

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	8138 R	T/C PF of Dr. Rakesh Pradhan.CMO	VC	16.3.16	AR/Estt	18/Mar	Urgent
2	5405 R	Appointment of IAO on Contract Basis	VC	16.3.16	AR/Estt	18/Mar	Urgent
3	4370 R	UGC / MHRD Correspondence, 116/(G)_Estt/BBAU/2012	PIC/Estt	16.3.16	AR/Estt	18/Mar	For need full.
4	5343 R	Internet access.with 3431/R	Dir-	18.3.16	FO	18/Mar	For need full.
5	8165 R	236/Gate Scholarship(Neha Yadav)/DIT/BBAU/16	HoD	18.3.16	AR/A	18/Mar	For need full.
6	8159 R	Regarding File Of DRC of DAPS.	VC	18.3.16	AR/A	18/Mar	For need full.
7	4744 R	School board file Member of SB & BT	VC	18.3.16	AR/A	18/Mar	For need full.
8	8148 R	Adhock BPGS	VC	18.3.16	Cor-Hindi Deptt	18/Mar	For need full.
9	8127 R	T/C PF of Driver Anis Ahmad	VC	18.3.16	AR/Estt	18/Mar	For need full.
10	3067 R	M.S.Railing From Gate No.01 To Gate No.03 5(481)EE/2014	VC	18.3.16	EE	18/Mar	For need full.
11	4729 R	Ph.D students Registration (DRC) Part-2,	VC	18.3.16	AR/A	18/Mar	For need full.
12	8166 R	Purchase of Biotoilet	VC	18.3.16	EO	18/Mar	For need full.
13	4393 R	Man Power Requirment / DEM, DST-SERB Project.	VC	18.3.16	Hod/DEM	18/Mar	For need full.

14	8100 R	Committee to enquire the Consumption of liquor & Tabacco.+ 6007/R.	Chair-	18.3.16	AR/A	18/Mar	For need full.
15	4666 R	maintenance file UP-32-CX-6091	AR/Vehi.	18.3.16	FO	18/Mar	For need full.
16	4150 R	Registrar mobile bill Payment File.	AR/Tele	18.3.16	FO	18/Mar	For need full.
17	4813 R	New Vehicle- Tata SuMo, UP-32-DD-5255	AR/Vehi.	18.3.16	FO	18/Mar	For need full.
18	3919 R	Land Line Bill Payment File	AR/Tele	18.3.16	FO	18/Mar	For need full.
19	8170 R	RCA Path, Pond And Garden Lawn.	EE	18.3.16	FO	18/Mar	For need full.