

S. No	File/Letter No.	Subject	From whom received	Received Date	Sent to	Sent Date	Remark
1	-	6 वे दीक्षान्त समारोह हेतु बुके खरीदने के सम्बन्ध मे	FO	4/2/2016	FO	9/2/2016	Ok but it wastoo costly, In future prepare the bouquest in house, No purchase from outside
2	6508/R	Fwll Telephon Bill Payment Telephone Section	FO	4/2/2016	FO	9/2/2016	Ok but please try to see that the expression are not as on Rs. 100 under normal circumstances
3	7886/R	T/C PF of Dr. Manish Kumar Verma, Deptt. Soci.	FO	4/2/2016	FO	9/2/2016	Yes if as per rules
4	7914/R	Viva-voc, MLIS	R	4/2/2016	R	9/2/2016	Ok but please avoid private airlines
5	5401/R	Media Centur Constitution of Board of Management	Media Centre	4/2/2016	Media Centre	9/2/2016	Why it has taken one month? Please explain today by 5 PM
6	-	RGNF, Mr. Dhiraj Kumar, Ph.D., DAAS	FO	4/2/2016	FO	9/2/2016	अनुमोदित अगर नियमानुसार है ।
7	4150/R	Registrar Mobile Bill payment file	R	4/2/2016	R	9/2/2016	अनुमोदित अगर नियमानुसार है ।
8	-	उत्तर प्रदेश अनु . जाति। अनु . जनजाति आयोग से प्राप्त प्रत्यावेदन	R	4/2/2016	R	9/2/2016	Ok if correct

9	7032/R	Representation of Dr. Bela turkey Kaushal, DAAS	R	4/2/2016	R	9/2/2016	Character certificate has also sent by Dr. Ram provided by the then co-ordinators
10	7887/R	T/C PF of DR. Yuvana Satya Priya,RCA	R	5/2/2016	R	9/2/2016	A ok if as per rules
11	3272/R	Departmental Research Committee, DEM, DRC-Volum-III	R	5/2/2016	R	9/2/2016	Seen, hope they are as per rules
12	6994/R	P.F. of Vinay Kumar Awasthi, EE	R	5/2/2016	R	9/2/2016	Yes if as per rules
13	-	Seminar Kit-Tow Day Internatinal Seminar on 15-16 Feb2016, Prof. M. K. Verma, Deptt.-Soci.	FO	5/2/2016	FO	9/2/2016	Ok but Please economise , we should not go to levish things
14	-	Transport-Tow Day Internatinal Seminar on 15-16 Feb2016, Prof. M. K. Verma, Deptt.-Soci.	FO	5/2/2016	FO	9/2/2016	This is to higher a rate, Even in daily it is much cheaper
15	-	Souvenir-Tow Day Internatinal Seminar on 15-16 Feb2016, Prof. M. K. Verma, Deptt.-Soci.	FO	5/2/2016	FO	9/2/2016	please economy to Rs. 200/-
16	-	Catering-Tow Day Internatinal Seminar on 15-16 Feb2016, Prof. M. K. Verma, Deptt.-Soci.	FO	5/2/2016	FO	9/2/2016	As ammended, Please economise, we should not go to levish parties.

17	-	Proceedings-Tow Day Internatinal Seminar on 15-16 Feb2016, Prof. M. K. Verma, Deptt.-Soci.	FO	5/2/2016	FO	9/2/2016	As ammended
18	7288/R	LTC of Dr. Gopal Singh, DMCJ	FO	5/2/2016	FO	9/2/2016	Yes if as per rules
19	4647/R	Staff Salary, DST - Centre for Policy Reasearch, Dr, Venkatesh Dutta, DES	FO	5/2/2016	FO	9/2/2016	Yes if as per rules
20	7855/R	Dr. Ram Naresh Bharagava, DEM	FO	5/2/2016	FO	9/2/2016	Yes if as per rules
21	6639/R	Dr. Shiv shankar, DES - Young Science, UPCST Project	FO	5/2/2016	FO	9/2/2016	अनुमोदित अगर नियमानुसार है ।
22	-	Honorarium, RCA	FO	5/2/2016	FO	9/2/2016	Yes if as per rules
23	-	Dr. Rima Kumari : Startup Reaearch Grant (Young Scientist), DES	FO	5/2/2016	FO	9/2/2016	अनुमोदित अगर नियमानुसार है ।
24	6478/R	ICSSR Doctoral Fellowship, Mr. Hari om, DLIS	FO	5/2/2016	FO	9/2/2016	अनुमोदित अगर नियमानुसार है ।
25	7922/R	Re-advertisement of Teaching Posts 2016	R	5/2/2016	R	9/2/2016	As ammended
26	-	Booking of type Guest House Tow Day Internatinal Seminar on 15-16 Feb2016, Prof. M. K. Verma, Deptt.-Soci.	Deptt. of Sociology	8/2/2016	Prof. M. K. Verma	9/2/2016	Yes but as per rules

27	3844/R	Payment to Manpower Providing Agency	R	8/2/2016	R	9/2/2016	अनुमोदित अगर नियमानुसार है ।
28	7837/R	Approval for Registration Form, National Service Scheme	R	8/2/2016	R	9/2/2016	Ok
29	7450/R	Refund of Fee of The Students	R	8/2/2016	R	9/2/2016	Ok
30	6108/R	201/Appointment of RA under young scientist scheme/DIT/Dr.D. PANDEY	FO	9/2/2016	FO	9/2/2016	Yes if as per rules
31	4365/R	Stage Seating of Auditorium, EE	FO	9/2/2016	FO	9/2/2016	Please get the table modified as per original design.
32	5930/R	Guest/Visiting Faculty, DHR	Head DHR	9/2/2016	Head DHR	9/2/2016	Ok as per rules
33	7897/R	Payment of DPW	R	9/2/2016	FO	9/2/2016	FO to Please see.
34	6418/R	ICSSR International seminar on "Globalization, Environment and Social Justice: Perspectives, Issue and Concerns"	FO	9/2/2016	FO	9/2/2016	ok as per rulse
35	7897/R	Payment of DPW	FO	9/2/2016	FO	9/2/2016	ok as per rulse
36	_	Advance to Chief Medial Officer for health centre, BBAU-2016	FO	9/2/2016	FO	9/2/2016	Please Discuss

37	-	Annual Review Meeting 2015-2016, DST-CPR, BBAU - Venkatesh Dutta, DES	Co-Ordinator DST-CPR	9/2/2016	Co-Ordinator DST-CPR	9/2/2016	-
38	-	Documentation Unit (Furniture), DST-Centre for policy research BBAU - Venkatesh Dutta, DES	Co-Ordinator DST-CPR	9/2/2016	Co-Ordinator DST-CPR	9/2/2016	अनुमोदित अगर नियमानुसार है ।
39	-	Publication/Printing, DST-CPR, BBAU - Venkatesh Dutta, DES	Co-Ordinator DST-CPR	9/2/2016	Co-Ordinator DST-CPR	9/2/2016	अनुमोदित अगर नियमानुसार है ।
40	7883/R	T/C PF of Dr. Richa Kothari, Asstt. Prof., DES (CCL)	R	9/2/2016	R	9/2/2016	Yes if as per rules
41	-	Related to visit of Hon'ble PM - Renovation of VVIP toilet in Main Auditorium	FO	9/2/2016	FO	9/2/2016	Ok if as per rules
42	-	Wooden Wall panelling in safe house of Hon'ble PM (VC's Secreteriate)	FO	9/2/2016	FO	9/2/2016	Ok as per rules
43	6911/R	General Store Shop +1 fie	R	9/2/2016	R	9/2/2016	Ok
44	7853/R	Tripesh Kumar Tripathi Vs. BBA University & Others (Grant of M.Sc. Degree, DAM)	R	9/2/2016	R	9/2/2016	Ok

45	4006/R	Ms. Bela Turkey Kaushal ,RGNF File, DAAS + 1 File (Ph.D. Thesis)	R	9/2/2016	R	9/2/2016	Dr. Preeti Saxena, Dr. Sudarshan Verma, Dr. Ram, Foto please resolve it by 10/2/16 positively
46	4244/R	Health Centre	R	9/2/2016	R	9/2/2016	Dr. Dhawal, CMO P. U. may be invited to give input
47	7190/R	PF of Shri Arvind Shukla, R.S.O	R	9/2/2016	R	9/2/2016	अनुमोदित अगर नियमानुसार है ।
48	7872/R	Blind & Screen Shades, GBL	R	9/2/2016	R	9/2/2016	A- अनुमोदित अगर नियमानुसार है ।
49	6685/R	Electricity charges for the Residential Quarters of the university	R	9/2/2016	R	9/2/2016	Ok
50	7197/R	Application CUH, Dr. Naveer Kumar Arora, DEM	R	9/2/2016	R	9/2/2016	Yes if as per rules
51	6849/R	DRC, D.E.S, Vol. IVth	R	9/2/2016	R	9/2/2016	अनुमोदित अगर नियमानुसार है ।
52	7098/R	T/C PF of Dr. Shashi Kant Pandey, Associate Prof, D.Pl.Sci., (LTC)	FO	9/2/2016	FO	9/2/2016	Yes if as per rules
53	7674/R	Main Grant, Budget/Exp. 2015-16, NON - PLAN 2014-2015	FO	9/2/2016	FO	9/2/2016	The information need to be discussed
54	7829/R	File for Fees Comparison, Acad. Sec.	R	9/2/2016	Dr. M.Y. Khan	9/2/2016	-

55	6915/R	Financial Support for Molecular Analysis, Shashank Tiwari/DEM	FO	9/2/2016	FO	9/2/2016	Plase discuss
56	7810/R	Photocopier Machine, GBL	R	9/2/2016	R	9/2/2016	Why the order has not been followed.
57	6873/R	T/C PF of shri N.K.S. More, Asso. Prof, DES	R	9/2/2016	HPC-- /Pi/c(Estt. )	9/2/2016	HPC to please look into the matter as per rules
58	7821/R	T/C R.T.I. File	R	9/2/2016	R	9/2/2016	Ok as per rules