

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7834 R	Chemical Procurement of DAP-2	HoD	20.1.16	FO	28/Jan	For need full.
2	6522 R	T/C Joining Report & Acceptance CAS-2015	VC	20.1.16	AR/Estt	27/Jan	For need full.
3	7144 R	PF of Dr. Salini Chandra. Asstt. Prof. DCS.	VC	20.1.16	AR/Estt	28/Jan	For need full.
4	6034 R	UGC Correspondence.	VC	20.1.16	AR/Estt	28/Jan	For need full.
5	7646 R	Approval For Blankets, Pillow & bed Sheets.	Warden	20.1.16	FO	28/Jan	For need full.
6	7809 R	Engagement of OUT SOUSING person in Health Center 2016	PIC/Esstt	20.1.16	VC	28/Jan	For Approval
7	3888 R	Maintinance work of SES Building, 5(372)/13	PIC/Esstt	20.1.16	IAO	28/Jan	For N.A
8	7622 R	Molestation of Ph.D Guide of BBAU.	PIC/Esstt	20.1.16	Hod DEM	28/Jan	For N.A
9	7560 R	T/C PF of Smt. Minakshi Khare, PS	PIC/Esstt	20.1.16	FO	28/Jan	For need full.
10	5397 R	T/C file for Forms.	PIC/Esstt	20.1.16	FO	28/Jan	For need full.
11	4707 R	PF of Sh. S.K. Goel, EE Vol-3	PIC/Esstt	20.1.16	FO	28/Jan	For need full.
12	7841 R	Purchase of Generator for VVIP Guest House.	EO	20.1.16	VC	28/Jan	For Approval
13	7600 R	Resignation From the Post Of DST Inspire Faculty Position Dr. Pramod Kumar	FO	20.1.16	Hod DBT	28/Jan	For N.A

14	4207 R	PF of Sh. D. Jayabalachandran, Deputy Registrar. Vol-3	FO	20.1.16	AR/Estt	28/Jan	For need full.
15	7844 R	Cancelation of Admission,. Debashish.	HoD	21.1.16	AR/A	28/Jan	For need full.
16	5242 R	Lighting & PandalArrangmeant on the occation of 26th january.	EO	21.1.16		28/Jan	By hand Suresh Chaukidar
17	4311 R	Civil maintinance Work 5(457)/14	EE	21.1.16	EE	28/Jan	For need full.
18	3163 R	Imprest Payment Adjustment 5 (194)14-15	EE	21.1.16	FO	28/Jan	For need full.
19	7846 R	Dr. Venktesh Kumar Asstt.Prof. DAAS, LTC	HoD	21.1.16	AR/Estt	28/Jan	For need full.
20	7660 R	Forwarding Application of Dr. A. Mahadeva, RCA.	PIC/Estt	25.1.16	VC	28/Jan	For Approval
21	4892 R	Asstt.Prof. Contractual. HD & FS.	PIC/Estt	25.1.16	AR/Estt	28/Jan	For need full.
22	3608 R	Representation Of Roster Teaching.	PIC/Estt	25.1.16	Prof. NMP Verma	28/Jan	For N.A
23	4308 R	Repairing Painting of Engineering Sectt. 5(489)/14	IAO	25.1.16	EE	28/Jan	For need full.
24	4157 R	UPCST, Project Resarch Assistant regarding.	PI	25.1.16	AR/A	28/Jan	For need full.
25	7502 R	Remote Access Of E- Resources.	Librarian	25.1.16	AR/A	28/Jan	For need full.
26	6612 R	RGNF SRF Sadhana Singh Sagar.	HoD	25.1.16	AR/A	28/Jan	For need full.
27	3850 R	BPGS. Dpartment of Envi. Microbiology.	Coor/DEM	25.1.16	VC	28/Jan	For Approval

28	3272 R	DRC File Of DEM	Coor/DEM	25.1.16	AR/A	28/Jan	For need full.
29	7810 R	Official forwarding of application please. Dr. Mahendra kumar Padhy.	FO	25.1.16	VC	28/Jan	For Approval
30	3675 R	मा. कुलपति महोदय के अंगरक्षक	EO	25.1.16	VC	28/Jan	For Approval
31	3638 R	Department of Plant Science ka nirman 5(502)/14	EE	25.1.16	VC	28/Jan	For Approval
32	6169 R	Bulding Proposed For Mangemeant Engg. 5(550)/2015	EE	25.1.16	VC	28/Jan	For Approval
33	7657 R	Sound Syystem Maintanance Work of Auditorium, 5(590)/2016.	EE	25.1.16	FO	28/Jan	For need full.
34	4030 R	I card of students.	AR/Security	25.1.16	FO	28/Jan	For need full.
35	7852 R	General Coresspondance R.T.I. Cell.	DR/Legal	25.1.16	VC	28/Jan	For Approval
36	3547 R	National Workshop on Research Methodology	Hod	25.1.16	VC	28/Jan	For Approval
37	6494 R	Payment of Legal Fee, Vol-2	VC	25.1.16	FO	26/Jan	For need full.
38	7540 R	Inspection Report of Labour Commission in respect of BBAU.	DR/Legal	25.1.16	AR/Estt	27/Jan	For need full.
39	6923 R	JRF Fellowship File, DH.	FO	25.1.16	FO	28/Jan	For need full.
40	7287 R	Complaiance of Judgmeant in respect of non- ratified.	VC	26.1.16	AR/Estt	26/Jan	By hand AR/Estt
41	7688 R	Regarding medical treatment of Spouse Dr. Ramesh Chandra.	FO	27.1.16	AR/Estt	28/Jan	For need full.

42	7283 R	Grant for Upgradation of Computer Center	FO	27.1.16	Dir-CC	28/Jan	For N.A
43	7854 R	ICSSR Research Project Dr. Surender Mehar.	Hod	27.1.16	FO	28/Jan	For need full.
44	7048 R	Servicing of Electric Lawn Mover,	Coor.GBS	27.1.16	FO	28/Jan	For need full.
45	7178 R	purchase of FYM for Rose Garden.	Chair--	27.1.16	FO	28/Jan	For need full.
46	7855 R	Travel Head-DST-SERB Project. Dr. Ram Naresh Bhargava.	Hod	27.1.16	FO	28/Jan	For need full.
47	7153 R	Chemical Purchase.	Hod	27.1.16	AR/Snp	28/Jan	For need full.
48	7604 R	Visiting Faculty in DPS	HoD	27.1.16	VC	27/Jan	For approval
49	7127 R	Committee for the Purchase of Chemicals.	AR/Snp	27.1.16	FO	28/Jan	For need full.
50	6952 R	Water coolar & Airconditionar	AR/Snp	27.1.16	Forf.Priti Saxena	28/Jan	For N.A
51	7090 R	Purchase of RO & Water Coolar for Kanishka Hostel.	AR/Snp	27.1.16	AR/Snp	28/Jan	For need full.
52	6839 R	Almirah for State Office.	AR/Snp	27.1.16	FO	28/Jan	For need full.
53	7030 R	Representation Of Ms. Manjari Rawal Resarch Schollar.	AR/A	27.1.16	Hod DHR	28/Jan	For N.A
54	7856 R	Dr. Raj Kumar, DHR.	AR/A	27.1.16	Hod DHR	28/Jan	For N.A
55	3905 R	Office Order/Circular Acadmic Secation	AR/A	27.1.16	AR/A	28/Jan	For need full.

56	7829 R	File for Fees Comparison.	AR/A	27.1.16	Chair- K.Chaud.	28/Jan	For N.A
57	7014 R	Student Council 2015-16	AR/A	27.1.16	DSW	28/Jan	For N.A
58	6656 R	Case of Varun Kumar Reg, Ph.D Counselling. + 6708/R.	AR/A	27.1.16	Hod DAAS	28/Jan	For N.A
59	7350 R	B.Voc In Live Stok Production & Mangemeant 3 Year Undergraduate	AR/A	27.1.16	Hod DAAS	28/Jan	For N.A
60	3485 R	पुष्प प्रदर्शनी 2014	Cor.GBS	27.1.16	FO	28/Jan	For need full.
61	6996 R	Instaullation of Submarsibell Pump.	Cor.GBS	27.1.16	AR/Snp	28/Jan	For need full.
62	3217 R	Development Of Double Crown Fountain in Rose Garden of The	Cor.GBS	27.1.16	AR/Snp	28/Jan	For need full.
63	7857 R	Admin Panel of Web Mail Server.	VC	27.1.16	Hod DCS	28/Jan	For N.A
64	6772 R	Suply of Electrical Goods 5(535)/2015 Part- 3	EE	27.1.16	FO	28/Jan	For need full.
65	4068 R	V.C. Residence mantinance Work, Part-III, 5(196)/2002	EE	27.1.16	FO	28/Jan	For need full.
66	4219 R	Aluminium partition work in RCA Building. 5(524)/14	EE	27.1.16	FO	28/Jan	For need full.
67	4412 R	Field Work -ICSSR-MRP, Bibekananda Nayak	Dir-	27.1.16	FO	28/Jan	For need full.
68	7858 R	RGNF File of Mr. Giriesh Kr.Singh,2014-15	HoD	27.1.16	AR/A	28/Jan	For need full.
69	7859 R	RGNF Mr. Ravindra Kumar Ph.D 2010-11	HoD	27.1.16	AR/A	28/Jan	For need full.

70	7301 R	National Commission for Sshedule Castes, Vol-3	DR-SC/ST	28.1.16	DR-SC/ST	28/Jan	For N.A
71	3532 R	Advance/Adjustment of SC/ST Cell.	DR-SC/ST	28.1.16	FO	28/Jan	For need full.
72	7808 R	Requirment of Guest Faculty.	PIC/Estt	28.1.16	VC	28/Jan	For approval
73	6767 R	Approval For Attending Conference Dr. Jyoti Pandey.	Hod	28.1.16	AR/Estt	28/Jan	For need full.
74	6508 R	FWLL Bill Payment - II, Vol-2	AR/Tele	28.1.16	FO	28/Jan	For need full.
75	7860 R	UPS maintinance Work of Auditorium 5(594)/2016	AE	28.1.16	FO	28/Jan	For need full.
76	3022 R	Proposal for BBAU Journal of Science and Technology Prof. R. P. Singh	HOD	28.1.16	FO	28/Jan	For need full.
77	3105 R	Misc. Advance Registrat Office 170/PS-R/13	P.S.Reg.	28.1.16	FO	28/Jan	For need full.
78	7864 R	One day Workshop Public administrar\tion Programe	VC	28.1.16	Cor-	28/Jan	By Hand Prof. Ripusudan Sir