

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	8447 R	Appointment of Head Various Deptt.	PIC/Estt	17.5.16	AR/Estt	24/May	For need full.
2	7809 R	Engagement of OUT SOUSING person in Health Center 2016	VC	19.5.16	CMO	24/May	For need full.
3	8527 R	Children Education Allownce, Gjanan Pandey.	Cor-	20.5.16	AR/Estt	24/May	For need full.
4	8528 R	Co-Ordinator University Placement Cell.	Cor-	20.5.16	AR/Estt	24/May	For need full.
5	7654 R	Publication of Tender Notice.	Chair-	23.5.16	Chair-	24/May	For need full.
6	6358 R	निष्प्रयोजन वाहन 2014-15	IAO	23.5.16	AR/Vhi	24/May	For need full.
7	4186 R	NAAC Visit Related works Engi.Sec.5(523)/14	IAO	23.5.16	EE	24/May	For need full.
8	8533 R	Medical Advance of Registrar.	Registrar	16.5.16	AR/Estt	24/May	For need full.
9	8533 R	Medical Advance of Registrar.	AR/Estt	23.5.16	AR/Estt	24/May	For need full.
10	6228 R	Mr.Ratindra Gautam/JRF/DAP/BBAU/2015	AR/A	23.5.16	AR/A	24/May	For need full.
11	8254 R	Up Gradation to SRF, of Mr. Vivek Kumar DHR	AR/A	23.5.16	AR/A	24/May	For need full.
12	6356 R	JRF Fellowship Mr. Sandeep Kr. Aditya.	AR/A	23.5.16	AR/A	24/May	For need full.
13	8535 R	Course Started at Biotech Park.	AR/A	23.5.16	VC	24/May	For approval

14	7087 R	विश्वविद्यालय अनुदान आयोग से पत्राचार.	HO	23.5.16	VC	24/May	For approval
15	8537 R	Mechanics Lab,	Dir-	23.5.16	AR/Snp	24/May	For need full.
16	3124 R	Purchase Of Cartridge (P-1007)	AR/Snp	23.5.16	FO	24/May	For need full.
17	8325 R	T/C PF of Stguru Dyal, MTS.	FO	23.5.16	AR/Estt	24/May	For need full.
18	4907 R	Consumable & Chemicals- DST - SRB Project., Ram Naresh Bhargava/DEM	HoD	23.5.16	FO	24/May	For need full.
19	5818 R	Extention of Girls Hostel 5(419)/13	EE	23.5.16	FO	24/May	For need full.
20	8539 R	RGNF Ms. Preeti (M.Phil)	HoD	23.5.16	AR/A	24/May	For need full.
21	7994 R	Empanelment of Sanitation Agency 2014-15	IAO	23.5.16	IAO	24/May	Discuss
22	7234 R	Extention of Examination Hall. 5(574)/2015	IAO	23.5.16	EE	24/May	For need full.
23	7895 R	रिक्सा ट्राली क्रय करने हेतु	IAO	23.5.16	EO	24/May	For need full.
24	4458 R	108/ Purchase of Glass Ware/FST/2014	AR/Snp	23.5.16	FO	24/May	For need full.
25	8540 R	Staff Requirment for Council hall,	EO	23.5.16	AR/Estt	24/May	For need full.
26	8466 R	File for the six month extention of Ph.d research scholar.	AR/A	23.5.16	VC	24/May	For approval
27	4082 R	Children Education allownces, Part III. With One register.	PIC/Estt	23.5.16	FO	24/May	For need full.

28	8317 R	Application foer the Refresher Course, Dr Amit Kr. Mishra	PIC/Estt	23.5.16	VC	24/May	For approval
29	8375 R	Summer School , HRDC,LKO. Dr. Khem Bahadur Thapa.	PIC/Estt	23.5.16	AR/Estt	24/May	For need full.
30	8500 R	Joining of DST-NPDF, Dr. Madukar Saxena.	AR/A	23.5.16	Dean/SBB T	24/May	For need full.
31	8487 R	General Office Order/ Correspondence w.e.f.May,2016.	VC	23.5.16	AR/Estt	24/May	For need full.
32	8357 R	National Service Scheme Approval for Programme. NSS.	VC	23.5.16	PO	24/May	For need full.
33	8525 R	T/C PF of Salahuddin Khan, Steno Legal/RTI	VC	23.5.16	AR/Estt	24/May	For need full.
34	8542 R	Recruitment file. DST SERB Project.Dr. Venkatesh Kumar	HoD	23.5.16	RSO	24/May	For need full.
35	8543 R	Reg. INSA Programme (2016-17) Dr. Abha Mishra.	HoD	23.5.16	RSO	24/May	For need full.
36	8545 R	Inrernational Conference File, Dr. Venkatesh Kumar	HoD	23.5.16	AR/Estt	24/May	For need full.
37	8516 R	238/ISP/CC/16, Internet Service Providing Firms.	AR/Snp	23.5.16	AR/Snp	24/May	For need full.
38	8406 R	TO attend Refresher Course Dr. Narendra Kumar.	VC	23.5.16	AR/ESSt	24/May	For need full.
39	8246 R	RGNF File of Sujata (JRF to SRF)	VC	23.5.16	AR/A	24/May	For need full.
40	8187 R	Complaint reg. Tender Doucument of Man Power Suplly Store Section.	VC	23.5.16	AR/ESSt	24/May	For need full.
41	7845 R	TC/ डा.बेला तुर्की कौशल शोध छात्र DAAS	PIC/Esstt	20.5.16	AR/ESSt	24/May	For need full.

42	6118 R	ICSSR Reseach Project Dr. Sanatan Nayak.	RSO	23.5.16	VC	24/May	For approval
43	8382 R	Purchase opf Fax Machine For R-Office	AR/Snp	24.5.16	FO	24/May	For need full.
44	8200 R	Medical Remursemeant Dr. S. Maji.	DR/Legal	24.5.16	PIC/Estt	24/May	For need full.
45	5824 R	medical Advance of Dr. Narendra Kumar DE. & Others.	VC	20.5.16	FO	24/May	For need full.
46	7190 R	PF of Sh. Arvind Shukla. RSO	VC	20.5.16	RSO	24/May	For need full.
47	3814 R	Project file of Dr.Sanjay Kumar, Associate professor, DAPS On Collection evaluation and	VC	20.5.16	RSO	24/May	For need full.
48	8546 R	Medical Riemburshment of Prof R.P. Singh., 449/CIIPP/BBAU/2016	HoD	24.5.16	FO	24/May	For need full.
49	8547 R	BBAU-SU Collaboration Project-2014, Books/ Stationneries.	Cor-	24.5.16	FO	24/May	For need full.
50	8548 R	BBAU-SU Collaboration Project-2014, Part time Assistant.	Cor-	24.5.16	VC	24/May	For approval
51	7505 R	Compassionate Appointmeant Against Late Shri ishwar Chand.	DR/Legal	24.5.16	PIC/Estt	24/May	For need full.
52	8057 R	Representation from Sh. Bodh Lal & R.S. Rai.	DR/Legal	24.5.16	PIC/Estt	24/May	For need full.
53	8549 R	Parag Booth & ATM Machine Sifting.	EO	24.5.16	EO	24/May	Discuss
54	8498 R	Arrange the Mike and Speaker.	VC	24.5.16	AR/Snp	24/May	For need full.
55	8530 R	RGNF-up-gradation from JRF to SRF Chhaya Verma.	VC	24.5.16	HoD	24/May	For need full.

56	7873 R	Online UPS & Invertor.	VC	24.5.16	Librarian	24/May	For need full.
57	8471 R	Summer School, Equivalent to a Ref. Course. O.P. Saini.	VC	24.5.16	AR/Estt	24/May	For need full.
58	3660 R	installation of Curtain Rods in Place of Pelmet.	VC	24.5.16	AR/Snp	24/May	For need full.
59	7837 R	Approval for Registration Form, NSS	VC	24.5.16	VC	24/May	For approval
60	8451 R	Presence of PAC in Campus.	VC	24.5.16	VC	24/May	For approval
61	8008 R	Attending Seminar, NKS More Asso.Prof.,DES.	VC	24.5.16	FO	24/May	For need full.
62	7538 R	मानव संसाधन विकास मंत्रालया से पत्र व्यवहार।	VC	24.5.16	HO	24/May	For need full.
63	6944 R	Requiremeant of guest faculty (UIET).	VC	24.5.16	AR/ESSt	24/May	For need full.
64	8228 R	PF of Mujibur Rahman Asstt.Prof. D.Law.	VC	24.5.16	AR/ESSt	24/May	For need full.
65	6952 R	Water coolar & Airconditionar	VC	24.5.16	EO	24/May	For need full.
66	4657 R	DRC File Of DS	VC	24.5.16	AR/A	24/May	For need full.
67	5579 R	JRF Fellowship Kamlesh Kumar Verma.	VC	24.5.16	AR/A	24/May	For need full.
68	3429 R	Common Tender Committee	VC	24.5.16	AR/Snp	24/May	For need full.
69	8504 R	SC/ST Complaint File , Teaching -Non Teaching.	VC	24.5.16	DR-SC/ST	24/May	For need full.

70	8495 R	Insect and Rodent control in the Library.	VC	24.5.16	Librarian	24/May	For need full.
71	4311 R	Civil maintenance Work 5(457)/14	VC	24.5.16	EE	24/May	For need full.
72	8363 R	Requiremeant of Furniture.	VC	24.5.16	AR/Snp	24/May	For need full.
73	3116 R	General Correspondance 127/Estt/BBAU/2013	VC	24.5.16	VC	24/May	For approval
74	8342 R	PDF Fellowship File Dr. A.Shukla	HoD	24.5.16	VC	24/May	For approval
75	8550 R	Case Detail of Prof. Ram Chandra.	PIC/Estt	24.5.16	VC	24/May	For approval
76	8317 R	Application foer the Refresher Course, Dr Amit Kr. Mishra	VC	24.5.16	AR/Estt	24/May	For need full.
77	7087 R	विश्वविद्यालय अनुदान आयोग से पत्राचार.	VC	24.5.16	HO	24/May	For need full.
78	8535 R	Course Started at Biotech Park.	VC	24.5.16	Chaiman/ D.P.Singh	24/May	For need full.
79	6118 R	ICSSR Reseach Project Dr. Sanatan Nayak.	VC	24.5.16	RSO	24/May	For need full.
80	8216 R	RGNF(JRF) to SRF Convert Miss. Sandhya Singh\	AR/A	24.5.16	AR/A	24/May	For need full.
81	6557 R	52nd meeting of Academic Council.	AR/A	24.5.16	AR/A	24/May	For need full.
82	7431 R	Joining Report of JRF & ph.D Schollar. Mr. Ranjeet Bharti, Mr. Anil Kumar.	AR/A	24.5.16	AR/A	24/May	For need full.
83	8028 R	Partition Works SMS-DRM.	IAO	24.5.16	EE	24/May	For need full.

84	8444 R	Painting & Repairing Siddharth & Chitrlekha Hostel 5(604)/2016	IAO	24.5.16	FO	24/May	For need full.
85	7832 R	Instrumentes Repairing.	Hod	24.5.16	FO	24/May	For need full.
86	8551 R	Meeting at UGC N.Delhi On 26/5/16.	R-Office	24.5.16	VC	24/May	For approval
87	8550 R	Case Detail of Prof. Ram Chandra.	VC	24.5.16	PIC/Estt	24/May	For need full.
88	8500 R	Joining of DST-NPDF, Dr. Madukar Saxena.	Hod	24.5.16	AR/A	24/May	For need full.
89	3247 R	PF of Dr. Beer Singh Bhadauriya Prof. DAM	PIC/Estt	24.5.16	PIC/Estt	24/May	For need full.
90	8552 R	Provide Air-Cooler and Water pipe.	Hod	24.5.16	AR/Snp	24/May	For need full.
91	8467 R	PGSPROF-1/5/2015. Ms. Ekta Singh Fellowship.	Hod	24.5.16	AR/Estt	24/May	For need full.
92	8342 R	PDF Fellowship File Dr. A.Shukla	VC	24.5.16	AR/A	24/May	For need full.
93	8548 R	BBAU-SU Collaboration Project-2014, Part time Assistant.	VC	24.5.16	RSO	24/May	For need full.
94	8549 R	Parag Booth & ATM Machine Sifting.	EO	24.5.16	VC	24/May	For approval
95	8500 R	Joining of DST-NPDF, Dr. Madukar Saxena.	AR/A	24.5.16		24/May	By hand Dr. Madukar Saxena
96	8534 R	Expert Ph.D Viva -Voce	VC	24.5.16	HOD	24/May	For need full.