

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	SERB N-PDF (Dr. Omesh Bajpai C/O Dr. Venkatesh Dutta) DES	FO	18/12/2017	FO	02.01.2018	Yes if as per rules.
2	7464/R	Scopus Subscription, Gautam Buddha Library	R	18/12/2017	Prof. RA Khan, DIT	02.01.2018	-
3	9191/R	CAS Promotion of Dr. Narender Kumar, DCS	R	18/12/2017	R	02.01.2018	-
4	11222/R	CAS file Dr.Ramesh Kr. Chaturvedi DRM	R	18/12/2017	R	02.01.2018	-
5	1609/FO	Special Lecture DAAS	FO	19/12/2017	FO	02.01.2018	Ok if as per rules.
6	11283/R	Requirement of Chemicals/Items for USIC-USIC	Director, USIC	19/12/2017	R	02.01.2018	Ok if as per rules.
7	11440/R	PF of Dr. Hariom Singh, Assistant Professor, Deptt. of Language and Vocational Studies-English, Satellite Campus of BBAU at Amethi	R	19/12/2017	R	02.01.2018	Yes if as per rules.
8	11562/R	Refresher Course Dr. Mahadeva A., Asstt. Professor, RCA	R	20/12/2017	R	02.01.2018	He is not regular employee.
9	9773/R	Extention/Continuation of EOL Dr. Md. Reyaz Ahmad, CSSEIP, SAS	R	20/12/2017	R	02.01.2018	Ok if as per rules.
10	4094/R	Tata Indigo UP 32 DC 4006-Vehcile Section	FO	20/12/2017	FO	02.01.2018	Yes if as per rules.

11	-	Confidential File No. 370	COE	20/12/2017	COE	02.01.2018	-
12	11573/R	T/c PF of Dr. Ravi Kumar Gupta, Asstt. Professor, DEM (Reg: Paternity Leave)	R	21/12/2017	R	02.01.2018	Yes if as per rules but concerned Head/Dean is required.
13	11285/R	Participation & Invited Talk 105th Indian Science Congress (ISCA)- Dean, SPS	Dean, SPS	22/12/2017	FO	02.01.2018	Has he got money last year?
14	11589/R	PF of Dr. Ravi Kumar Gupta, Assistant Professor, DEM	R	22/12/2017	R	02.01.2018	Yes if as per rules.
15	11586/R	PF of Dr. Subhash Mishra, Assistant Professor, Deptt. of Education- Language	R	22/12/2017	R	02.01.2018	Yes if as per rules.
16	11587/R	PF of Dr. Vivek Nath Tripathi, Assistant Professor, Deptt. of Education-Commerce	R	22/12/2017	R	02.01.2018	Yes if as per rules.
17	2524/FO	F.N. Travelling Allowance Bill File (T/C) of Hon'ble Vice-Chancellor, BBAU, Lucknow	FO	22/12/2017	FO	02.01.2018	Yes if as per rules.
18	-	प्रिंटर क्रय हेतु -GBL	FO	22/12/2017	FO	02.01.2018	Ok if as per rules.

19	-	डेबिट/प्रीपेड कार्ड जारी किये जाने हेत- पत्रावली	FO	22/12/2017	FO	02.01.2018	Yes if as per rules.
20	6992/R	Medical Reimbursement File (Retired Employee)	FO	22/12/2017	FO	02.01.2018	Yes if as per rules.
21	4657/R	DRC 2nd File (Deptt of Sociology)	R	22/12/2017	R	02.01.2018	Yes if as per rules.
22	8167/R	वार्षिक पत्रिका 'निर्णयन' प्रकाशन-हिंदी प्रकोष्ठ	R	22/12/2017	R	02.01.2018	Ok
23	11588/R	PF of Dr. Harish Chandra, Assistant Professor, DEM	R	22/12/2017	R	02.01.2018	Yes if as per rules.
24	11579/R	DST-Inspire Faculty, DAC (Dr. Alok Kumar Singh) Reg: Approval of Selection Committee for Recruitment of Project Fellow	R	22/12/2017	R	02.01.2018	-
25	11599/R	PF of Dr. Arbind Kumar Jha, Professor, Department of Education (M.Ed.)	R	27/12/2017	R	02.01.2018	Yes if as per rules.
26	-	Result Notification (BBAU, Satellite Campus, Amethi)	COE	27/12/2017	COE	02.01.2018	-
27	-	64th Meeting of Academic Council	R	27/12/2017	R	02.01.2018	Please discuss.
28	11229/R	41st Meeting of DRC Minutes	R	27/12/2017	R	02.01.2018	Yes if as per rules.
29	11560/R	Appointment of Chair Professor (Ambedkar Chair)- Estt. Section	R	27/12/2017	R	02.01.2018	-

30	11575/R	Faculty Dev. Programme (Dr. Sufiya Ahmed, Deptt. of Law, SLS)	R	27/12/2017			
31	11598/R	T/c PF of Dr. Deepa raj, Assistant Professor, DCS (Reg: Child Care Leave)	R	27/12/2017	R	02.01.2018	Yes if as per rules.
32	11103/R	63rd Meeting of Academic Council- Academic Section	R	28/12/2017	R	02.01.2018	-
33	11142/R	शोध प्रबंध जमा करने के संबंध में (Gunjan Jaiswal, Ph.D)	R	28/12/2017	AR (Legal)	02.01.2018	-
34	11151/R	T/C PF of Shri Somesh Chandra, Section Officer (Reg: Regarding of Forwarding Application)	R	28/12/2017	R	02.01.2018	Yes if as per rules.
35	-	File No. 358, 373, 374 & 375	COE	28/12/2017	COE	02.01.2018	-
36	-	Permission for Private Airlines regarding the TA/DA- Deptt. of Pharmaceutical Sciences			Head, Deptt. of Pharma Sciences	02.01.2018	Ok
37	-	Proposing Two Session National Science Congress on 10-11 Jan 2018-DHR (540/DHR/17)			Prof. Naveen Kumar Arora	02.01.2018	-

38	-	INSA Bilateral Exchange Programe- Dr. Venkatesh Kumar, Assistant Professor, DAAS			R	02.01.2018	Yes if as per rules.
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