

<b>S.No</b>	<b>File.No</b>	<b>Subject</b>	<b>From whom Received</b>	<b>Received Date</b>	<b>Sent to</b>	<b>Sent Date</b>	<b>Remarks</b>
1	3255 R	Internet Conectivity, Type -A, Residence.	AR/Snp	25.10.16	Dir-CC	3-Nov	For need full.
2	8961 R	Request of Prof. Ram Chandra, DEM( Pay fixation)	AR/Estt	26.10.16	VC	3-Nov	For approval
3	9540 R	T/C Inquiry Committee reg. D.Jayabalachandrarn	AR/Estt	27.10.16	VC	3-Nov	For approval
4	8851 R	Umbrella Memorandum of Understanding between IIPR-ICAR Institute and BBAU	HoD	27.10.16	VC	3-Nov	For approval
5	9555 R	Complaint File Vol-III Complaint Redressal Cell	DR-Legal	28.10.16	VC	3-Nov	For approval
6	9559 R	T/C Salary Of Contractual Empolyes-2.	AR/Estt	28.10.16	DR/Legal	3-Nov	For need full.
7	4473 R	Administrative Reforms File.	AR/Estt	28.10.16	VC	3-Nov	For approval
8	5881 R	General Office Order-.w.e.f- 2013	AR/Estt	2.11.16	AR/Estt	3-Nov	For need full.
9	9521 R	T/C Appointment of Nodal Officer for National Library.	AR/Estt	2.11.16	AR/Estt	3-Nov	For need full.
10	9068 R	Pay Fixation of Teachers under CAS.	AR/Estt	2.11.16	AR/Estt	3-Nov	For need full.
11	9438 R	Spoken Tutorials Sased Software Traning for BBAU.	AR/Estt	2.11.16	AR/Estt	3-Nov	For need full.
12	9384 R	Printing of Placemeant Brochure Finel Year B.Tech. Student.	AR/Estt	2.11.16	AR/Estt	3-Nov	For need full.
13	9370 R	T/C PF Dr. Venkatesh Dutta, DES, LTC	AR/Estt	2.11.16	AR/Estt	3-Nov	For need full.

14	5261 R	Release JRF Fellowship 2012 Batch DPS	FO	2.11.16	VC	3-Nov	For approval
15	9182 R	Return of PG Scholarship for Professional Course for SC/ST Candidates.	FO	2.11.16	AR/A	3-Nov	For need full.
16	3940 R	JRF (2012-13) HD&FS	FO	2.11.16	VC	3-Nov	For approval
17	9379 R	Fee Refund Satellite Campus.	FO	2.11.16	AR/A	3-Nov	For need full.
18	9566 R	Fee Refund Process File.	FO	2.11.16	AR/A	3-Nov	For need full.
19	5485 R	Complaint File DBT Vol-II	DR/Legal	2.11.16	DR/CRC	3-Nov	For need full.
20	8729 R	Requiremeant of departmental library u.G. Course.	Hod	2.11.16	VC	3-Nov	For approval
21	9567 R	Mess Proposal For Ashoka Boys Hostel.	Warden	2.11.16	VC	3-Nov	For approval
22	9168 R	Painting-Repaering Walls And Water Proofed Walls.	EE	2.11.16	VC	3-Nov	For approval
23	3740 R	वशिष्ट उदधानी करण कार्य No. 5(402)/2014	EE	2.11.16	VC	3-Nov	For approval
24	9391 R	Minutes of the Meeting of SPS, (09).	Dean	2.11.16	VC	3-Nov	For approval
25	9568 R	Dr. Sangeeta Krishna Application For Endorsemeant.	PIC/R	2.11.16	AR/Estt	3-Nov	For need full.
26	9569 R	File For JRF Fellowship Of Ms. Manindar Kumar Singh And Ms. Neha Singh.	Hod	2.11.16	AR/A	3-Nov	For need full.
27	9570 R	RGNF of Ms. Manjari Rawal, R.S. DHR.	Hod	2.11.16	AR/A	3-Nov	For need full.

28	9571 R	UGC Resarch Grant Utilization Approval Dr. Mahendra Kumar Padhy.	Hod	2.11.16	RSO	3-Nov	For need full.
29	9442 R	ICCSR Resarch Project Dr. S.Nayak.	Hod	2.11.16	RSO	3-Nov	For need full.
30	9572 R	RCA (Advisory Committee File) 40/RCA/BBAU.	Hod	2.11.16	VC	3-Nov	For approval
31	8265 R	Further Beautification of RCA.	Hod	2.11.16	VC	3-Nov	For approval
32	5039 R	Ph.D JRF Fellowship File Batch-2012.	VC	2.11.16	FO	3-Nov	For need full.
33	9542 R	T/C PF of Shri. Shiv Kumar Tripathi. Reg..Forwarding Application.	VC	2.11.16	AR/Estt	3-Nov	For need full.
34	8382 R	Purchase opf Fax Machine For R-Office	VC	2.11.16	AR/Snp	3-Nov	For need full.
35	9392 R	Appli. For Professor IIT Bhubaneswar.Dr. Surendra Mehar.	VC	2.11.16	AR/Estt	3-Nov	For need full.
36	9558 R	BRNS-DAE Project (No.2013/34/27/BRNS/2693) GOI	VC	2.11.16	AR/A	3-Nov	For need full.
37	9440 R	Permission to apply National Post-Doctoral Fellowship (NPDF) Mr. Arvind Saroj.	VC	2.11.16	AR/A	3-Nov	For need full.
38	3675 R	मा. कुलपति महोदय के अंगरक्षक	VC	2.11.16	FO	3-Nov	For need full.
39	9489 R	DST-SERB -- NPDF, Dr. Pallavi	VC	2.11.16	AR/A	3-Nov	For need full.
40	5225 R	Renovation of council hall, 5(440)/2014 part -2	VC	2.11.16	EE	3-Nov	For need full.
41	9563 R	Dr. Balraj Mittal, Emeritus Medical Scientist, DBT, BBAU, LKO	RSO	2.11.16	RSO	3-Nov	For need full.

42	8263 R	Further Developmeant of mess and Kitchen items in RCA.	AR/Estt	2.11.16	AR/Estt	3-Nov	For need full.
43	9473 R	257/wi-fi/NICSI/BBAU/16, space allocation & verification Committee.	AR/Estt	2.11.16	AR/Estt	3-Nov	For need full.
44	8262 R	Developmeant of prents-cum-guest room in RCA.	AR/Estt	2.11.16	AR/Estt	3-Nov	For need full.
45	9381 R	Manpower for RCP	AR/Estt	2.11.16	AR/Estt	3-Nov	For need full.
46	8672 R	T/C MHRD / UGC Correspondence (3)	RSO	2.11.16	EE	3-Nov	For need full.
47	9508 R	UGC Start up Grant, Dr. K.B. Thapa	RSO	2.11.16	VC	3-Nov	For approval
48	9088 R	Dr. Rajesh Ekka Assitt. Prof. School of Education.	FO	2.11.16	AR/Estt	3-Nov	For need full.
49	9526 R	Suply of Contractual Manpower by Uni.Contract.	DR/Legal	2.11.16	VC	3-Nov	For approval
50	9577 R	Registrar office Mics.	Registrar	3.11.16	VC	3-Nov	For approval
51	9575 R	Notification Regarding Man Power Agency.along with 9492/R	AR/Estt	3.11.16	VC	3-Nov	For approval
52	9543 R	Applying For SERB-N-PDF, DST. Dr. Sahabjad A.	Hod	3.11.16	VC	3-Nov	For approval
53	8653 R	Satellite Campus Amity. 5(606)/2016	EE	3.11.16	EE	3-Nov	For need full.
54	9578 R	File. Approval for Sakthivel Sadayappon.	HoD	3.11.16	AR/A	3-Nov	For need full.
55	9541 R	LTC for Prof Shubhini Saraf,	By hand	3.11.16	AR/Estt	3-Nov	For need full.

56	8378 R	Confirmation Of Teaching Staff- 43/(G)- Estt/BBAU/2010.	DR-SC/ST	3.11.16	VC	3-Nov	For approval
57	9580 R	Home LTC Dr. Sudipta Saha.	HoD	3.11.16	AR/Estt	3-Nov	For need full.
58	9453 R	Payment of Bill (Advertisement of NT/T)post.	AR/Estt	3.11.16	AR/Estt	3-Nov	For need full.
59	5836 R	Construction of Student Activity Center. 5(549)/2015	EE	3.11.16	VC	3-Nov	For approval
60	9581 R	Maintinance of Ashoka Boys Hostel 5(624)/16	EE	3.11.16	VC	3-Nov	For approval
61	9576 R	NOC, Dr. Abhilash Babu.	VC	3.11.16	AR/Estt	3-Nov	For need full.
62	9582 R	LTC of Dr. Jyoti Pandey,Asstt. Prof.	HoD	3.11.16	AR/Estt	3-Nov	For need full.
63	9234 R	Printing of Diaries Calender-2016.	RSO	3.11.16	VC	3-Nov	For approval
64	9559 R	T/C Salary Of Contractual Empolyes-2.	DR/Legal	3.11.16	Prof. Bhatnaga	3-Nov	For need full.
65	9014 R	Review the Supernumerary Quota in Ph.D Admission.	AR/A	3.11.16	VC	3-Nov	For approval
66	9311 R	Extension of One More Semester Six Month Ms. Dilip Singh.	AR/A	3.11.16	VC	3-Nov	For approval
67	9310 R	Extension of One More Semester Six Month Ms. Archana Verma.	AR/A	3.11.16	HoD/DS	3-Nov	For need full.
68	9528 R	Confernce Travelling Grant Dr. Rajesh Kumar.	AR/A	3.11.16	AR/A	3-Nov	For need full.
69	7038 R	50% Fee cossession for Ms. Sadat Khan Under Orphan Catgory.	AR/A	3.11.16	Dir-UIET	3-Nov	For need full.

70	9583 R	Ankit Dixit, JRF Fellowship File.	Hod	3.11.16	AR/A	3-Nov	For need full.
71	9584 R	Reimbursemeant of Children Edu. Allowance. Dr. S. Kumar.	Hod	3.11.16	AR/Estt	3-Nov	For need full.
72	9585 R	Community Service, Charge Coordinatorship.	Hod	3.11.16	AR/Estt	3-Nov	For need full.
73	9502 R	Approval File Nano tec. & Nano Sc.	HoD	3.11.16	AR/A	3-Nov	For need full.
74	9587 R	Nomination of BPGS.	HoD	3.11.16	HoD/Law	3-Nov	For need full.
75	9346 R	T/C UGC Correspondence (SDMs)	RSO	3.11.16	RSO	3-Nov	For need full.