

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	9407 R	Repairing of Photocopy Machine Of R-Office.	AR/Snp	3.2.17	VC	9.Feb	For approval
2	9970 R	UGC Fellowship File, Research Scholars	AR/A	6.2.17	FO	9.Feb	For need full.
3	9993 R	UGC Monthely Fellowship, PH.D/DLISc/BBAU/2017.	HoD	6.2.17	FO	9.Feb	For need full.
4	4400 R	PF of Shahnawaz Khan, JE	AR/Estt	6.2.17	AR/Estt	9.Feb	For need full.
5	5092 R	T/C VC, LTC	AR/Estt	6.2.17	AR/Estt	9.Feb	For need full.
6	10001 R	Minutes of the school board for the approval for Acadamic Council	Dean	7.2.17	AR/A	9.Feb	For need full.
7	9501 R	RGNF to SRF	VC	9.2.17	HoD	9.Feb	By hand Rashmi Singh
8	10017 R	Expenditure Certificate.UGC MPR Project , Dr. Sudipta Saha	RSO	9.2.17		9.Feb	By hand Dr. Sudipta Saha
9	10018 R	UGC-MRP Project Final Report, Dr. Sudipta Saha	RSO	9.2.17		9.Feb	By hand Dr. Sudipta Saha
10	9957 R	Rajvardhan Research Scholar.	AR/A	9.2.17	AR/A	9.Feb	For need full.
11	10020 R	Extension of Contract & Guest Faculty	HoD	9.2.17	AR/Estt	9.Feb	For need full.