

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	10000/R	Requirement of Software for Research/Ph.D work-SMS, DRM	FO	06.03.2017	FO	22/03/2017	Ok if as per rules.
2	8143/R	Equipment DST-SERB Project (Dr. Sudipta Saha, DPS)	FO	06.03.2017	FO	22/03/2017	Yes if as per rules.
3	6639/R	Dr. Shiv Shankar, DES - Advance UPCST Project	FO	06.03.2017	FO	22/03/2017	Yes if as per rules.
4	-	One File 346- Confidential	COE Office	06.03.2017	COE Office	22/03/2017	-
5	-	Advance for Student's Hostel (AOSD) (Satellite Campus Amethi) File NO. 21/OSD/BRILL/16	FO	06.03.2017	FO	22/03/2017	Yes if as per rules.
6	7614/R	UGC Research, Grant Advance File- Dr. MK Padhy, DMCJ	FO	06.03.2017	FO	22/03/2017	Yes if as per rules.
7	7515/R	Annual Sports Festival-Sport Section	FO	06.03.2017	FO	22/03/2017	Ok if as per rules.
8	-	Printing/Supply of Exam Stationary w.e.f. June, 2016	FO	06.03.2017	FO	22/03/2017	Yes if as per rules.
9	-	One File 340	COE Office	07.03.2017	COE Office	22/03/2017	-
10	7521/R	Requirement of Staff in Engineering Department	R	07.03.2017	R	22/03/2017	Ok if one have complets work load.

11	10059/R	Six Month Extension File- Mr. Param Dev, DAAS (File No. 193/DAAS/BBAU/17)	R	07.03.2017	R	22/03/2017	Yes if as per rules.
12	9679/R	विश्वविद्यालय द्वारा प्रकाशित पुस्तको का क्रय-GBL	FO	07.03.2017	FO	22/03/2017	Yes if as per rules.
13	10009/R	Auditorium Cution Repair Works 5(16) Elect/2016	FO	07.03.2017	FO	22/03/2017	Ok
14	8142/R	Recruitment file DST-SERB Project, Dr. Sudipta Saha, DPHS	FO	07.03.2017	FO	22/03/2017	Yes if as per rules.
15	9669/R	Dr. Sutanu Maji, Asstt. Prof., DAPS (LTC)	FO	07.03.2017	R	22/03/2017	Yes if as per rules.
16	9661/R	T/c Nilesh Kumar, Central Library, BBAU (Reg: LTC)	FO	07.03.2017	FO	22/03/2017	Yes if as per rules.
17	10063/R	Major Equipments (DBT Project)- Dr. Devesh Kumar, DAP	FO	07.03.2017	FO	22/03/2017	अनुमोदित अगर नियमानुसार है
18	-	डेबिट/प्रीपेड कार्ड जारी किये जाने हेतु- पत्रावली	FO	07.03.2017	FO	22/03/2017	Yes if as per rules but these should not be any discremination please.
19	4137/R	आवासीय दूरभाष/मोबाइल की प्रतिपूर्ति भाग-III	FO	07.03.2017	FO	22/03/2017	Yes if as per rules.

20	9007/R	Request for Finanacial Support for Publishing the proceedings of National Seminar, Dr. D.K. Yadav, Deptt.of Economics	FO	07.03.2017	FO	22/03/2017	Yes if as per rules.
21	5930/R	Guest/Visiting Faculty DHR	Head, DHR	07.03.2017	Head, DHR	22/03/2017	Yes if as per rules.
22	10102/R	Glowsine Board and Electrical Power Point Connection Yasodhra Girls Hostel BBAU Campus 5(73)/Elect/2017	R	08.03.2017	R	22/03/2017	Yes if as per rules.
23	10034/R	Handing over of incomplete building (under Construction) At Amethi from IIIT Allahabad to BBAU (File No. 5(630)/2017)	R	08.03.2017	R	22/03/2017	Please discuss.
24	3888/R	Maintenance of SES Building 5(372)/2013	R	08.03.2017	R	22/03/2017	Yes if as per rules.
25	-	One File 353	COE Office	08.03.2017	COE Office	22/03/2017	-
26	-	Purchase of HPLC Column- Deptt of Ph. Scicence	FO	08.03.2017	FO	22/03/2017	Yes if as per rules.
27	-	Purchase of Geysers (91/GH/2017)	FO	08.03.2017	FO	22/03/2017	Yes if as per rules.
28	8438/R	Painting of Ashoka & kansihka Boys Hostel -5(603)/2016	FO	08.03.2017	FO	22/03/2017	Yes if as per rules.
29	-	Adjustment - Swachh Bharat Pakhwasa- DEM	FO	08.03.2017	FO	22/03/2017	Yes if as per rules.
30	-	One File 307	COE Office	08.03.2017	COE Office	22/03/2017	-

31	6045/R	Purchase of New DG Set - EO/BBAU/63	FO	09.03.2017	FO	22/03/2017	Yes if as per rules.
32	10098/R	PGD(CS) Syllabus for AC, DIT, BBAU	R	09.03.2017	R	22/03/2017	Yes if as per rules.
33	10070/R	RGNF (JRF) to RGNF (SRF)- DIT	R	09.03.2017	R	22/03/2017	-
34	9710/R	Ms. Sheeba Saji Samuel-DAAS (File No. 179/DAAS/BBAU/16)	R	09.03.2017	R	22/03/2017	Ok
35	8666/R	Building Committee (Part- 13)/(EE) 5(102)/2016	R	09.03.2017	R	22/03/2017	As ammende d.
36	7541/R	PF of Prof. Narendra Kumar, DPS	R	09.03.2017	R	22/03/2017	To Please look into the issue & make recommen dations.
37	8900/R	Proposal for Gold Medal by Sitaram Jindal Foundation, New Delhi	R	09.03.2017	Prof. RA Khan	22/03/2017	-
38	-	T/c File Maintenance of DG Set at Amethi Campus	OSD, Satellite Campus, Amethi	09.03.2017	OSD, Satellite Campus, Amethi	22/03/2017	Please discuss.
39	10120/R	National Handicapped Finance & Development Corporation (NHFDC Scholarship)-DAPS (Horticulture)	R	09.03.2017	R	22/03/2017	Ok if as per rules.

40	10084/R	MUSEUM (Ambedkar) Associate Professor Dr. S. Darapuri (Convener), Deptt. of Hisotry	R	09.03.2017	R	22/03/2017	Ok if as per rules.
41	9346/R	T/c UGC Correspondence (SDMS)-Estt. Section	R	09.03.2017	Prof. K. Jaiswal	22/03/2017	To all see.
42	10008/R	Proposal for NCC (Elective Subject)	R	09.03.2017	R	22/03/2017	Yes if as per rules.
43	9938/R	दरवाजे एवं अलमारियों की मुरम्मत के सम्बन्ध में प्रत्रावली - कनिष्क छात्रावास	R	09.03.2017	R	22/03/2017	Yes if as per rules.
44	4799/R	राजभाषा कार्यावयन समिति की बैठक	R	09.03.2017	R	22/03/2017	Ok
45	10107/R	Miscellaneous Work File Ashoka Extn. Hostel	R	09.03.2017	DSW	22/03/2017	To please discuss.
46	9397/R	Allotment of Main Auditorium & SES Hall-EO/BBAU/181	R	09.03.2017	R	22/03/2017	Please discuss.
47	9876/R	राजभाषा अनुपालन एवं स्पष्टीकरण - हिंदी प्रकोष्ठ	R	09.03.2017	R	22/03/2017	Needful done.
48	10105/R	Minutes of the Meeting of Photostate Shop	R	09.03.2017	R	22/03/2017	As ammende d.
49	10111/R	Constitution of School Board- SIST	R	09.03.2017	R	22/03/2017	Please discuss.
50	10093/R	XVIII Advisory Committee Meeting for SC/ST 2017 (F.No. 153/BBAU/SC/ST Cell/2017)	R	09.03.2017	R	22/03/2017	Dr. Ram to needful please.
51	-	Approval for Registration Form, National Service Scheme	I/c NSS	10.03.2017	R	22/03/2017	Yes if as per rules.

52	-	UGC NON - NET FELLOWSHIP- Finance Department	FO	10.03.2017	FO	22/03/2017	Yes if as per rules.
53	10114/R	Request for Shri D. Jayabala chandra Former DY Firance officer	R	10.03.2017	R	22/03/2017	Yes.
54	9735/R	Modification/Implementation of UGC Regulation, 2016 (M.Phil/Ph.D)	R	10.03.2017	R	22/03/2017	Please show the reccomendation to Chairman before approval bt VC
55	7482/R	Forwarding of Application for Outside Post (Teaching & Non Teaching)	R	10.03.2017	R	22/03/2017	Ok yes as per rules.
56	4729/R	DRC (Part-III), DBT + One file	R	10.03.2017	R	22/03/2017	Ok if as per rules.
57	10115/R	T/C Namination of BOM	R	10.03.2017	Dr. RB Ram	22/03/2017	-
58	8435/R	General Correspondence 2016	R	10.03.2017	R	22/03/2017	Where was the file for more than 4 months.
59	10119/R	Experimental Field Requirement Dr. Rajesh kumar DEM	R	16/03/2017	XEN	22/03/2017	-

60	9849/R	मानवधिकार विभाग के अन्तर्गत चल रहे BBA LL.B (H) कोर्स में पढ़ाने हेतु नियुक्त 08 सहायक आचार्यों (संविदा) का विस्तार किये जाने हेतु प्रार्थना पत्र के सम्बन्ध में - मानवधिकार विभाग	R	16/03/2017	R	22/03/2017	Ok if as per rules but with one day break.
61	-	Split Air Conditioners & Curtain for Laboratory- Prof. Ram Chandra, DEM	FO	17/03/2017	FO	22/03/2017	Who will pay Electricity bills?
62	-	False Ceiling Work- Prof. Ram Chandra, DEM	FO	17/03/2017	FO	22/03/2017	Yes if as per rules.
63	-	Dr. Sangeeta Yadav, Young Scientist, SERB DST Project: Purchase of Electrophoresis Unit	FO	17/03/2017	FO	22/03/2017	Yes if as per rules.
64	-	Dr. Sangeeta Yadav, Young Scientist, SERB DST Project: Purchase of Water Bath	FO	17/03/2017	FO	22/03/2017	Yes if as per rules.
65	-	CAS file of Dr. V. Elangovan, DAAS	Rectt. Cell	17/03/2017	Rectt. Cell	22/03/2017	-
66	-	CAS file DAPS Dr. Sutan Maji	Rectt. Cell	17/03/2017	Rectt. Cell	22/03/2017	-
67	-	Confidential File, Deptt. of Pharmaceutial Science (9119/R & 9202/R) - Prof. Shubhini Saraf, Dean, SBBT	Rectt. Cell	17/03/2017	Rectt. Cell	22/03/2017	-
68	-	Deptt.of Biotechnology Confidential	Rectt. Cell	17/03/2017	Rectt. Cell	22/03/2017	-

69	10131/R	National Conference on "Transforming Libraries in 21st Century on 30th March, 2017"- DLISc.	R	17/03/2017	R	22/03/2017	Ok
70	9773/R	Extension /Continuation of EOL Dr. Md. Reyaz Ahmad-CSSEIP	R	17/03/2017	R	22/03/2017	Ok
71	10134/R	T/c PF of Dr. Sunita Mishra, Professor, SHS (Reg; CCL)	R	17/03/2017	R	22/03/2017	Ok if as per rules.
72	7506/R	Appointment of Nodal Officer, Accessible India Campaign for PWDs (Sugamaya Bharat Abhivan	R	17/03/2017	R	22/03/2017	Ok
73	7506/R	Subject Letter of NRC, NCTE- Department of Education	Head, SOE	17/03/2017	FO	22/03/2017	-
74	-	One File 351	COE Office	20/03/2017	COE Office	22/03/2017	-
75	9540/R	T/c Inquiry Committee reg. Complaints made by Shri D. jayabalachandran	R	20/03/2017	R	22/03/2017	-
76	4253/R	Internation Symposium/Seminar (Guest House)	R	20/03/2017	R	22/03/2017	Yes
77	3779/R	Purchase of Postal Stamp (Dispatch Section)	R	20/03/2017	R	22/03/2017	Ok
78	-	छात्रावासों में अनियमितता के संबंध में - कलानशासक कार्यालय	Proctor	20/03/2017	Proctor	22/03/2017	Please discuss.
79	-	Two File in Closed envelop 309, 324	COE Office	20/03/2017	COE Office	22/03/2017	-

80	9200/R	Imprest Money- National Services Scheme (NSS)	NSS	20/03/2017	NSS	22/03/2017	Why there are so many files?
81	4393/R	Dr. RN Bhargava (PI) DEM (Manpower Recruitment-DST SERB Project)	FO	20/03/2017	FO	22/03/2017	Yes if as per rules.
82	5100/R	Project File (SERB)-Dr. Gaurav Raj Dwivedi, DES	FO	20/03/2017	FO	22/03/2017	Yes if as per rules.
83	8167/R	वार्षिक पत्रिका 'निर्णयन' प्रकाशन-हिंदी प्रकोष्ठ	FO	20/03/2017	FO	22/03/2017	Yes if as per rules.
84	8724/R	Application for CAS Promotion from Associate Professor to Professor (Dr. Shashi Kumar, Asso. Professor, DHR & DL, SLS)	Rectt. Cell	20/03/2017	Rectt. Cell	22/03/2017	-
85	-	Walk-in-Interview for Deptt. of Pharm. Sc., (File No. 225/D.Ph.Sc/BBAU/17)	Rectt. Cell	20/03/2017	R	22/03/2017	To discussed with Head.
86	-	Career Advancement Scheme (CAS) Dept of Rural Management, Associate Professor to Professor, SMS	Rectt. Cell	20/03/2017	Rectt. Cell	22/03/2017	-
87	10142/R	Forwarding of Dr. Rajesh Ekka, Assistant Professor, Education	R	21/03/2017	R	22/03/2017	Ok if as per rules.

88	10138/R	Travel approval of Ph. D, Viva-voce Prof. R.G. Sonkawade, DAP	R	21/03/2017	R	22/03/2017	If he is supervisor TA approval as per rules.
89	9872/R	NCC 67 BN (Boys & Girls) VITTIYA SAKASHARATA ABHIYAN-Sport Section	R	21/03/2017	R	22/03/2017	Ok
90	7899/R	Consitution of Building Committee 5(191)/2002	R	21/03/2017	R	22/03/2017	Seen
91	5096/R	Hostel for OBC Boys and Girls- EE 5(320)/11	R	21/03/2017	R	22/03/2017	Ok if as per rules.
92	10139/R	Ph.D Viva-Voce Mr. Satyendra Kumar, DAP	R	21/03/2017	R	22/03/2017	Yes if as per rules.
93	9465/R	LTC Application (Dr. Naveen Kumar Arora, DEM)	R	21/03/2017	R	22/03/2017	Yes if as per rules.
94	4744/R	School Board File - School for Biosciences & Biotechnology (SB&BT) File No. 01/SB&BT/BBAU/13	R	21/03/2017	R	22/03/2017	Seen
95	-	Travel approval of Prof. M.L. Sharma (Punjab University)	Rectt. Cell	21/03/2017	Rectt. Cell	22/03/2017	Ok as per rules Speical case.
96	10039/R	T/c PF of Shri Chhotey Lal, MTS, Computer Centre (Reg: LTC)+ Service Book, Part-II + PF of Sh. Chhotey Lal, MTS	FO	21/03/2017	R	22/03/2017	Ok if as per rules.
97	-	National Seminar 24th March 2017, Department of Law			Head, Law	22/03/2017	Ok if as per rules.