

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5097/R	170/Web casting of 5th convocation/DIT/15	Head DIT	3/5/2016	Head DIT	11/5/2016	Ok
2	7555/R	Shifting and Fixing of Modular Kitchen, SHS	FO	4/5/2016	FO	11/5/2016	Yes as per rules
3	3328/R	Printing of University Name file cover	FO	4/5/2016	FO	11/5/2016	please discuss
4	6650/R	Supply & Instalation of Modular Kitchen in VC's residence	FO	4/5/2016	FO	11/5/2016	Yes as per rules
5	-	Proposal for opening Deptt. of Urdu + Draft proposal for opening Sanskrit Deptt.	Prof. M.Y.Khan	4/5/2016	R	11/5/2016	For AC meeting
6	8231/R	Curtain Work in SBBT phase II Building, EO	FO	4/5/2016	FO	11/5/2016	Ok as per rules
7	8227/R	Ratification Letter regarding 41 teachers	R	5/5/2016	R	11/5/2016	Registrar is authorized to appoint any person & get the needful done
8	8076/R	Infrastructure & Maintenance of playground, Soprt sec.	R	5/5/2016	R	11/5/2016	Yes as per rules
9	8046/R	Proposal for B.P.Ed. 2 Years, Physical Edu.	R	5/5/2016	R	11/5/2016	Urgent, Yes as per rules

10	-	One Confidential file of upgradation to the level of RGNSRF from RGNJRF under the scheme of RGNF of Mr. Lavlesh Kumar, Mr. Jagdish Prasad. R-S. DHR	DHR	5/5/2016	DHR	11/5/2016	please discuss
11	8382/R	Purchase of Fax Machine for Registrar office	R	5/5/2016	R	11/5/2016	Ok if as per rules
12	7597/R	F.N. Humiliation and Harassment cases, (Dr. Sunita Chandra, Dr.Mahadeva)	R	6/5/2016	R	11/5/2016	A-1,2,3, Registrar to make recommendations/ for 4, BOM has constituted committee
13	8164/R	54th meeting of AC	R	6/5/2016	R	11/5/2016	Ok
14	8344/R	Extention of football Field fencing, Sport Sec.	R	6/5/2016	XEN	11/5/2016	to discuss
15	6944/R	Requirement of guest faculty(UIET)	R	6/5/2016	Dr. Vipin Saxena	11/5/2016	to discuss
16	7141/R	PF of Dr. Sandhya Gihar, Asso. Prof., DE(B.Ed.), SAS	R	6/5/2016	R	11/5/2016	Please put up any precedent where we have got the money from teacher who has been relieved

17	8397/R	Dr. Anjali Singh, Guest Faculty Applied Geology	R	9/5/2016	R	11/5/2016	We have nothing to do with the guest faculty for such purpose
18	8419/R	Appointment of Project Staff (ICSSR Project), DE	R	9/5/2016	R	11/5/2016	Ok
19	8404/R	T/C Dr. Shalini Chandra, Assistant Professor, DCS,	R	9/5/2016	R	11/5/2016	Yes if as per rules
20	8392/R	Appointment of Heads of Various Deaprtments	R	9/5/2016	R	11/5/2016	Dr. Ripusudan if as per rules
21	7475/R	केन्द्रीय पुस्तकालय में स्थापित दोनों लिफ्टों का वार्षिक अनुरक्षणीय अनुबन्ध सं. 5(584)/2015	R	9/5/2016	R	11/5/2016	Ok
22	6111/R	Part time Medical Attendant Appointment of Medical Attendant on Contract Basis of 2005	R	9/5/2016	R	11/5/2016	Ok as per rules
23	8431/R	Request of Dr. Richa Kothari, Asst. Professor, DES,	R	9/5/2016	Dr. R.B.Ram	11/5/2016	to discuss
24	8369/R	T/C PF of Dr. Dinesh Raj Modi Associate Professor Biotechnology,	R	9/5/2016	R	11/5/2016	Yes if as per rules

25	8326/R	Biotechnology Refresher course in Academic Staff College, Lucknow University Summer school, 2016, Dr. G. Sunil Babu, Asst. Prof. DBT	R	9/5/2016	R	11/5/2016	Yes if as per rules
26	8415/R	T/C Planning Board	R	9/5/2016	R	11/5/2016	Ok
27	8401/R	Dr. Venkatesh Kumar, DAAS	R	9/5/2016	R	11/5/2016	Yes if as per rules
28	8405/R	Remedial Language-English, Approval for Guest Faculty & Non teaching (Contract Staff)	R	9/5/2016	Dr. U.V.Kiran	11/5/2016	to please discuss
29	8402/R	Re-employment of teachers after superannuation	R	9/5/2016	R	11/5/2016	Please Discuss
30	8403/R	Bibekanand Nayak, Asst. Prof., CSSEIP, SAS- Application apply through proper channel to different university	R	9/5/2016	R	11/5/2016	Yes if as per rules
31	7811/R	Grammarly Software, GBL	R	9/5/2016	R	11/5/2016	The correspondence to VC should come from highest officer of the section with clear cut recommendation

32	8333/R	International congress of Immunology-2016, Dr. G. Sunil Babu, Astdt. Prof. DBT	R	9/5/2016	R	11/5/2016	Ok if as per rules
33	8295/R	To attend short term course, UGC-HRDC, University of Burdwan, Dr. Sutanu Maji, Astdt. Prof. DAPS	R	9/5/2016	R	10/5/2016	Approved without any financial liability
34	6561/R	T/C Nomination of BOM	R	9/5/2016	R	11/5/2016	Yes if as per rules
35	6630/R	For Fees Refund to Toppers, DRM	R	9/5/2016	FO	11/5/2016	FO for NA as per rules
36	8416/R	Complaint of Dr. Venkatesh Dutta, DST-CPR	R	9/5/2016	R	11/5/2016	Ok
37	8142/R	Recruitment file DST-SERB Project, Dr. Sudipta Saha, DPHS	R	9/5/2016	R	11/5/2016	Yes if as per rules
38	8241/R	Purchase of Printer, DAP	FO	9/5/2016	FO	11/5/2016	Yes as per rules
39	3247/R	PF of Dr. Beer Singh Bhadauria, Prof. of DAM&S	R	9/5/2016	R	11/5/2016	Urgent, Registrar to make clear cut recommendation please under her signatures

40	8442/R	Special Lecture Series, DRM	R	10/5/2016	R	11/5/2016	Ultimate Responsibility is of Head of the Dept. He may get the work done from any body
41	8408/R	जी.पी.ए.टी. छात्रवृत्ति प्रकरण	R	10/5/2016	R	11/5/2016	Please follow the letter received from UGC immediately & make payment by 5 PM today & report
42	8421/R	T/C PF of Mrs. Anita Tiwari, Lab Asstt. Promotion for the post of Technical Assistant	R	10/5/2016	R	11/5/2016	Yes if as per rules
43	8435/R	General Correspondence (2) 2016	R	10/5/2016	R	11/5/2016	Ok if as per rules
44	4031/R	DRC file - DPS(SAS)	R	10/5/2016	R	11/5/2016	Yes if as per rules
45	8443/R	Recruitment cell, Dept.Lib.Sci., Prof. (UR-01) & Asst. Prof. (OBC-01)	R	10/5/2016	R	11/5/2016	Yes if as per rules
46	7996/R	Srishthi Rastogi Related File, DAAS	R	10/5/2016	R	11/5/2016	A-Yes if as per rules, 3N
47	8447/R	Appointment of Heads of Various Deptts.	R	10/5/2016	R	11/5/2016	A-Yes

48	8439/R	TC of MHRD/UGC-5/2016	R	10/5/2016	R	11/5/2016	Yes as per rules
49	5459/R	Appointment-Proctor & Constitution of Proctorial Board	R	10/5/2016	Dr. Victor Babu	11/5/2016	to discuss
50	8287/R	Megical Reimbursement file as Emergent case, Shri G. Balan	R	10/5/2016	R	11/5/2016	Please make clearcut recommendations
51	3116/R	General Correspondence	R	10/5/2016	R	11/5/2016	As inform by you in the morning. Please get legal opinion for the Advocate you deem fit. You may put up the case before the Dr. Bajpai committee by including all the local members.
52	7479/R	Engagement of Consultant	R	11/5/2016	XEN	11/5/2016	to offer comment
53	3933/R	P.O.L. Imprest, Vehicle Sec, + 1 File	FO	11/5/2016	FO	11/5/2016	Yes if as per rules

54	-	File for the new course i.e. M.A. (Women Studies) in BBAU, Lucknow	Dr. Prit Saxena	11/5/2016	R	11/5/2016	AC
55	-	Computer Rquirements, 5(30)Elect/2016	FO	11/5/2016	FO	11/5/2016	Yes if as per rules
56	8379/R	Pichhda Jan Kalyan Samiti Vs. Union Of India & Others, Leagal cell	R	11/5/2016	R	11/5/2016	Seen, Registrar to take appropriate action on it
57	8224/R	Request for Computer, Printer and A.C., Dr. Jawahar Lal, DAC	FO	11/5/2016	FO	11/5/2016	Yes as per rules
58	7897/R	Payment of DPW-II	FO	11/5/2016	FO	11/5/2016	Is it involve period for where sanction was not obtained ?
59	-	Approval for end examination Date of M.Sc.(Nuclear Medicine) Course, DAP	Dean DAP	11/5/2016	Dean DAP	11/5/2016	Please discuss
60	-	40th meeting of Finance committee, Finance Office	FO	11/5/2016	FO	11/5/2016	20th May, 11:00am in the University
61	-	Yashodhara Girls Hostel	DSW(W)	11/5/2016	DSW(W)	11/5/2016	Ok as per rules
62	8157/R	Printing/Supply, Exam Sec.	FO	11/5/2016	FO	11/5/2016	Yes as per rules

63	6944/R	Requirement of guest faculty(UIET)	Prof. Vipin Saxena	11/5/2016	R	11/5/2016	Ok as per rules
64	6479/R	M.Phill Admission 2015 (DLIS)	COE office	11/5/2016	Head Lib. Sci.	11/5/2016	Please Discuss
65	3247/R	PF of Dr. Beer Singh Bhadauria, Prof.of DAM&S	R	11/5/2016	R	11/5/2016	Yes if strictly as per rules
66	8408/R	जी.पी.ए.टी, छात्रवृत्ति प्रकरण	FO	11/5/2016	FO	11/5/2016	please do needful immediately
67	-	UGC(NON-NET) Fellowship, Finance, 2015-16	FO	11/5/2016	FO	11/5/2016	Yes as per rules