

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5620 R	Constitution of Planning Board.	PIC/Estt	9.5.16	VC	23/May	For approval
2	8444 R	Painting & Repairing Siddharth & Chitralkha Hostel 5(604)/2016	EE	10.5.16	IAO	23/May	For need full.
3	6118 R	ICSSR Reseach Project Dr. Sanatan Nayak.	Hod	10.5.16	RSO	23/May	For need full.
4	7472 R	मंत्रलाया से प्राप्त शिकायती पत्र	HO	11.5.16	PIC/R	23/May	For need full.
5	8469 R	Renovation of guest House Toilet 5(483-A)2015, PART-1.	EE	12.5.16	FO	23/May	For need full.
6	8176 R	Street Light Maintenance Work 5(20)/Elect.2016	EE	12.5.16	EE	23/May	For need full.
7	5173 R	DEM-FIST	AR/Snp	12.5.16	AR/Snp	23/May	For need full.
8	8008 R	Attending Seminar, NKS More Asso.Prof.,DES.	FO	12.5.16	VC	23/May	For approval
9	3116 R	General Correspondance 127/Estt/BBAU/2013	DR/Legal	12.5.16	VC	23/May	For approval
10	8470 R	Attendance Sheet of the Meeting of all Deans/Heads/Cor. With Hon'ble VC	AR/A	12.5.16	AR/A	23/May	For need full.
11	7966 R	Wi-Fi PCI Lan Card.	Chair-	12.5.16	AR/Snp	23/May	For need full.
12	8365 R	Requiremant of Cooler.	IAO	12.5.16	AR/Snp	23/May	For need full.
13	7837 R	Approval for Registration Form, NSS	PO	13.5.16	VC	23/May	For approval
14	8480 R	Purchase of Antivirus.	HoD	13.5.16	Dir-CC	23/May	For need full.
15	8481 R	Bank Account detail for DBT funded project entitled Dr. Sunil G.Babu.	Hod	13.5.16	FO	23/May	For need full.
16	8482 R	Submission of Self appraisal report 2015-16. Dr. Sangeeta Saxena.	Hod	13.5.16	AR/Estt	23/May	For need full.
17	5082 R	Cash Advance..	IAO	13.5.16	FO	23/May	For need full.
18	3660 R	installation of Curtain Rods in Place of Pelmetts.	AR/Snp	13.5.16	VC	23/May	For approval
19	5701 R	Purchase of laptop/Xerox/Desktop	HoD	13.5.16	AR/Snp	23/May	For need full.
20	8485 R	Requiermeant of Equipmeant's (Admin Building-II Floor).	Hod	13.5.16	AR/Snp	23/May	For need full.

21	3170 R	Purchase of Chemicals/Consumables Items Dr. Anand Prakash, DST.Project 2/DBT/2014	AR/Snp	13.5.16	AR/Snp	23/May	For need full.
22	8486 R	purchasing of plumbing goods 5(475)/2014, PART-2.	EE	13.5.16	FO	23/May	For need full.
23	4308 R	Repairing Painting of Engineering Sectt. 5(489)/14	EE	13.5.16	FO	23/May	For need full.
24	7895 R	रिक्सा ट्राली क्रय करने हेतु	EO	13.5.16	IAO	23/May	For need full.
25	7401 R	AMC of water cooler & Water Purifier - part-II,	EO	13.5.16	FO	23/May	For need full.
26	8487 R	General Office Order/ Correspondence w.e.f.May,2016.	PIC/Estt	13.5.16	VC	23/May	For approval
27	8489 R	BBAU Center at Amethi.	PIC/Estt	13.5.16	AR/ESSt	23/May	For need full.
28	7993 R	Approval Faculty UIET. + 7245/R.	PIC/Estt	13.5.16	AR/ESSt	23/May	For need full.
29	5729 R	CPF- Contribution.	PIC/Estt	13.5.16	FO	23/May	For need full.
30	8491 R	T/C PF of Shri Akilesh Singh CSSEIP.	PIC/Estt	13.5.16	FO	23/May	For need full.
31	3465 R	Transfer & Posting Part -3	PIC/Estt	13.5.16	AR/ESSt	23/May	For need full.
32	8406 R	TO attend Refresher Course Dr. Narendra Kumar.	PIC/Estt	13.5.16	VC	23/May	For approval
33	8322 R	Dr. Neetu Singh CAS (Reder).	PIC/Estt	13.5.16	Chair-	23/May	For need full.
34	5261 R	Release JRF Fellowship 2012 Batch DPS	FO	16.5.16	AR/A	23/May	For need full.
35	4657 R	DRC File Of DS	AR/A	16.5.16	VC	23/May	For approval
36	8493 R	Principal Investigator, DST-SERB Fast Track Researcj Project, With Three More File	FO	16.5.16	AR/A	23/May	For need full.
37	8495 R	Insect and Rodent control in the Library.	Librarian	16.5.16	VC	23/May	For approval
38	6849 R	DRC- IV + 4898/R.	AR/A	16.5.16	AR/A	23/May	For need full.
39	5343 R	Internet access. + 3431/R.	Dir/CC	16.5.16	Dir-CC	23/May	For need full.
40	8166 R	Purchase of Biotoilet	EE	16.5.16	VC	23/May	For approval
41	8497 R	Inspire Faculty Dr. Alok Kumar Singh. Identity Card.	Hod	17.5.16	AR/A	23/May	For need full.
42	8181 R	Requirment of Computer set, Dr. DR. Modi Asso. Prof. DBT	AR/Snp	17.5.16	Dir-CC	23/May	For need full.

43	8363 R	Requiremeant of Furniture.	AR/Snp	17.5.16	VC	23/May	For approval
44	8498 R	Arrange the Mike and Speaker.	AR/Snp	17.5.16	VC	23/May	For approval
45	8499 R	RGNF file of Mr. Preeti Bhaskar.	Hod	17.5.16	AR/A	23/May	For need full.
46	8436 R	Purchase of Accession Register.	Librarian	17.5.16	FO	23/May	For need full.
47	7048 R	Servicing of Electric Lawn Mover,	Coord.GBS	17.5.16	FO	23/May	For need full.
48	3484 R	Diesel For Tractor	Cor/GBS	17.5.16	FO	23/May	For need full.
49	3218 R	Imprest Money GBS, 1/GBS/2013	Cord.GBS	17.5.16	FO	23/May	For need full.
50	3342 R	Imperset mony of Petrol for rush Cutter	Coord.GBS	17.5.16	FO	23/May	For need full.
51	8502 R	Imprest Money RSO.	RSO	17.5.16	FO	23/May	For need full.
52	8338 R	Introducing of Swach Bharat Pakhwara in Central Universities.	PIC/Esstt	17.5.16	VC	23/May	For approval
53	8504 R	SC/ST Complaint File , Teaching -Non Teaching.	DR-SC/ST	17.5.16	VC	23/May	For approval
54	8505 R	Six Extaintion of Raj Kumar Paricheta.	Dean	17.5.16	AR/A	23/May	For need full.
55	6768 R	Maintenance Of Instrumeant.	Hod	17.5.16	FO	23/May	For need full.
56	6311 R	Solar Photovoltaic System, 5(558)/15	EE	17.5.16	EE	23/May	For need full.
57	3429 R	Common Tender Committee	AR/Snp	17.5.16	VC	23/May	For approval
58	8506 R	Publication of Tender Notice.(T/C)	AR/Snp	17.5.16	FO	23/May	For need full.
59	8507 R	Constitution of Committee Display of Photo.	AR/Snp	17.5.16	AR/Snp	23/May	For need full.
60	5579 R	JRF Fellowship Kamlesh Kumar Verma.	AR/A	17.5.16	VC	23/May	For approval
61	8342 R	PDF Fellowship File Dr. A.Shukla	AR/A	17.5.16	HOD	23/May	For need full.
62	4393 R	Man Power Requirment / DEM, DST-SERB Project.	AR/A	17.5.16	AR/A	23/May	For need full.
63	8508 R	Endorsement Letter DST-Fellowship,	Dean	17.5.16	AR/A	23/May	For need full.
64	8509 R	Requirment of Coolar.	Dean	17.5.16	VC	23/May	For approval
65	7369 R	Suply for Book Raks for Central Library.	Librarian	17.5.16	FO	23/May	For need full.
66	8315 R	Budget Requirment 2016-17	Librarian	17.5.16	FO	23/May	For need full.
67	6650 R	Supply & Installation of Modular Kitchen in VC Ress. 5(263)/8	EE	17.5.16	EE	23/May	For need full.
68	8460 R	Reg. Student Dinesh Mishra.	HoD	18.5.16	AR/A	23/May	For need full.
69	7873 R	Online UPS & Invertor.	Librarian	18.5.16	VC	23/May	For approval

70	6710 R	DRC-VI	AR/A	18.5.16	VC	23/May	For approval
71	8438 R	Painting of Ashoka & Kanishika Boys Hostel. 5(603)/2016.	IAO	18.5.16	EE	23/May	For need full.
72	7360 R	Staff Requirement .	IAO	18.5.16	AR/ESSt	23/May	For need full.
73	8484 R	T/C MHRD Parliameant Question.	Proctor	18.5.16	AR/ESSt	23/May	For need full.
74	8357 R	National Service Scheme Approval for Programme. NSS.	PO	18.5.16	VC	23/May	For approval
75	8396 R	Post - Doctoral Fellowship Application file , Dr. Rashmi, DE	AR/A	18.5.16	AR/A	23/May	For need full.
76	4185 R	केन्द्रीय पुस्तकालय भवन के केन्द्रीय वातानुकूलित संयंत्र का संचालन 5(462)/2014	EO	18.5.16	EO	23/May	For need full.
77	4592 R	AMC of fire system, water cooler & water purifier.	EO	18.5.16	EO	23/May	For need full.
78	8512 R	Training Programme on Computer Fundamentals.	PI	18.5.16	FO	23/May	For need full.
79	6944 R	Requiremeant of guest faculty (UIET).	PIC/Esstt	18.5.16	VC	23/May	For approval
80	8439 R	TC of MHRD/ UGC-5/2016	PIC/Esstt	18.5.16	AR/ESSt	23/May	For need full.
81	8411 R	Proposal submission for Early Career Grant, By Monika Shrma.	PIC/Esstt	18.5.16	AR/ESSt	23/May	For need full.
82	5565 R	PF of Shaik Mahaboob Basha.DH	PIC/Esstt	18.5.16	AR/ESSt	23/May	For need full.
83	4311 R	Civil maintainance Work 5(457)/14	EE	18.5.16	VC	23/May	For approval
84	8028 R	Partition Works SMS-DRM.	EE	18.5.16	IAO	23/May	For need full.
85	8513 R	PBAS Report 2015-16	HoD	18.5.16	AR/ESSt	23/May	For need full.
86	8228 R	PF of Mujibur Rahman Asstt.Prof. D.Law.	PIC/Esstt	19.5.16	VC	23/May	For approval
87	8418 R	Teaching of moral Studies & Ambedkar Studies	S.Drapuri	19.5.16	VC	23/May	For approval
88	8518 R	Reg. New Computer, Deptt of Law	AR/Snp	19.5.16	AR/Snp	23/May	For need full.
89	8224 R	Request For Computer, Printer and A.C. Dr. Jawahar Lal.	AR/Snp	19.5.16	FO	23/May	For need full.
90	5205 R	Purchasing of Equipment ,DAC	AR/Snp	19.5.16	FO	23/May	For need full.
91	7994 R	Empanelment of Sanitation Agency 2014-15	Sainitation	19.5.16	IAO	23/May	For need full.

92	3022 R	Proposal for BBAU Journal of Science and Technology Prof. R. P. Singh	Chief.	19.5.16	VC	23/May	For approval
93	8519 R	JRF to SRF Ms. Andrey Shastri	FO	19.5.16	AR/A	23/May	For need full.
94	4108 R	JRF fellowship, pankaj, rajkumar	FO	19.5.16	FO	23/May	For need full.
95	6396 R	Imprest Money File.	Warden	19.5.16	FO	23/May	For need full.
96	8451 R	Presence of PAC in Campus.	Proctor	19.5.16	VC	23/May	For approval
97	8520 R	Dr. Jyoti Pandey, Medical Claim.5535/DAC	HoD	19.5.16	AR/ESSt	23/May	For need full.
98	6730 R	Purchase of Color Tonner For R-Office	AR/Snp	19.5.16	FO	23/May	For need full.
99	7984 R	Transformer Maintenance Work 5(12)/Elect/2016	IAO	19.5.16	EE	23/May	For need full.
100	4271 R	07/Ph.D.Admission Cum DRC/ D.pharma/BBAU/12	HoD	19.5.16	AR/A	23/May	For need full.
101	8521 R	Orientation Programme, Dr. Monika Sharma.	HoD	19.5.16	AR/ESSt	23/May	For need full.
102	8416 R	Complaint of Dr. Venkatesh Dutta, DST-CPR	PIC/Estt	19.5.16	AR/ESSt	23/May	For need full.
103	8471 R	Summer School, Equivalent to a Ref. Course. O.P. Saini.	PIC/Estt	19.5.16	VC	23/May	For approval
104	8403 R	Application Apply through proper channel to different Bibekanand Nayak, CSSEIP, SAS.	PIC/Esstt	19.5.16	AR/ESSt	23/May	For need full.
105	8524 R	Releving Certificate for Orientation Programme (Dr. Ravi Shankar Verma.)	PIC/Estt	19.5.16	VC	23/May	For approval
106	8397 R	Dr. Anjali Singh Guest Faculty	RSO	19.5.16	RSO	23/May	For need full.
107	3786 R	Tata Photon Data Card.	VC	20.5.16	FO	23/May	For need full.
108	5058 R	Proposal for Grant From The VC's Discretionary Fund.(Dummy File)	VC	20.5.16	AR/A	23/May	For need full.
109	6952 R	Water coolar & Airconditionar	EO	20.5.16	VC	23/May	For approval
110	8516 R	238/ISP/CC/16, Internet Service Providing Firms.	AR/Snp	20.5.16	AR/Snp	23/May	For need full.
111	8526 R	Self Assessment (PBAS), Sudipta Saha.	HoD	20.5.16	AR/ESSt	23/May	For need full.
112	4056 R	Requirment of one Cleaner.	IAO	20.5.16	Warden	23/May	For need full.
113	7234 R	Extention of Examination Hall. 5(574)/2015	EE	20.5.16	IAO	23/May	For need full.
114	8527 R	Ms. Shweta Goswami [Ph.D Scholar]	HoD	20.5.16	AR/A	23/May	For need full.

115	5744 R	RGNF File Joining Report, Ms. Vandana & simtarani.	AR/A	20.5.16	AR/A	23/May	For need full.
116	6027 R	Dr. Reema Kumari DST- Start up young Scientist. (DES)	AR/A	20.5.16	FO	23/May	For need full.
117	8381 R	Request for Participation of paper(ISKCOM-2016) Dr. Sarad Kr. Sonkar	AR/A	20.5.16	AR/A	23/May	For need full.
118	8361 R	Provide Class Room- SMS,DRM.	EO	20.5.16	VC	23/May	For approval
119	8231 R	Curtain work in SBBT Phase II Building.	EO	20.5.16	EO	23/May	For need full.
120	7442 R	RGNF File, Sudhakar Puskar.	AR/A	20.5.16	AR/A	23/May	For need full.
121	8374 R	File for the JRF of Mr. Manindar kr. Singh.	AR/A	20.5.16	AR/A	23/May	For need full.
122	8183 R	RGNF Shraddha Nandan. IInd Sem	AR/A	20.5.16	AR/A	23/May	For need full.
123	7229 R	JRF Vivek kumar	AR/A	20.5.16	AR/A	23/May	For need full.
124	8529 R	RGNF- Sandeep Kumar M.phil.	AR/A	20.5.16	AR/A	23/May	For need full.
125	7163 R	Junior Research Fellowship, Ms. Shreya Gupta(JRF)	AR/A	20.5.16	AR/A	23/May	For need full.
126	5778 R	JRF Aklesh Kumar	AR/A	20.5.16	AR/A	23/May	For need full.
127	8530 R	RGNF-up-gradation from JRF to SRF Chhaya Verma.	Hod	20.5.16	VC	23/May	For approval
128	8531 R	PF of Dr. Kushendra Mishra, Asso.Prof. DRM	PIC/Estt	20.5.16	VC	23/May	For approval
129	7664 R	PF of Ms. Sufiya Ahmad, Lecturer, D.Law.	PIC/Estt	20.5.16	AR/ESSt	23/May	For need full.
130	5613 R	MHRD/UGC, Correspondence.	PIC/Estt	20.5.16	AR/ESSt	23/May	For need full.
131	8463 R	Academic Activity Dr. M.L.Meena.	PIC/Estt	20.5.16	AR/ESSt	23/May	For need full.
132	8370 R	T/C PF of Dr.Sunil Gorla. (Librarian).	PIC/Estt	20.5.16	AR/ESSt	23/May	For need full.
133	4798 R	राजभाषा संगोष्ठी का आयोजन	HO	18.5.16	HO	23/May	For need full.
134	7600 R	Resignation From the Post Of DST Inspire Faculty Position Dr. Pramod Kumar Kushwaha.	Steno/Legal	20.5.16	AR/A	23/May	For need full.
135	8103 R	Advance for Academic Activity. S.Maji.	HoD	20.5.16	AR/A	23/May	For need full.
136	7538 R	मानव संसाधन विकास मंत्रालया से पत्र व्यवहार।	H.O	18.5.16	VC	23/May	For approval

137	8532 R	Complaint of Sh. Harish Chandra Pal(OBC-Reservation)	Liaison Off.	23.5.16	DR/Legal	23/May	For need full.
138	4447 R	वि. वि. परिसर मे कार्यरत महिलाओ की कार्यावधि की पत्रवाली।	VC	23.5.16	Cor-GBS	23/May	For need full.
139	8534 R	Expert Ph.D Viva -Voce	HoD	23.5.16		23/May	By hand Khan Sir
140	4831 R	T.A. Bill of Registrar.	Registrar	23.5.16	FO	23/May	For need full.
141	8536 R	Engagement of Radiologist, in Health Center 2016	CMO	23.5.16	AR/Estt	23/May	For need full.
142	8524 R	Releving Certificate for Orientation Programme (Dr. Ravi Shankar Verma.)	VC	23.5.16	AR/Estt	23/May	By Hand Dr. Ravi Shankar Verma.)
143	7195 R	Committee for Review of Uni. Act. & Ordinance etc.	Registrar	23.5.16	VC	23/May	For approval
144	8538 R	NOC For Poland Visit.	HoD	23.5.16	AR/ESSt	23/May	By Hand Ripu Sudan Sir
145	3247 R	PF of Dr. Beer Singh Bhadauriya Prof. DAM	PIC/Estt	23.5.16	AR/Estt	23/May	For need full.
146	8541 R	Procurement of DST-SERB Start up grant Equipments. Dr.J.Lal	HoD	23.5.16		23/May	By Hand Dr.J.Lal
147	8246 R	RGNF File of Sujata (JRF to SRF)	AR/A	23.5.16	VC	23/May	For approval