

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5620 R	Constitution of Planning Board.	VC	14.1.16	PIC/Estt	18/Jan	For need full.
2	3956 R	Aluminium Partition work SBBT, 5(388)/13.	IAO	15.1.16	FO	18/Jan	For need full.
3	7687 R	T/C PF Of ram Shankar Singh, Reg. Appointment of Examinar of Institute of	DR/Legal	15.1.16	DR/Legal	18/Jan	Discuss
4	7540 R	Inspection Report of Labour Commission in respect of BBAU.	DR/Legal	15.1.16	PIC/Estt	18/Jan	For need full.
5	4866 R	PF of Preeti Gupta, Asst. Prof.	DR/Legal	15.1.16	PIC/Estt	18/Jan	For need full.
6	7543 R	Requirment of Staff & Other	DR/Legal	15.1.16	DR/Legal	18/Jan	For need full.
7	7816 R	Repairing & Purchase of Inverter and Battery.	DSW	15.1.16	FO	18/Jan	For need full.
8	7817 R	Hostel name Board (Glosingh Board)	DSW	15.1.16	FO	18/Jan	For need full.
9	6927 R	Imprest Amount.	Cor-	15.1.16	FO	18/Jan	For need full.
10	7818 R	Proposal for Hosting the Tournament BBAU.2016-17	Cor-	15.1.16	FO	18/Jan	For need full.
11	6929 R	Gardeninig & beutification Committee.	Cor-	15.1.16	FO	18/Jan	For need full.
12	3483 R	Purchasing of Nursery Seed,	Cor/GBS	15.1.16	FO	18/Jan	For need full.
13	7215 R	Palm Plant Plantation on Main Road Side.	Coor.GBS	15.1.16	FO	18/Jan	For need full.

14	3837 R	Advance for University Functions	Coor.GBS	15.1.16	FO	18/Jan	For need full.
15	5003 R	Colouring/ Finishing Of Cemented Pots/ Plants.	Coor.GBS	15.1.16	FO	18/Jan	For need full.
16	7595 R	Purchase of Medical Appliances/ Equipmeant. Part-III.	IAO	15.1.16	AR/Snp	18/Jan	For need full.
17	5225 R	Renovation of council hall, 5(440)/2014 part -2	IAO	15.1.16	FO	18/Jan	For need full.
18	5711 R	T/C PF of Hemlata Pandey, Asstt.Prof. HD&FS	PIC/Estt	15.1.16	VC	18/Jan	For Approval
19	5782 R	PF of Dr. Amit Kumar Mishra.	PIC/Esstt	15.1.16	FO	18/Jan	For need full.
20	6561 R	T/C Nomination of BOM.	PIC/Esstt	15.1.16	AR/Estt	18/Jan	Draft Amendment
21	7661 R	Applying for the post of Proffesor Dr. G. Sunil Babu.	PIC/Esstt	15.1.16	VC	18/Jan	For Approval
22	7669 R	Approval of Guest Faculty for Semester- Jan-To July-2016	PIC/Esstt	15.1.16	VC	18/Jan	For Approval
23	7645 R	Gomiti Gallery.	PIC/Esstt	15.1.16	PIC/Estt	18/Jan	For need full.
24	7147 R	PF of Dr. Preeti Chaudhary. Asstt.Prof. DPS	PIC/Estt	15.1.16	PIC/Estt	18/Jan	For need full.
25	6264 R	T/C PF of Prof. R.B. Ram	PIC/Estt	15.1.16	FO	18/Jan	For need full.
26	7693 R	Sensor based Urinal For Toilets.	EO	15.1.16	FO	18/Jan	For need full.
27	5335 R	Diesel Purchase for Auditorium D.G. Set 5(455)/14	EO	15.1.16	FO	18/Jan	For need full.

28	5911 R	Representation of NCSC	DR-SC/ST	15.1.16	DR-SC/ST	18/Jan	Discuss
29	7821 R	T/C RTI File	VC	15.1.16	PIC/Estt	16/Jan	For need full.
30	7822 R	Advance for Refreshment etc.	SO	15.1.16	FO	18/Jan	For need full.
31	6522 R	T/C Joining Report & Acceptance CAS-2015	VC	15.1.16	PIC/Estt	18/Jan	For need full.
32	7824 R	Purchase of Kiosk Machine for Smart Class.	Cor-	15.1.16	Cor-	18/Jan	By hand Vipin Saxena
33	4280 R	T/C PF Of Prof. Ram Chandra, DEM.along with 3244/R.	VC	15.1.16	PIC/Estt	18/Jan	For need full.
34	5101 R	Advances on the Occasion of Functions.	AR/Securi	15.1.16	FO	18/Jan	For need full.