

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	Confidential (File No. 402,425,427)	COE	23.03.2018	COE	27.03.2018	-
2	-	AMC of FIRE System 5(78)/Elect/2017-(4592/R)- Part-II (Old File No.-EO/BBAU/19)	FO	26.03.2018	FO	27.03.2018	Ok if as per rules.
3	-	साइनेज आफ मेन गेट - Engg. Section	EE	26.03.2018	FO	27.03.2018	For immediate action as per Direction of MHRD.
4	-	Purchase of Photocopier Machine for Registrar Office- Store Section	DR (S&P)	26.03.2018	FO	27.03.2018	Ok if as per rules.
5	-	Revised Result (File No. 006/COE/BBAU/14)	COE	26.03.2018	COE	27.03.2018	-
6	-	Confidential File No. (431,432)	COE	26.03.2018	COE	27.03.2018	-
7	-	Result Notification File Dec-2017 56/COE/BBAU/2017	COE	26.03.2018	COE	27.03.2018	-
8	9763/R	Chemicals & Glassware File (DST-SERB Project)- Dr. Venkatesh Kumar R., DAAS + Overhead Charges for DST-SERB Project- Dr. Venkatesh Kumar R., DAAS	Head, DAAS	26.03.2018	FO	27.03.2018	Yes if as per rules.

9	-	Confidential File- Urgent (In sealed Envelop)	Prof. Shubhini A. Saraf, Deptt. Pharma. Science	26.03.2018	Prof. Shubhini A. Saraf, Deptt. Pharma. Science	27.03.2018	-
10	-	Proposal for Almirah-UIET	Director, UIET	27.03.2018	FO	27.03.2018	Ok if as per rules.
11	11798/R	Payment of Staff- Media Centre (File No. 02/Media Centre/BBAU/2018)			R	27.03.2018	Yes if as per rules.
12	-	Purchasing of Computer- GBS	GBS	27.03.2018	FO	27.03.2018	Ok if as per rules.
13	9449/R	Diesel for DG Set Amethi Campus- BBAU Amethi Campus	FO	27.03.2018	FO	27.03.2018	Ok if as per rules.
14	-	Purchase of Color ink Cartidge for VC Sectt.	FO	27.03.2018	FO	27.03.2018	Ok if as per rules.
15	-	Confidential (Sealed Envelop)-ICC	ICC	27.03.2018	R	27.03.2018	-
16	-	Weighing Balance-DES	Head, DES	27.03.2018	Head, DES	27.03.2018	Why can't we have one committee for all the equipments.
17	-	Refrigerated Centrifuge- DES	Head, DES	27.03.2018	Head, DES	27.03.2018	One committee as ammended.

18	-	Autoclave etc.-DES	Head, DES	27.03.2018	Head, DES	27.03.2018	One committee as ammended.
19	-	Orbital Shaker-DES	Head, DES	27.03.2018	Head, DES	27.03.2018	One committee for all equipments.
20	11322/R	BBAU-Staff Club	Prof. Sudarshan Verma, Secretary	27.03.2018	Prof. Sudarshan Verma, Secretary	27.03.2018	Ok as per rules.
21	12025/R	URGENT-UIET (Sealed Envelop)	R	27.03.2018	Director, UIET	27.03.2018	-
22	11734/R	Subsistence Allowance of Dr. Vipin Saxena, Professor, DCS	FO	27.03.2018	FO	27.03.2018	Ok if as per rules.