

| S.No | File No.  | Subject  | From whom received | Received Date | Sent to          | Sent Date  | Remark                      |
|------|-----------|--|--------------------|---------------|------------------|------------|-----------------------------|
| 1    | -         | One confidential file in a closed envelope   | COE office         | 22/06/2016    | COE office       | 23/06/2016 | Confidential                |
| 2    | 8421/R    | T/C PF of Mrs. Anita Tiwari, Lab Asstt. Promotion for the post of Technical Assistant          | R                  | 22/06/2016    | R                | 23/06/2016 | Ok                          |
| 3    | 8617/R/II | T/C Reply of Audit ATN (MHRD)  | FO                 | 22/06/2016    | FO               | 23/06/2016 | XEN-FO to please discuss    |
| 4    | 8354/R    | Cycle/Bike Stand for ABH   | R                  | 22/06/2016    | XEN              | 23/06/2016 | XEN to do the needful       |
| 5    | 5836/R    | Construction of Students Activity Centre, 5(549)/15  | FO                 | 22/06/2016    | FO               | 23/06/2016 | Please discuss              |
| 6    | 7971/R    | Victoria L.E.D. Lighting   | FO                 | 22/06/2016    | FO               | 23/06/2016 | Ok if as per rules          |
| 7    | 8447/R    | Appointment of Head of Various Deptt.  | R                  | 22/06/2016    | R                | 22/06/2016 | Yes if stricly as per rules |
| 8    | 3476/R    | PF of Mr. Vasu Krishna, Estate Officer, Group 'B'  | R                  | 22/06/2016    | R                | 22/06/2016 | Ok if as per rules          |
| 9    | 8381/R    | Request for Participation/ Presentation of papers on ISKCOM-2016, Dr. Sharad Kr. Shankar, DLIS | R                  | 22/06/2016    | R                | 23/06/2016 | Ok                          |
| 10   | 5701/R    | Purchase of Laptop/Xerox/Desktop, DCS  | Head DCS           | 22/06/2016    | Dr. Vipin Saxena | 23/06/2016 | -                           |
| 11   | 8695/R    | Minutes of 1st & Iind BPGS meeting-2016 for Approval, SOE                                      | R                  | 22/06/2016    | R                | 22/06/2016 | Ok if as per rules          |
| 12   | 8148/R    | Adhock BPGS File Hindi Deptt.  | R                  | 22/06/2016    | R                | 22/06/2016 | Ok                          |

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| 13 | 6474/R | Issue of Ph.D. Scholar (DLISc.), Acad. Sec.  | R          | 22/06/2016 | R                  | 23/06/2016 | Ok  |
| 14 | 6338/R | Clam Petition before Sole Arbitrator arising out of Arbitration case no. 04 of 2013, M/S Sun Security services V/S BBAU & Another, Leagal Cell | R          | 22/06/2016 | R                  | 23/06/2016 | Please do the needful as per rules              |
| 15 | -      | One confidential file of Result Decleration in a closed envelope   | COE office | 22/06/2016 | COE office         | 23/06/2016 | Confidential                                    |
| 16 | 8523/R | Purchase of Racks etc for Electrical Store, EE   | FO         | 22/06/2016 | FO                 | 23/06/2016 | Yes if as per rules                             |
| 17 | 4853/R | Cleaning of Water Storage Tank   | FO         | 22/06/2016 | XEN                | 23/06/2016 | Its towards very higher side, XEN to please see |
| 18 | -      | BBAU Online Entrance Test 2016, 239/Observer + N/W Engineer/DIT/BBAU/2016  | FO         | 23/06/2016 | FO                 | 23/06/2016 | Yes if as per rules                             |
| 19 | -      | Advertisement of Admission on Radio Chanel   | R          | 23/06/2016 | Prof. Vipin Saxena | 23/06/2016 | Ok  |
| 20 | -      | Two confidential file in a closed envelope   | COE office | 23/06/2016 | COE office         | 23/06/2016 | Confidential                                    |
| 21 | 3786/R | Tata Photon Data Card, R-office  | FO         | 23/06/2016 | R                  | 23/06/2016 | -   |
| 22 | 8139/R | Degree certificate (Part II), + 6 Degree   | R          | 23/06/2016 | R                  | 23/06/2016 | Ok if as per rules                              |
| 23 | 8495/R | Insects and Rodent Control in the Library, GBL   | R          | 23/06/2016 | R                  | 23/06/2016 | Yes as per rules                                |

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| 24 | 8617/R | Reply of Audit ATN, MHRD +<br>3File T/C  | R  | 23/06/2016 | FO | 23/06/2016 | FO, XEN to<br>please note<br>to<br>seriousness<br>of the issue<br>& do the<br>needful<br>immediately |
| 25 | 7525/R | JFR Payment Ms. Maya Bharti,<br>DPS  | FO | 23/06/2016 | FO | 23/06/2016 | Yes if as per<br>rules   |
| 26 | -      | Advertisement of Admission on<br>Radio Chanel  | FO | 23/06/2016 | FO | 23/06/2016 | Yes if as per<br>rules   |
| 27 | 8255/R | JRF Fellowship of Mr. Veer<br>Kumar, DPS   | FO | 23/06/2016 | FO | 23/06/2016 | Ok if as per<br>rules  |
| 28 | -      | Purchase of Table for the use of<br>PS to FO   | FO | 23/06/2016 | FO | 23/06/2016 | Yes if as per<br>rules   |
| 29 | 7948/R | PhotoCopier Machine, GBL   | FO | 23/06/2016 | FO | 23/06/2016 | Yes if as per<br>rules   |
| 30 | 6665/R | Dissertation Reimbursement for<br>SC/ST student  | FO | 23/06/2016 | FO | 23/06/2016 | Yes if as per<br>rules   |
| 31 | 8464/R | Requirements of<br>Chemicals/Glasswares/Plasticw<br>are, Prof. S.K.Dwivedi, DES                      | FO | 23/06/2016 | FO | 23/06/2016 | It needs<br>discuss  |
| 32 | 3534/R | JRF fellowship, DPS-124  | FO | 23/06/2016 | FO | 23/06/2016 | Yes if as per<br>rules   |
| 33 | 3266/R | Reimbursement of University<br>Aid to the PG students (SC/ST)<br>for Dissertation work, Head<br>DAPS | FO | 23/06/2016 | FO | 23/06/2016 | Yes if as per<br>rules   |

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| 34 | 1816/FO | Payment of T.A. Bills of V.C.,<br>Part-II   | FO | 23/06/2016 | FO | 23/06/2016 | Yes if strictly<br>as per rules |
| 35 | -       | Remuneration bill of Practical<br>Exam MLIS-4th Sem. And BLIS-<br>2nd Sem./ DLISc/BBAU          | FO | 23/06/2016 | FO | 23/06/2016 | Yes if as per<br>rules          |
| 36 | -       | Online Entrance Test-2016,<br>241/Remuneration and other<br>Expense Test<br>centres/DIT/BBAU/16 | FO | 23/06/2016 | FO | 23/06/2016 | Yes if as per<br>rules          |