

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	Two confidential file of Ph.D. in a closed envelope	COE office	29/2/2016	COE office	2/3/2016	Confidential
2	5387/R	Feneing of field for the Project entitled, Dr. Sanjay Kr., DAPS	FO	29/2/2016	FO	2/3/2016	Yes if as per rules
3	6818/R	Appointment of Heads of Various Deptt. of University Vol-II	R	1/3/2016	R	2/3/2016	Needs discussion
4	7887/R	T/C PF of DR. Yuvana Satya Priya,RCA	R	1/3/2016	R	2/3/2016	Ok if as per rules
5	-	Mr. Tripesh Kumar Tiwari/A/Math (Hon'ble Court Allahabad)	COE office	1/3/2016	COE office	2/3/2016	Ok if as per rules
6	5647/R+ 4900/R	Imprest Money, Sanitation + 1 file	FO	1/3/2016	FO	2/3/2016	Yes if as per rules
7	6757/R	M.Sc. Admission, DEM + 1 file	R	1/3/2016	R	2/3/2016	Yes if strictly as per rules
8	8048/R	Yashodhara Girl's Hostel, Mess/Canteen Tnader	R	1/3/2016	R	2/3/2016	Please discuss. Why can't we send tender for all the hostels immediately
9	3630/R	Purchase of Kitchen equipments/Mess for the Hostels.	R	1/3/2016	R	2/3/2016	Please discuss
10	3194/R + 6054/R	Empliment of security Agency 2014-2015 (Tender Of Security) + 1 File	R	1/3/2016	R	2/3/2016	Please discuss

11	7087/R	विश्वविद्यालय अनुदान आयोग से पत्राचार	R	1/3/2016	R	2/3/2016	Ok if as per rules
12	7680/R	Purchase-Providing Services of Mirna Sequencing & analysis using next Generation Sequencing, Dr. Virendra Shukla	R	1/3/2016	R	2/3/2016	Ok if as per rules
13	8056/R	Guest Faculty Engagement (B.Sc./M.Sc. Applied Geology)	R	1/3/2016	R	2/3/2016	Yes, but why it was takes too many days
14	8063/R	File for the month extention of Mr. Pankaj kumar Rawat, Under Para no. 5.1.1(a)	R	1/3/2016	COE office	2/3/2016	-
15	8064/R	File for the month extention of Mr. Satendra Kumar, Under Para no. 5.1.1(a)	R	1/3/2016	COE office	2/3/2016	-
16	7959/R	Fact Finding committee for Deptt. of Education, Computer Lab	Dean SOE	2/3/2016	Dean SOE	2/3/2016	Ok if as per rules
17	7054/R	T.C Extend the services of contractual staff	R	2/3/2016	R	2/3/2016	Extend till 31/3/16
18	4666/R	UP32 CX6091, Maintenance File	R	1/3/2016	R	2/3/2016	Yes if as per rules
19	7622/R	Molestration by Ph.D. Guide at BBAU	R	2/3/2016	R	2/3/2016	Ok as per rules
20	7623/R	Promotion of Group 'B' posts, DPC	R	2/3/2016	R	2/3/2016	Yes as per rules
21	3116/R	General Correspondence	R	1/3/2016	R	2/3/2016	Ok as per rules

22	-	T/C PF of Dr. Rakesh Pradhan, CMO	FO	2/3/2016	IAO	2/3/2016	IAO for comment
23	-	Students Request/Application	COE office	2/3/2016	COE office	2/3/2016	Ok
24	-	Committee to start a course on Gender Studies, Dr. Jaya Srivastava, Asso. Prof. Sociology	Dr. Jaya Srivastava	2/3/2016	Dr. Jaya Srivastava	2/3/2016	Yes as per rules
25	7965/R	UGC/MHRD Correspondence, Voll-IV, SC/ST Cell	R	2/3/2016	R	2/3/2016	Only if the infirmation is correct
26	7384/R	Manpower Requirement for Library, GBL	R	2/3/2016	R	2/3/2016	Registrar to Please discuss
27	3465/R	Transfer & Posting	R	2/3/2016	R	2/3/2016	Yes if as per rules
28	7378/R	ICCPMPS-2016, International Conference, DRM	Dr. Taruna	2/3/2016	R	2/3/2016	Yes if as per rules it will be in the fitness of things if one personsis invited from one University. - Rs. 0.5 Lack Sanctioned
29	-	Purchase of Conference Bags, ICCPMPS-2016, DRM	FO	2/3/2016	FO	2/3/2016	Yes if as per rules
30	-	Food & Beverages, ICCPMPS-2016, DRM	FO	2/3/2016	FO	2/3/2016	Yes if as per rules

31	7515/R	Sports event	R	2/3/2016	R	2/3/2016	Ok, Please Economize by 20%
32	-	Infrastructure & Maintenance of Playground, Sport Sec.	Asstt. Director Physical Education	2/3/2016	Asstt. Director Physical Education	2/3/2016	Yes as per rules
33	8046/R	Proposal for B.P.Ed. 2 Years, Physical Edu.	Asstt. Director Physical Education	2/3/2016	Asstt. Director Physical Education	2/3/2016	A-Ok & Experts ticked
34	-	For AERB approval of M.Sc. Nuclear Medicine Course, Dr. amesh Chandra, DAP	DAP	2/3/2016	DAP	2/3/2016	-
35	7389/R	Navodaya Vidyalaya Samiti Exam	COE office	2/3/2016	COE office	2/3/2016	Ok but it must go on 3/3/06 with information to VC.
36	7394/R	Labour Requirement, B.Voc. DAPS(Horti.)	R	2/3/2016	R	2/3/2016	Yes as per rules
37	7555/R	Shifting & Fixing of Modular Kitchen	XEN	2/3/2016	EE	2/3/2016	Discussed, please get the work done in 15K may be through contractor of service provider