

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	12171/R	Requirement of Air Condition-DAP	Head, DAP	01.05.2018	FO	02.05.2018	FO to see fund post
2	6311/R	Solar Photo Volatic System-5(558)/2018	EE	01.05.2018	EE	02.05.2018	Seen
3	-	Confidential file No. 422,437,438	COE	01.05.2018	COE	02.05.2018	-
4	-	Finance, Bank Account	FO	01.05.2018	FO	02.05.2018	A Ok, if as per rules.
5	11798/R	Payment of Staff- Media Centre (File No. 02/Media Centre/BBAU/2018)	R	01.05.2018	FO	02.05.2018	Seen. FO for NA
6	11883/R	Request for seed money grant for Establishment + CADD Laboratory,DAC	Dr. Anjani Kumar Tiwari	01.05.2018	Dr. Anjani Kumar Tiwari	02.05.2018	Is he