

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	Corsondence with O/o CAG, New Delhi MHRD/UGC	FO	30/3/2016	FO	31/3/2016	Seen
2	7666/R	File for sanction ofm advance for conference registration feea, Dr. Rajesh Kumar, Asso. Prof., DEM	FO	30/3/2016	FO	31/3/2016	Please discuss
3	7505/R	Compassionate Appointment (Against Late Shri Ishwar Chand)	SO(€)	31/3/2016	SO(€)	31/3/2016	Yes but please obtain the singatures of some of the Univ. members before compliance
4	8000/R	Fundamentals of Animal Cell Culture and Functional applications, G. Sunil Babu, Astd. Prof., DBT	FO	31/3/2016	FO	31/3/2016	It needs discuss
5	8140/R	Shailendra Singh, Research Scholar, DS	R	31/3/2016	R	31/3/2016	Yes if as per rules
6	7909/R	Upgradation JRF to SRF, Voll-IIInd	R	31/3/2016	R	31/3/2016	Ok if as per rules
7	-	National Semina on status of Biodiversity under globally chalenging climate condition + 10 Files	FO	31/3/2016	FO	31/3/2016	-

8	5605/R	Organnizing committee, 01/AICZ/DAAS/BBAU/15 + 11 files	FO	31/3/2016	FO	31/3/2016	_
9	_	INDO-US Symposium on contemporary issue in cell Kinetics + 2 files	FO	31/3/2016	FO	31/3/2016	_
10	6793/R	LUSCON-2015, 01/LUSCON/DAAS/BBAU/14 +10 Files	FO	31/3/2016	FO	31/3/2016	_
11	-	Publication of books, 13/SAUFEST/BBAU/16	FO	31/3/2016	FO	31/3/2016	Yes if as per rules
12	7008/R	Chemical Requirement File, M.Sc. Life Science & Basic Science, DAAS	FO	31/3/2016	FO	31/3/2016	Yes if as per rules
13	_	Advance Imprest for Cultural Evening, 16/SAUFEST/BBAU/16	FO	31/3/2016	FO	31/3/2016	Yes if as per rules
14	-	Advance D.P.R., 09/DPR/BBAU/16	FO	31/3/2016	FO	31/3/2016	_
15	8152/R	DRC meeting III File 2013-2015	R	31/3/2016	R	31/3/2016	Needfull Done
16	7654/R	Publication tender Notice, STR	FO	31/3/2016	FO	31/3/2016	why we are not putting in English daily also?
17	3940/R	JRF (2012-2013) Dept. of HD&FS, School of Home Sciences	FO	31/3/2016	FO	31/3/2016	Yes if as per rules
18	3098/R	Releasing ICSSR Doctoral Fellowship, Mr. Ajay Bharti, DPS	FO	31/3/2016	FO	31/3/2016	Yes if as per rules

19	4703/R	Advance/Imprest for Library, 2012-13	FO	31/3/2016	FO	31/3/2016	Yes if as per rules
20	4082/R	Children Education Allowance, Part III	FO	31/3/2016	FO	31/3/2016	Yes if as per rules
21	7984/R	Transformer Maintenance Work	FO	31/3/2016	FO	31/3/2016	Yes if as per rules
22	3956/R	Aluminium Partion work in SBBT	R	31/3/2016		31/3/2016	Yes if strictly as per rules. XEN must certify in this respect
23	4792/R	DRC (Part-III), DBT	Dean SBBT	31/3/2016	Dean SBBT	31/3/2016	Yes if as per rules strictly
24	-	Two confidential file for Ph.D. in a closed envelope	COE office	31/3/2016	COE office	31/3/2016	Confidential