

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	11626/R	Requirement of Room Blower- Dean, SPS	FO	18/01/2018	FO	30/01/2018	Use imprest money please.
2	11721/R	Guest Faculty Approval (Document of CMCA Record)- Head, DCS	R	23/01/2018	R	30/01/2018	Ok but after 2 days break for one semester.
3	11725/R	T/c PF of Dr. V. Elangovan, Associate Professor, DAAS (Reg: Forwarding Application)	R	23/01/2018	R	30/01/2018	Ok if as per rules.
4	11723/R	T/c PF of Ms. Alambusha Tripathi, Sr. Assistant (Medical Leave)	R	23/01/2018	R	30/01/2018	Yes if as per rules.
5	11722/R	Issuance of Vigilance Clearance Certificate of Prof. Kamal Jaiswal, DAAS	R	23/01/2018	R	30/01/2018	Ok if as per rules.
6	5257/R	रद्दी डिस्पोजल पत्रावली- GBL	R	23/01/2018	R	30/01/2018	Also please News papers disposal VC Residence.

7	11309/R	PF of Shri Ram Vilas, (Peon)-MTS, PF No. 103	IAO	24/01/2018	R	30/01/2018	Ok
8	11313/R	PF of Shri Bharat Lal, Peon/MTS	IAO	24/01/2018	R	30/01/2018	Ok
9	11567/R	Personal File- Sh. Salahuddin Khan, Stenographer- Estt. Section	IAO	24/01/2018	R	30/01/2018	Ok
10	11314/R	PF of Shri Brij Mohan, (Peon), MTS, PF-106	IAO	24/01/2018	R	30/01/2018	Ok if as per rules.
11	10243/R	PF of Km. Bhumika Ranjan, UDC, Group-C	IAO	24/01/2018	R	30/01/2018	A-Ok
12	11310/R	PF of Shri Ram Gopal, Mali/MTS	IAO	24/01/2018	R	30/01/2018	Ok if as per rules.
13	11312/R	PF of Shri Satguru Dayal, Peon/MTS	IAO	24/01/2018	R	30/01/2018	Ok if as per rules.
14	8811/R	PF of Shri Suresh Chandra, (Chowkidar)/MTS/Driver, PF-249	IAO	24/01/2018	R	30/01/2018	Ok if as per rules.
15	11311/R	PF of Shri Ramesh Chandra Rawat, MTS, PF- 102	IAO	24/01/2018	R	30/01/2018	Ok if as per rules.
16	3241/R	PF of Mohd. Arif (Peon), MTS, PF-107	IAO	24/01/2018	R	30/01/2018	Ok if as per rules.
17	11445/R	PF of Dr. Anjani Kumar Tiwari, Associate Professor, DAC	IAO	24/01/2018	R	30/01/2018	Ok
18	-	UGC-BSR Start Up Grant Project (UV-Visible Spectrophoto Meter Purchase0- Dr. Jiwan Singh, DEM	FO	24/01/2018	FO	30/01/2018	Ok if as per rules.

19	-	SERB-DST-Project (Contingency)- Dr. Jiwan Singh, DES	FO	24/01/2018	FO	30/01/2018	Ok if as per rules.
20	-	UGC-Start UP Research Grant (Consumable)- Dr. Jiwan Singh, DES	FO	24/01/2018	FO	30/01/2018	Ok if as per rules.
21	11672/R	For Attending Workshop- GBL	R	24/01/2018	R	30/01/2018	A-Ok if as per rules.
22	11593/R	Ph.D Amission (Session 2017-18)- DEM	Prof. DP Singh	24/01/2018	R	30/01/2018	Ok if as per rules.
23	10344/R	Procurement of Work Station & SQL Servey for Computer Centre- CC (101/CC/BBAU/17)	Director, CC	24/01/2018	FO	30/01/2018	Ok if as per rules.
24	-	कैनोपी की अनुमति हेतु (EO/BBAU/196)	Estate Officer	25/01/2018	Estate Officer	30/01/2018	How much they will pay to Univresity.
25	11740/R	Proposal for Two Days Workshop- Prof. Anjani Kumar Tiwari, DAC	R	25/01/2018	R	30/01/2018	Rs. 1 Lac Sanctioned .
26	6484/R	Payment to Tax Consultants (Income Tax + Trade Tax)	FO	25/01/2018	FO	30/01/2018	Ok if as per rules.
27	11129/R	Publication of Ph.D Thesis (File of Late Dr. Shailesh Tripathi, Deptt. of History)	R	25/01/2018	R	30/01/2018	Ok

28	-	PF of Dr. Vinit Kumar, Assistant Professor, DLISc.	R	25/01/2018	R	30/01/2018	Ok if as per rules.
29	-	File No. 54/COE/Result/17	COE	25/01/2018	COE	30/01/2018	-
30	-	File No. 20/COE/Result Notification/BBAU/17	COE	25/01/2018	COE	30/01/2018	-
31	-	Semester Exam-2017, Dec- 2017-COE	COE	29/01/2018	COE	30/01/2018	-
32	11744/R	T/c PF of Prof. Sunita Mishra, Professor, HD&FS (Reg: Duty Leave-2)	R	29/01/2018	R	30/01/2018	Ok if as per rules.
33	11751/R	Proposal For Opening the Lawn Tennis & Cricket Academy in the Campus- Sport Section	R	29/01/2018	R	30/01/2018	Please discuss.
34	-	Purchase of Chemical/Classroom updatation/Repair & Maintenance- DBT	FO	29/01/2018	FO	30/01/2018	Yes if as per rules.
35	9600/R	Major Research Project (ICSSR), New Delhi (Prof. Ripu Sudan Singh, DPS)	IAO	29/01/2018	FO	30/01/2018	Ok
36	5898/R	Computerization of Exam Section (Exam Section)	IAO	29/01/2018	FO	30/01/2018	Ok if as per rules.
37	-	Break Down (Electrical Fault) Urgent Repairing 5(85)/Elect/2017	IAO	29/01/2018	FO	30/01/2018	Ok if as per rules.

38	-	Maintenance and Repairing in Rearing House and Other Buildings 5(643)/17	IAO	29/01/2018	FO	30/01/2018	Ok if as per rules.
39	7370/R	Book Stoppers-GBL	IAO	29/01/2018	FO	30/01/2018	Ok if as per rules.
40	11169/R	Dr. DR Modi, Professor, DBT, Vol-II (PF No. 314)	IAO	29/01/2018	IAO	30/01/2018	-
41	-	Purchase of RO/Water Coolers for the Sanghmitra Girls Hostel (Phase-II)-STR	IAO	29/01/2018	FO	30/01/2018	Ok if as per rules.
42	11446/R	चिकित्सा अग्रिम- श्री सलादुदीन खान	IAO	29/01/2018	FO	30/01/2018	Ok if as per rules.
43	-	Office Accessories File (Computer System, Printer, UPS, Table, Chair etc.) for Ashoka Extn Boys Hostel	IAO	29/01/2018	FO	30/01/2018	Ok
44	3935/R	Contingency file of UP Concil of Agriculture Research, Lucknow- Prof. Sanjay Kumar, DAPS	IAO	29/01/2018	FO	30/01/2018	Ok if as per rules.

45	-	Purchase of Various Items/DLISc/BBAU/17-DLISC	IAO	29/01/2018	FO	30/01/2018	Ok if as per rules & Rs. 1.5 Lacs sanctioned for Strongly use Lab/Classroom
46	4647/R	Staff Salary- DST Centre for Policy Research Voloume-III (FY: 2017-18)	IAO	29/01/2018	FO	30/01/2018	A-Ok
47	4707/R	PF of Shri SK Goel, Executive Engineer, Vol-III	IAO	29/01/2018	R	30/01/2018	Ok if as per rules.
48	-	Confidential (File No. 403, 404 & 405)	COE	29/01/2018	COE	30/01/2018	-
49	-	For Transfer of Project- Dr. Anand Prakash, DBT			FO	30/01/2018	Ok if as per rules.
50	11757/R	T/c File of Contribution of CPF in respect of Prof. MY Khan, DBT	R	30/01/2018	R	30/01/2018	Yes if strictly as per rules.
51	11767/R	T/c PF of Smt. Anita Agarwal, Private Secretary, Examination Section (Reg: CCL)	R	30/01/2018	R	30/01/2018	Yes if as per rules.