

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	8338/R	Introduction & Swach Bharat Pakhwada in Central Universities	R	23/05/2016	R	25/05/2016	Ok
2	8166/R	Purchase of Biotoilet	R	23/05/2016	R	25/05/2016	Yes if as per rules
3	6710/R	DRC - VI, DLIS	R	23/05/2016	R	25/05/2016	Yes if as per rules
4	8531/R	Dr. Kushendra Mishra, Asso. Prof., DRM	R	23/05/2016	R	25/05/2016	1) What were the recommendations of the selection committee?, 2) Did they indicate in the report the inclusion of past experience.
5	5620/R	Constitution of planning Board	R	23/05/2016	R	25/05/2016	Who is next on seniority?

6	3022/R	BBAU Research Journal, International Journal of Science Technology & Society, Prof. R.P.Singh	R	23/05/2016	R	25/05/2016	Please see that Journal has best possible articles for standards.
7	8551/R	Meeting at UGC, N.Delhi on 26/5/2016	R	24/05/2016	R	25/05/2016	VC, FO, AR(F) to attend the meeting
8	-	Upgradation from RGNJRF to RGNSRF, Ms. Priyanka Varun	Head SBBT	24/05/2016	Head SBBT	25/05/2016	-
9	3116/R	General Correspondence	R	24/05/2016	R	25/05/2016	A- Yes if as per rules & letter as ammended
10	8346/R	Yoga festival, Dr. Venkatesh Dutta, DES	FO	24/05/2016	FO	25/05/2016	Yes if as per rules
11	8345/R	Urgent Requirement for Printer and Dongle, Sport Sec.	FO	24/05/2016	FO	25/05/2016	Yes if as per rules
12	7510/R	Purchase of Gymnasium & Indoor Games Items + 1 File	FO	24/05/2016	FO	25/05/2016	Yes as per rules
13	8549/R	Parag booth & ATM machine Shifting	R	24/05/2016	R	25/05/2016	My order be implemented please
14	7195/R	Committee for Review of University Act, Statutes & Ordinances etc.	R	24/05/2016	R	25/05/2016	Ok
15	5554/R	AC Plant of VC office, EO	FO	25/05/2016	FO	25/05/2016	Yes if as per rules

16	3675/R	Gunner for Hon'ble V.C.	R	25/05/2016	FO	25/05/2016	To please discuss immediately
17	5396/R	Payment for M/S Security Solution Services, Security sec.	FO	25/05/2016	R	25/05/2016	Registrar/Proctor for comment in the view of the fact that she has the original file for the finalization of tender etc.
18	3609/R	Contingency from SERB Project, Dr. Ramesh Chandra, DAP	FO	25/05/2016	FO	25/05/2016	Yes if as per rules
19	4458/R	108/Purchase of Glassware/FST/2014, SHS	FO	25/05/2016	FO	25/05/2016	please discuss
20	3484/R	Diesel for Tractor, GBS	FO	25/05/2016	FO	25/05/2016	Yes if as per rules
21	8502/R	Imprest Money For RSI office, SC/ST cell	FO	25/05/2016	FO	25/05/2016	Yes if as per rules
22	3043/R	Social Science Congress Journal Printing, Prof. N.M.P. Verma	FO	25/05/2016	FO	25/05/2016	Yes if as per rules
23	5336/R	UGC-JRF, Ms. Namita Gupta, DES	FO	25/05/2016	FO	25/05/2016	Yes if as per rules

24	-	Print & Publicatuion committee National Symposium & Ambedkar Jayanti 13-14 April 16	FO	25/05/2016	FO	25/05/2016	Where is the complete adjustment of account of the seminar
25	-	Comparative Chart for caterers Services Seminar/Workshop on Developmning Skills to Manage Stress on 12 April 2016	FO	25/05/2016	FO	25/05/2016	अनुमोदित अगर नियमानुसार है
26	8372/R	Power supply Extention to shade net/Polyhouse	FO	25/05/2016	FO	25/05/2016	Yes if as per rules
27	-	Study Tour File, Session 2015-16, M.Sc. DAAS	FO	25/05/2016	FO	25/05/2016	Yes if as per rules
28	7440/R	Advance for 103rd Indian Congress,2016 hold at university of Mysore, Mysuru from 3-7 January 2016, Prof. R.P.Singh/DEM	FO	25/05/2016	FO	25/05/2016	I need clearcut recommendat ion of FO
29	8371/R	School of Home Science Laboratory Work	FO	25/05/2016	FO	25/05/2016	अनुमोदित अगर नियमानुसार है
30	8336/R	Water cooler File, RCA Hostel	FO	25/05/2016	FO	25/05/2016	Yes if as per rules
31	6772/R	Supply of Electrical Goods 5(535)/2015 Part III	FO	25/05/2016	FO	25/05/2016	Yes if as per rules
32	8069/R	Co-Operative General Store, EO	FO	25/05/2016	FO	25/05/2016	Yes if as per rules
33	5906/R	V.C. Residence MaintenanceWork, Part-VI	FO	25/05/2016	FO	25/05/2016	Yes if as per rules

34	6508/R	Fwll Telephon Bill Payment Telephone Section, Part 2nd	FO	25/05/2016	FO	25/05/2016	Are all the phones in working order
35	4395/R	Consumable & Office Stationary, DST-Centre for policy research	FO	25/05/2016	FO	25/05/2016	Yes if as per rules
36	7837/R	Approval for Registration Form, National Service Scheme	R	25/05/2016	R	25/05/2016	please discuss
37	7141/R	PF of Dr. Sandhya Gihar, Asso. Prof., DE(B.Ed.), SAS	R	25/05/2016	R	25/05/2016	Ok if we are within the priview of rules
38	3056/R+ 6815/R	Supply and Fixing of Indicater Board/Signage Board + 1 File	R	25/05/2016	R	25/05/2016	Ok if as per rules
39	8554/R	APAR Report of Prof. Ram Chandra	R	25/05/2016	R	25/05/2016	Yes if strictly as per rules
40	8553/R	PF of Sh. Manoj E. Prabhakar, Asst. Prof., DRM	R	25/05/2016	FO	25/05/2016	Ok if as per rules
41	-	Purchase of Gym Equipment for hostel, Part-2		25/05/2016	FO	25/05/2016	Yes if as per rules
42	7496/R	Sanction of transfer TA advance in respect of Shri Ram Shankar Singh (FO)	R	25/05/2016	FO	25/05/2016	-
43	8454/R	T.C. PF Shri Rama Shankar Singh, FO -Reg. Appointment of Finance Officer	R	25/05/2016	R	25/05/2016	Please get the letter retyped for consideration /approval

44	0	Promation of Teachers Under CAS	R	25/05/2016	Dr. R.B.Ra m	25/05/2016	For comments
45	8366/R	टाइप 'ए' क्वार्टर्स/टान्जिट होस्टल हेतु कर्मचारियों की आवश्यकता	R	25/05/2016	FO	25/05/2016	For comments
46	3194/R	Empliment of security Agency 2014-2015 (Tender Of Security)	FO	25/05/2016	FO	25/05/2016	FO to please get the needful done on the basis of legal opinion from the appropriate committee on or before 5 pm27/5/16 positively

47	8438/R	Painting of Ashoka & Kanishka Boys Hostel	R	25/05/2016	R	25/05/2016	Where was the file since 20/5 ?, This is how VC has to suffer, It clearcut tective to blemish the VC and get reprimended from athorities, This is not tolerable please
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