

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	File No. 485	COE	15.2.19	COE	20.2.19	
2	-	File No. 448, 476	COE	15.2.19	COE	20.2.19	
3	17018/R	Refling 88-A Toner- STR	FO	15.2.19	FO	20.2.19	Approved
4	12175/R	Providing Drinking Water UIET-EO/BBAU/204	AR (Academic)	15.2.19	Director UIET	20.2.19	
5	8279/R	Type A Residence work 5 (326) 11 Part 1	R	15.2.19	FO	20.2.19	Examine & suggest
6	14043/R	Identity Card for the Students (Session 2018-19)- Proctor Office	Proctor	18.2.19	FO	20.2.19	Query of 6/N still unanswered
7	-	To Procure Remain Student Identity Cards- Proctor Office (231/Proctor)	Proctor	18.2.19	Proctor	20.2.19
8	-	Extension of Providing Services Manpower and Sanitation- Finance Section	FO	18.2.19	R	20.2.19	Why it is still not cleared ? whay is the usual proceeding extension
9	19136/R	Admission File of Ph.D Horticulture (Session 2018-19)- Deptt. of Horticulture	Dean Academic Affairs	19.2.19	R	20.2.19	Pl. relook & suggest
10	-	AMC for Horticultural Work- GBS	PIC, GBS	19.2.19	Codinator GBS	20.2.19	
11	12182/R	Manpower-DST-SERB Project- Dr. RN Bhargava, DEM	FO	19.2.19	FO	20.2.19	-

12	8653/R	Satellite Campus at Amethi-5(606)/2016	FO	19.2.19	FO	20.2.19	Yes
13	3402/R	वाहनों के इंश्योरेंस नवीनीकरण हेतु पत्रावली- Vehicle Section	FO	19.2.19	FO	20.2.19	
14	19205/R	Study Tour File, Zoology 2019-Deptt. of Zoology	FO	19.2.19	FO	20.2.19
15	12442/R	DBT-Ramalingaswami Fellowship-DEM	FO	19.2.19	FO	20.2.19	
16	12606/R	Requirement for Surface Shifting of Almirah + Experimental Palteform for Research Lab- Dr. Anjani Kumar Tiwari, DAC	FO	19.2.19	DR(S&P)	20.2.19	
17	19165/R	Proposal for Recreation cum Exercise Hall at the Ambedkar Bhawan- Sports Section	FO	19.2.19	FO	20.2.19	Approved. Except 6 in Ist Phase.
18	13074/R	Maintenance of Equipment (Nano Plus Particle Size Analszer)- Deptt. of Pharmaceutical Sciences	FO	19.2.19	FO	20.2.19	
19	-	Requiriement of Name Plates-UIET	FO	19.2.19	FO	20.2.19	wait for a month
20	-	CST (University Correspondence)- Dr. Subhash Kumar Yadav, Deptt. of Statistics	FO	19.2.19	FO	20.2.19	
21	6808/R	Maintenance of Lab & Store-DBT	FO	19.2.19	FO	20.2.19	
22	8166/R	Purchase of Biotoilet-5(690)/2018	FO	19.2.19	FO	20.2.19	Yes as per rules

23	19123/R	DST-Inspire Fellowship (MST-DST Mr. Shubham Rastogi)- Dr. Gaurav Kaithwas, Deptt. Pharma Sciences	FO	19.2.19	FO	20.2.19	Approved
24	12722/R	Fellowship- Anamika Shukla DST (INSA Fellowship)	FO	19.2.19	FO	20.2.19	
25	11858/R	Print Journal-2017 (GBL)	FO	19.2.19	Librarian	20.2.19	Route through LAC quickly
26	11331/R	Caution Money (Part-II)- Academic Section	FO	19.2.19	FO	20.2.19	Approved
27	19280/R	File for Repairing of Toshiba E studio 256SE- Deptt. OF Statistics	FO	19.2.19	FO	20.2.19	
28	19273/R	Electrical Works/Supply for BBAU Satellite Campus Amehti- 5(55)/Elect/2016	FO	19.2.19	FO	20.2.19	
29	11125/R	Restructuring of Schools/Departments/Centres- Academic Section + Restructuring Of the School of Social Sciences (02 Files)	R	19.2.19	R	20.2.19	
30	19214/R	T/c PF of Shri Vishal Singh, Assistan Enggineer (Electrical)	R	19.2.19	EE	20.2.19	
31	13092/R	65th Meeting of Academic Conncil-Academic Section	R	19.2.19	R	20.2.19	Proceed as per BOM decision

32	19315/R	T/c PF of Prof. MP Singh, Professor (Reg; Forwarding Application)	R	19.2.19	DR(Estt)	20.2.19	Ok Proceed as per rules
33	12865/R	Appointment of Athourized Signatary -Prof. Rana Pratap Singh, CIIPP	R	19.2.19	R	20.2.19	DEAN acadmic to look after this work till furture order
34	-	Maintenance Grant-HDFS, SHS	FO	19.2.19	FO	20.2.19	-
35	-	Permission of M.Pharma (Phamacilogy/Pharmaceutical) Registration Online in PCI Portal- Deptt. of Pharmaceutical Sciences	FO	19.2.19	FO	20.2.19	Approved
36	13043/R	DBT-Foldscope (National Conference/Workshop on Foldscope)- Dr. Venkatesh Kumar R., Deptt. of Zoology	FO	19.2.19	FO	20.2.19	Approved
37	14016/R	Maintenance of SBBT Building 5(689)/2018 Part-1	FO	19.2.19	FO	20.2.19	
38	12622/R	Competiton of Plays on Gandhi-DMCJ	FO	19.2.19	FO	20.2.19	Approved
39	3779/R	Purchase of Postal Stamp Vol - 3rd (Dispatch Section)	FO	19.2.19	FO	20.2.19	
40	-	Commemoration the 23rd Anniversary of the Foundation Day of the BBAU- Prof. Kaman Singh, DAC	FO	19.2.19	FO	20.2.19	Ok proceed as per rules

41	19190/R	Budget Proposal for Equipment- DAC	Dean Academic Affairs	19.2.19	DR(S&P)	20.2.19
42	12799/R	Ph.D Admission 2018-19: Deptt. of History + 19298/R Misrepresentation of Facts- Prof. S. Victor Babu, DH (02 Files)	AR (Academic)	19.2.19	Prof. Ripu Sudan Singh, Dean, SASS	20.2.19	-
43	11836/R	Execution of Free Hold Deed for BBAU Land- EO/BBAU/221	R	19.2.19	DR (Legal)	20.2.19	Pl. discuss tomorrow afternoon.
44	16041/R	Various Maintenance work of BBAU Satellite Campus Amethi- 5(706)/2019	R	19.2.19	EE	20.2.19	Depends on Grant for Amethi. Expdite from UGC through FO, EE.
45	8968/R	केंद्रीय पुस्तकालय अनुरक्षणीय कार्य 5(580)/2016 Part-3	R	19.2.19	EE	20.2.19	Proceed as per rules.
46	12658/R	Maintenance of SES Building- 5(665)/2018	R	19.2.19	FO	20.2.19	Execution & Suggest.
47	6849/R	DRC Vol-IV th (DES)	R	19.2.19	AR (Academic)	20.2.19	Approved.
48	4588/R	Legal fees of University Counsel- (R.T.), Rajesh Tiwari(Advocat)	R	19.2.19	DR (Legal)	20.2.19	Approved.

49	12418/R	Painting of Hostel at Satellite Campus Amethi 5(638)/17	R	19.2.19	FO	20.2.19	What is this UGC fund position for University Maintenance.
50	-	Payment of GC-MS Analysis Charges (Godavari-II) Sample Analysis- Prof. Ram Chandra, DEM	Prof. Subhini A. Saraf	19.2.19	FO	20.2.19	Yes.
51	2524/FO	F.N. Travelling Allowance Bill File (T/C) of Hon'ble Vice-Chancellor, BBAU, Lucknow			FO	20.2.19	-
52	-	Application Form for Promotion from Assistant Prof. Level-I to Level-II Under CAS- Dr. Ram Naresh Bhargava, DEM	R	20.2.19	DR (Estt.)	20.2.19	give Report on Continuity of Service and Refresher Course at due date.
53	13086/R	T/c Prof. Vipin Saxena, DCS (Reg: Headship/Payment)	R	20.2.19	R	20.2.19	-
54	-	Overhead Related- Dr. Abha Mishra, Asstt. Prof., Zoology	FO	20.2.19	FO	20.2.19	Ok. As per DBT Project.
55	-	Old Audit Para (Audit Para for Dropping by DDA-Central)- Finance Section	FO	20.2.19	FO	20.2.19	-

56	6860/R	Purchase of Coloured Xerox Machine for VC Sectt.- Store Section	FO	20.2.19	FO	20.2.19	Approved. Proceed as per rules.
57	-	Newspaper and Magazines Payment- VC Office & Camp House			FO	20.2.19	-
58	-	Ph.D File (Allotment)- Deptt. of Hindi	Head, Hindi	20.2.19	COE	20.2.19	Why so late? As per COE letter it should have been before Dec 24, 19. Clarify implications.