

S.No	FileNo	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5620/R	Constitution of Planning Board	R	02-02-2017	R	2.3.17	-
2	9960/R	DRC Minutes, Deptt. of History	R	30/01/2017	Head, DH	2.3.17	-
3	9625/R	Requirement for Manpower Proctor & Deans, SES	R	30/01/2017	R	2.3.17	Ok & immediate.
4	-	Committee on Deployment of Security	Security Section	31/01/2017	FO	2.3.17	To do needful please.
5	-	Committee for Dairy and Calendar (File No. 14/BBAU/RSO/2017)	RSO Office	02.02.2017	RSO Office	2.3.17	Ok
6	-	File No. 62 (File Name: Printing/Supply of Exam Stationary)	COE Office	02.02.2017	COE Office	03.02.2017	-
7	8547/R	BBAU-SU Collaboration Projects-2014 (Dr. Shashi Kant Pandey, DPS, SAS, BBAU)	FO	02.02.2017	FO	03.02.2017	Ok out of Project funds as per rules.
8	9902/R	Proforma for Attending Outstanding Programme (Dr. Abha Mishra, Asstt. Prof., DAAS) at University of Hyderabad	FO	02.02.2017	FO	03.02.2017	Please convey her.

9	4762/R	USIC Purchase of Research Microscope	FO	02.02.2017	FO	03.02.2017	Ok if as per rules.
10	-	Dr. Neelam, Medical Officer (Contract), Satellite Campus, Tikarmafi, Amethi	FO	02.02.2017	FO	03.02.2017	Yes if as per rules.
11	-	Special lecture file SAS, BBAU Deptt.of Sociology	FO	02.02.2017	Head, DS	03.02.2017	Rs. 12000/- allowed as per rules.
12	3174/R	संकाय भवनों/ आवासीय भवनों हेतु विदुत उपकेंद्र एवं विद्युत आपूर्ति (ब्रह्या) का निर्माण भाग- 1	FO	02.02.2017	EE	2.3.17	Ok as per rules.
13	8721/R	Refund of Fee (Sh Kelvin Kamal, Mohd. Atif Azaz and Ms. Shiwangi Shrivastava students of BBALLB)			FO	03.02.2017	FO to prepared note & AR (F) may send the reply to UGC.
14	8316/R	Gym Maintenance-Sports Section/614			Dr. Manoj K. Dhadwa 1	2.3.17	Yes as per rules.

15	9986/R	Misc./Telephone Conversation from UGC reg.	R	02-02-2017	R	2.3.17	Please notify compared committee already constituted. It was to be done in 2 days. It must be done today.
16	9982/R	PF of Dr. Jogendra Kumar, Research Associate, CSSEIP			R	2.3.17	Immediate & Yes if as per rules.

17	9933/R	Proforma NOC Passport, Dr. D.R. Modi, Associate Professor, DBT	R	03.02.2017	R	03.02.2017	Since, there is no charge sheet, NOC may be provided. Moreover, the letter is misleading. I have never referred NOC to him. Proper NOC be issued immediatel y.
18	9980/R	Duty Leave : Dr. Devesh Kumar, DAP	R	03.02.2017	R	2.3.17	Why the pro- permission was not obtained.

19	9391/R	Minutes of the Meeting of SPS, Dean, SPS (09)	Dean, SPS	03.02.2017	Dean, SPS	03.02.2017	1) For lien a Committee has already been constituted to give recommendation 2) Approved is principle depending upon ressones
20	-	Traveling approval of Prof. R.G. Sonkawade for attending the Ph.D Viva-voce Examination of Mr. Rajeev Kumar, DAP	Dean, SPS	03.02.2017	Dean, SPS	03.02.2017	I hope he is not coming for any court case as happened last time Deans/Head must certify.

21	9608/R	Application for Lien (Dr. Gaurav Kaithwas, DPS)	AR Estt.	03.02.2017	R	2.3.17	One can get only 5 years EOL in life. Do me have information for his previous insitute. Please clarify.
22	9625/R	Requirement for Manpower Proctor & Deans, SES	AR Estt.	03.02.2017	R	2.3.17	Proctor is very sensitive & input job. A trained person in Hindi/English computer typing is needed. So he be provided manpower as above immediatel y.

23	-	Staff Requirement for Office of Dean, SLS	AR Estt.	03.02.2017	R	2.3.17	Lets Sh. Salahuddin remain will head. A new person will be provided to Dean in due course of time please.
24	9833/R	Wrong alleged Negligence of UGC letter in Registrar Office for RCA Meeting- Prof. Ram Chandra, RCA	R	03.02.2017	Director , RCA	2.3.17	
25	8228/R	Dr. Mujibur Rehman, Asst. Prof., Dept. of Law (P.F. No. 306)			R	2.3.17	Please provided the notification strcitly as at 23/N. It must be released within 24 hours.

26	9935/R	Imprest for Vehicles (Diesel/Petrol) (1/VS/2016)			FO	2.3.17	-
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