

S.No	File /Letter No.	Subject	From whom Recived	Recived Date	Sent to	Sent Date	Remark
1	6581/R	P.O.L. Imprest File (T.C), Vehicle Sec,	FO	21/1/2016	FO	25/1/2016	Yes if as per rules
2	-	Degree Certificate for Sixth convocaion	COE office	22/1/2016	COE office	25/1/2016	Yes as per rules
3	-	230/Software development cell/DIT/BBAU/15	R	25/1/2016	R	25/1/2016	Scince it will involve confidential work and we need trained manpower, it needs discussion today positively before noon
4	-	Adjustment of advance for UGC meeting on online entrance exam, DIT	FO	25/1/2016	FO	25/1/2016	Yes if as per rules
5	7540/R	Inspection Report of Labour ommissiones in respect of BBAU	R	25/1/2016	R	25/1/2016	Yes if as per rules
6	7515/R	Sport Events	R	25/1/2016	R	25/1/2016	Ok
7	7556/R	53rd Meeting of Academic Council	R	25/1/2016	R	25/1/2016	What about Switzerland university ?
8	7654/R	Publication of tender Notice	R	25/1/2016	R	25/1/2016	Please suggest the committee
9	6494/R	Payment of Legal Fee, II Volume	R	25/1/2016	R	25/1/2016	Yes if as per rules

10	-	Tripesh Kumar Tripathi Vs. BBA University & Others (Grant of M.Sc. Degree, DAM)	R	25/1/2016	R	25/1/2016	Shri Rajesh Tewari
11	3184/R	Construction of Shed at Ambedkar statue in front of Auditorium	FO	25/1/2016	FO	25/1/2016	Yes if as per rules
12	3483/R	Purchasing of Nursery seeds, GBS	FO	25/1/2016	FO	25/1/2016	Yes if as per rules
13	-	Draft of TBA (Team Based Audit) Report	FO	25/1/2016	Dr. R. B. Ram	25/1/2016	Dr. Ram to please see & brief me
14	4082/R	Children Education Allowance, Part III	FO	25/1/2016	FO	25/1/2016	Yes as per rules
15	5650/R	Cash Advance Part - II	FO	25/1/2016	FO	25/1/2016	Yes as per rules
16	6935/R	Outsourcing Mali, GBS	FO	25/1/2016	FO	25/1/2016	Please Discuss
17	-	Requisition for one Plumber & Electrician	DSW	25/1/2016	R	25/1/2016	Registrar to discuss immediately
18	-	Hiring of sound system and DG set for the convocation day	R	25/1/2016	R	25/1/2016	Yes if as per rules
19	7654/R	Publication of tender Notice	R	25/1/2016	R	25/1/2016	Ok
20	-	R-Office - miscellaneous 'MHRD'	R	25/1/2016	R	25/1/2016	Ok