

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	4519/R	MOU, Acad. Section	R	20/1/2016	R	3/2/2016	Please proceed with the MOU's with the forigen universities as per MHRD directions. Expedite.
2	3535/R	Merit List- M.A. Entrance Admission- Political Science	Prof. R.P.Singh	1/2/2016	Prof. R.P.Singh/AR(A)	3/2/2016	Seen
3	6095/R	RTI-Correspondence, (Correspondence with Applicants)	R	2/2/2016	R	3/2/2016	Seen
4	-	39th meeting of Finance committee	FO	2/2/2016	FO	3/2/2016	Please disscus
5	-	International Consultant Meet, DAAS	FO	2/2/2016	FO	3/2/2016	Yes if strictly as per rules
6	-	Appointment of Matorn/Caretaker in Chitralekha & Yashodhara Girls hostel, Woman DSW	DSW	2/2/2016	DSW	3/2/2016	Please ahead as disscused
7	-	Duty Chart of Hostel Wardens, Woman DSW	DSW	2/2/2016	DSW	3/2/2016	Please disscus
8	1286/FO	Finding Agency-UGC, Project Fellow, Dr. N.K.Arora - DEM	FO	2/2/2016	FO	3/2/2016	Yes if as per rules

9	6734/R	A/c Opening CCSD-2015, Prof. Rana P. Singh, DES (Attached 4 files)	Prof. R.P.Singh	3/2/2016	Prof. R.P.Singh	3/2/2016	Ok but please send a circular to avoid such a thing
10	7674/R	NON PLAN 2015-16 (Budget/Exp.	FO	3/2/2016	FO	3/2/2016	How come the estimate for next year are less than expendation the current year?
11	-	International Seminar on "Globalization, Environment and Perspectives, issues and Concerns"-Prof. Manish K. Verma, DS	FO	3/2/2016	FO	3/2/2016	-
12	5020/R	Requirment of guards Security Section	R	3/2/2016	R	3/2/2016	Urgent, Registrar to NA please
13	7694/R	Clearnig of External granite stone floor in the main auditorium	FO	3/2/2016	FO	3/2/2016	It is still direct
14	-	Two Confidential file of 1. (M.Sc.) Applied Animal Science, Preeti Verma related 2. Result Noti. Dec.-2015, Vol- II in a closed envelope	COE office	3/2/2016	COE office	3/2/2016	Confidential

15	-	Seminar (Feb-2016), CSSEIP BBAU, Lko	Director I/C CSSEIP	3/2/2016	Director I/C CSSEIP	3/2/2016	Ok as per rules
16	6338/R	Claim Petition Before Sole Arbitrator, Arbitration case No. 04 of 2013 (M/S. Sun Security Services Vs. BBAU & Another)	R	3/2/2016	R	3/2/2016	Ok as per rules
17	-	Two Confidential file of Ph.D. in a closed envelope	COE office	3/2/2016	COE office	3/2/2016	Confidential
18	-	Two Confidential file of Ph.D. in a closed envelope	COE office	3/2/2016	COE office	3/2/2016	Confidential
19	7905/R	Representations/Complaints (Against Reservation in Admission)	R	3/2/2016	R	3/2/2016	Ok
20	6772/R	Supply of Electrical Goods 5(535)/2015 Part III	FO	3/2/2016	FO	3/2/2016	Yes if strictly as per rules
21	7270/R	Visit to Dr. Ambedkar foundation New Delhi/Dr. Shuradarapuri (Prepration of Dairy and calender, R-office	FO	3/2/2016	FO	3/2/2016	Dean to do the needful
22	7832/R	Instruments repairing, DEM	FO	3/2/2016	FO	3/2/2016	Yes if as per rules
23	-	field visit and workshop, DST	FO	3/2/2016	FO	3/2/2016	Ok if as per rules
24	4412/R	Bibekananad Nayak ,CSSEIP field work ICSSR MRP	FO	3/2/2016	FO	3/2/2016	Yes if as per rules
25	6391/R	Bibekananad Nayak ,CSSEIP Major project , salary of project staff	FO	3/2/2016	FO	3/2/2016	Yes if as per rules

26	-	TA and remuneration bill file	FO	3/2/2016	FO	3/2/2016	Yes if as per rules
27	-	Special lecture on RGMIE, Dr. hari shankar singh programme convener ,SOE	FO	3/2/2016	FO	3/2/2016	Ok if as per rules
28	7848/R	230/Software development cell/DIT/BBAU/15	R	3/2/2016	R	3/2/2016	Registrar , FO, Head IT to discuss
29	7389/R	One confidential file of Navodaya Vidyalaya samiti exam in closed envolape	R	3/2/2016	R	3/2/2016	Confidential
30	7032/R	Representation of Dr. Bela turkey Kaushal, DAAS	R	3/2/2016	R	3/2/2016	A committee and Dr. Bhatnagar(note & to Registrar has already been formed to look into issue of Sunita Mishra & Dr. Jaiswal. Committee has been requested to give recommendatio n before 13.01.2016. Please provide all the papers to Dr. Bhatnagar

31	4519/R	Explanation File + MoU, Acad. Sec.	R	3/2/2016	R	3/2/2016	There is no document but for explanation in file
32	7654/R	Publication of tender Notice	R	3/2/2016	R	3/2/2016	Immediately, Ok as per rules