

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	9698/R	Dr. Shashi kumar, Associate Prof., DHR (LTC 2016)	FO	07.12.2016	FO	24/03/2017	Yes if as per rules.
2	10058/R	W.P. NO. 4227 (M/B) of 2017 M/s N.A. Caters thru Proprietor Mohd. Arshad Hilal Versus VC & BBAU	R	09.03.2017	R	24/03/2017	Seen
3	10122/R	Recommendation for implementation of virous points in university	R	16/03/2017	R	24/03/2017	To discuss.
4	10163/R	Career Advancement Scheme (CAS) (Dept of Environmental Science) Assistant Professor Level-IIInd to Level-IIIrd, SES	Rectt. Cell	20/03/2017	R	24/03/2017	To discuss.
5	-	Two File in Envelop (60)	COE Office	21/03/2017	COE Office	24/03/2017	-
6	10148/R	Construction of Shed with PRE-FAB Structure for MCJ 5(634)/17	R	21/03/2017	FO	24/03/2017	For Immediate action please.
7	-	Vehicle Maintenance of UP 32 DC 4006 & UP 32 CX 6091- Vehicle Section	FO	21/03/2017	FO	24/03/2017	Yes if as per rules.

8	-	Assistant Professor - Department of Environmental Microbiology (File No. 11/Confid./Rect Cell/BBAU/16)	Rectt. Cell	21/03/2017	Rectt. Cell	24/03/2017	As ammended.
9	-	Purchase of Computer for Cashier	FO	21/03/2017	FO	24/03/2017	Yes if as per rules.
10	4286/R	Contingent Grant: CST-Dr. Naveen Kumar Arora, DEM	FO	21/03/2017	FO	24/03/2017	Yes if as per rules.
11	9963/R	Travel (DBT Project)- Dr. Devesh Kumar, DAP	FO	21/03/2017	FO	24/03/2017	Yes if as per rules.
12	-	Dr. Alok Kumar Singh DAC Inspire Faculty DAC Head of Expenditure : Consumables + (Subject: Purchase of Chemicals)	FO	21/03/2017	FO	24/03/2017	Yes if as per rules.
13	-	Part Time Assistant Data Entry, ICSSR Project - Dr. Sarathik Bagh, DPS	FO	21/03/2017	FO	24/03/2017	Yes if as per rules.
14	-	Proposal for Installation of Water Facility for Students at the University Play Ground	FO	21/03/2017	FO	24/03/2017	Yes as per rules.
15	10055/R	Financial Support for Conference- Dr. Jay Shankar Singh, DEM	FO	21/03/2017	FO	24/03/2017	Please discuss.
16	-	Vertical Autoclave- Prof. Ram Chandra, DEM	FO	21/03/2017	FO	24/03/2017	Yes if as per rules.
17	9829/R	वाहन आवंटन के संबंध में - वाहन प्रकोष्ठ	FO	21/03/2017	FO	24/03/2017	Ok as per rules.

18	-	Dr. Alok Kumar Singh DAC Inspire Faculty DAC Head of Expenditure : Equipment (1)	FO	21/03/2017	FO	24/03/2017	Yes if as per rules.
19	-	Dr. Alok Kumar Singh DAC Inspire Faculty DAC Head of Expenditure : Equipment (2)	FO	21/03/2017	FO	24/03/2017	Yes if as per rules.
20	-	Field Station-DES	FO	21/03/2017	FO	24/03/2017	Yes if as per rules.
21	-	Workshop Museum- Sh. NKS More, DES	Sh. NKS More	22/03/2017	R	24/03/2017	As per rules please.
22	-	Career Advance Scheme (CAS) Dr. Shikha, DES	Dean, SES	22/03/2017	Rectt. Cell	24/03/2017	Ok if as per rules.
23	-	Career Advance Scheme (CAS) Associate Professor to Professor, DEM	Dean, SES	22/03/2017	Rectt. Cell	24/03/2017	Yes if as per rules.
24	8614/R	Print Journals and Magazines Year 2016-GBL	FO	22/03/2017	FO	24/03/2017	Yes if as per rules.
25	8092/R	Travel of Dr. Gaurav Raj Dwivedi PDF-DES	FO	22/03/2017	FO	24/03/2017	Yes if as per rules.
26	4647/R	Staff Salary- DST Centre for Policy Research Voloume-II	FO	22/03/2017	FO	24/03/2017	Yes if as per rules.
27	8924/R	Dr. Sangeeta Yadav, Young Scientist, SERB-DST, New Delhi	FO	22/03/2017	FO	24/03/2017	Yes if as per rules.
28	-	Dr. Sangeeta Yadav, Young Scientist, DEM- Request for Advance	FO	22/03/2017	FO	24/03/2017	Yes if as per rules.
29	-	Printer of RCA Office-RCA	FO	22/03/2017	FO	24/03/2017	Yes if as per rules.

30	9232/R	ICSSR Project- Salary of Project Staff (Dr. Surendar Meher, DE)	FO	22/03/2017	FO	24/03/2017	Yes if as per rules.
31	10155/R	Workshop at NAHRD & Other- RTI Cell	R	22/03/2017	R	24/03/2017	Let's wait for workshop by Govt. Agencies.
32	9635/R	VIDWAN-Expert Database and National Research Networks-RSO	R	22/03/2017	R	24/03/2017	Ok if as per rules.
33	10121/R	Reporting about UGC Research Award Project Completing- Dr. Mahendra Kumar Padhy, DMCJ	R	22/03/2017	R	24/03/2017	Please put up complete file.
34	4799/R	राजभाषा कार्यान्वयन समिति की बैठक	R	22/03/2017	R	24/03/2017	-
35	10152/R	Booking Air-Tickets of Prof. T. Satyanarayan, Delhi University for DEM	R	22/03/2017	R	24/03/2017	Yes if as per rules.
36	7994/R	Empanelment of Sanitation Agency-Sanitation Section	FO	22/03/2017	FO	24/03/2017	Yes if as per rules.
37	-	Three File in closed envelop- 316,337,354	COE Office	23/03/2017	COE Office	24/03/2017	-
38	-	Ph.D Preeti (Home Science) External Examiners Travel-SHS	Head, SHS	23/03/2017	Head, SHS	24/03/2017	Ok as per rules.

39	-	Requirements of Instruments- Department of Food Science and Technology, BBAU Satellite Campus, Amethi (File No. 30/OSD/BBAU/16)	FO	23/03/2017	AR S&P	24/03/2017	Ok as per rules.
40	-	Confidential Result notification File (2 File)	COE Office	23/03/2017	COE Office	24/03/2017	-
41	9401/R	Application of LTC Prof. S.K.Dwivedi, DCS	FO	23/03/2017	FO	24/03/2017	Yes if as per rules.
42	10113/R	Medical Advance of Shri Ram Sagar (MTS)	FO	23/03/2017	FO	24/03/2017	Ok but is filling rules quoted is the nothing.
43	-	Confidential File, Deptt. of Pharmaceutial Science (9119/R & 9202/R) - Prof. Shubhini Saraf, Dean, SBBT	Rectt. Cell	23/03/2017	Rectt. Cell	24/03/2017	-
44	-	Confidential - Most Urgent: Gr. 'A'			R	24/03/2017	-
45	9470/R	Requirement of Chemicals /Glass/Plastic Wares-2016-17 (DAC)	R	24/03/2017	FO	24/03/2017	For Immediate action please.