | Ok |
| 24 | 6773/R | Modernization of Guest House I | FO | 10/2/2016 | FO | 10/2/2016 | Ok if as per rules |
| 25 | 7929/R | Corepay scale of lab Asstt. In central universities | R | 10/2/2016 | R | 10/2/2016 | Yes if strictly as per rules |
| 26 | 7505/R | Compassionate Appointment (Against Late Shri Ishwar Chand) | R | 10/2/2016 | R | 10/2/2016 | Please get all the signatures |
| 27 | 6022/R | Purchase of Cartridge,DCS | R | 10/2/2016 | R | 10/2/2016 | A- Ok as per rules |
| 28 | 7355/R | Admission Committee, DLIS/2015-2016 | R | 10/2/2016 | R | 10/2/2016 | Ok if as per rules |
| 29 | 7811/R | Grammariy Software, GBL | R | 10/2/2016 | R | 10/2/2016 | Ok as per rules |
| 30 | 7935/R | Purchase of online UPS & Fax Machine for V.C Sect. | R | 10/2/2016 | R | 10/2/2016 | A- Yes as per rules |
| 31 | 7205/R | 221/UGC-MRP(2015- 16)/DIT/BBAU/15 | R | 10/2/2016 | R | 11/2/2016 | Yes as per rules |
| 32 | 7560/R | T/C PF of Smt. Minakshi Khare, PS, Proctor Office (LTC) | R | 10/2/2016 | R | 11/2/2016 | Yes as per rules |

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| 33 | 5510/R | SC/ST Coaching Centre Advisory Committee File | R | 10/2/2016 | R | 11/2/2016 | As ammended |
| 34 | 3905/R | Office order/Notifications/Circular, Acad. Section | R | 10/2/2016 | R | 11/2/2016 | Ok as per rules |
| 35 | 6970/R | MOU Between Int. Research Intitute of Buddhist Studies With BBAU, University | R | 10/2/2016 | R | 11/2/2016 | Registrar to be Discuss |
| 36 | 5742/R | B.P.G.S. DAPS(Horti.) | R | 10/2/2016 | R | 11/2/2016 | Ok as per rules |
| 37 | 7895/R | रिक्श ट्राली कय करने हेतु, सेनीटेशन विभाग | R | 10/2/2016 | R | 11/2/2016 | A |
| 38 | 3807/R | English Language File. No.-5, RCP | R | 10/2/2016 | R | 11/2/2016 | Dr. Ram for Recommended |
| 39 | 6479/R | M.Phill (Library & Information Science), M.Phill Admission 2015 | R | 10/2/2016 | R | 11/2/2016 | Yes as per rules |
| 40 | 7938/R | Circular, Finance Section | R | 10/2/2016 | R | 11/2/2016 | OK |
| 41 | - | Purchase of Equipment & construction of Studio-Media Centre | Media Centre | 11/2/2016 | Media Centre | 11/2/2016 | Please suggest the committee |
| 42 | 5539/R | Tour Programme (TA/DA) Ramanujam Fellowship of Dr. Devesh Kumar | R | 11/2/2016 | R | 11/2/2016 | let the Deans do it |
| 43 | 7907/R | Academic calender 2016-2017 | R | 11/2/2016 | R | 11/2/2016 | Please suggest |
| 44 | - | UGC (Non-NET) Fellowship, Finance | FO | 11/2/2016 | FO | 11/2/2016 | Yes as per rules |

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| 45 | 6817/R | Purchase of Consumables, Dr. P.K. Kushawaha | FO | 11/2/2016 | FO | 11/2/2016 | Yes as per rules |
| 46 | 4067/R | Committee for creation of Mosquito Mesh Siddartha Hostel | FO | 11/2/2016 | FO | 11/2/2016 | Yes as per rules |
| 47 | 6734/R | A/c Opening CCSD-2015, Prof. Rana P. Singh, DES (Attached 4 files) | FO | 11/2/2016 | FO | 11/2/2016 | let the Deans do the useful |
| 48 | 6887/R | Furniture for Room Adjacemet to V.C.s Chamber, 5(568)15 | FO | 11/2/2016 | FO | 11/2/2016 | Yes as per rules |
| 49 | 5896/R | Advance Contingency, Dr. P.K. Kushawaha | FO | 11/2/2016 | FO | 11/2/2016 | Yes as per rules |
| 50 | - | Bill of Piccadily Hostel, Hold on 9 Jan 2016 | FO | 11/2/2016 | FO | 11/2/2016 | Yes as per rules |
| 51 | - | Guest Faculty Payment ,FO | FO | 11/2/2016 | FO | 11/2/2016 | Yes strictly as per rules |
| 52 | - | Result Notification (Ph.D) | COE office | 11/2/2016 | COE office | 11/2/2016 | Ok as per rules |