

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	15011/R	Requirement of Computer System- Prof. Gajanan Pandey, Deptt. of Chemistry	R	7.2.19	DR (S&P)	11.2.19	Process from UGC 2019-19 equipment fund.
2	18036/R	International Conference on Global Control of Green House Gases at the Sources by Physical and Chemical Technology 22-24 Marhc, 2K19 (GCGHGSPCT-2K19)- Deptt. of Chemistry	FO	8.2.19	FO	11.2.19	-
3	18028/R	Sathapana Diwas ke Awasar Par (Chayawad ke 100 Varsh)- Hindi Deptt.	FO	8.2.19	FO	11.2.19	-
4	-	File No. 487, 489 and 509	COE	8.2.19	COE	11.2.19	-
5	12863/R	Post Matric Scholarship & Fee Reimbursement for the Year 2018-19 (File No. 170/BBAU/SC/ST/Cell/2018)	R	8.2.19	R	11.2.19	-
6	19259/R	Upload Brochure (National Seminar 26th March, 2019)- Deptt. of Law	R	8.2.19	Incharge Website	11.2.19	-
7	19258/R	National Seminar (26th March, 2019) - Deptt. of Law	R	8.2.19	Dean, SLS	11.2.19	Dean athourised.
8	19262/R	Salary of Employees- Estt. Section	R	8.2.19	R	11.2.19	Approved.

9	13006/R	Sports Events to be conducted for the A/c Year 2018-19- Sports Section	Sports Section	8.2.19	FO	11.2.19	Examine & Suggest. Reduce the budget.
10	15004/R	Equipment Purchasing File (DBT Project)- Dr. Venkatesh Kumar R., Deptt. of Zoology	Dr. Venkatesh Kumar R, Zoology	8.2.19	FO	11.2.19	See 'A'

11	3744/R	Office Order- Vehicle Section	AR (Vehicle)	8.2.19	AR (Vehicle)	11.2.19	Not Justified. Review decision in short of fund crunch. Give data of last three months earning patients by University Ambulance earn become supplied by another hospitals contact them.
12	12448/R	M/S Vinod Kumar Chahmali security Agency payment file II	Proctor	8.2.19	Proctor	11.2.19	Show me license of this agency, Check if expired.

13	-	Proctorial Board Meeting held on 04.02.2019- Proctor Office	Proctor	8.2.19	Proctor	11.2.19	Already in another circumstances file sent to Proctor.
14	2524/FO	F.N. Travelling Allowance Bill File (T/C) of Hon'ble Vice-Chancellor, BBAU, Lucknow	FO	7.2.19	FO	11.2.19	-