

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	Head of Expenditure: Equipment, Dr. Alok Kumar Singh, DST-	FO	11-08-2016	FO	11-11-2016	Yes if as per rules
2	8291/R	Forwarding Application of Dr. Abhilash Babu (Orientation Programme)	R	11-09-2016	R	11-11-2016	Ok if Head takes the responsibility that students will not suffer.
3	3905/R	Office Order /Notifications/Circular - Academic Seation	R	11-09-2016	Prof. Sunita Mishra, SHS	11-11-2016	Please Discuss
4	-	One Ph. D. file (295)	COE office	11-09-2016	COE office	11-11-2016	
5		Cash Details (Finance Section)	FO	11-10-2016	FO	11-11-2016	Ok if as per rules.
6		Department of Environmental Microbiology (Ms. Pratibha, Research Scholar, DEM)	Dean, DEM	11-10-2016	Dean, DEM	11-11-2016	Yes if as per rules.
7		Guest Faculty (Deptt. of Sociology)	Dean, SAS	11-10-2016	Dean, SAS	11-11-2016	Yes if as per rules.
8	4920/R	BPGS (DAAS) 34-III	R	11-10-2016	R	11-11-2016	Ok as per rules

9	9611/R	Travel Approval of External Examinar (By Car)M.Sc. 1st Semester, Practical Examination, DES	R	11-10-2016	FO	11-11-2016	Yes if as per rules.
10	9607/R	Dr. Abhilash Babu-DRM	R	11-10-2016	R	11-11-2016	Yes as per rules
11	9605/R	Dr. Ambedkar Scheme for Celebration of Birth/Death Anniversary of Grant Saints-144/BBAU/SC/ST Cell/2016	R	11-10-2016	R	11-11-2016	Ok & Immeditaly.
12	7156/R	JRF Fellowship (Mr. Vineet Kumar, DAM)	FO	11-10-2016	FO	11-11-2016	Yes if as per rules.
13	-	Repair & Mantinance of Equipment, 2014-2015 (DAAS)	Head, DAAS	11-10-2016	Head, DAAS	11-11-2016	Yes if as per rules.
14	8228/R	Dr. Mujibur Rehman, Asst. Prof., Dept. of Law			R	11-11-2016	
15	3058/R & 5620/R	Senority List of Teachers + Constitution of Planning Board			R	11-11-2016	
16	7899/R	Constitution of Building Committee 5(191)/2002			EE	11-11-2016	As ammended
17	8190/R	Proposal for Management Studies Building			FO	11-11-2016	X' if as per rules.
18	9229/R	Electrical Material File of RCA	R	11-11-2016	FO	11-11-2016	

19	9604/R	National Seminar 23rd November 2016 (Department of Law)	R	11-11-2016	R	11-11-2016	Ok providing no financial involving.
20	9618/R	CIC Hearing (11.11.2016)-RTI Cell	R	11-11-2016	R	11-11-2016	Ok
21	8664/R	Provision of the Persons with Disabilities	R	11-11-2016	R	11-11-2016	
22	9396/R	UP 32 FR 5768 (Tc Cover Vehicle Section)	Vehicle Section	11-11-2016	FO	11-11-2016	Ok as per rules
23	9397/R	Allotment of Main Auditorium (EO)	R	11-11-2016	R	11-11-2016	Ok, but where is the original file.
24	9613/R	Dr. Sangeeta Yadav, Young Scientist, Purchase of Gel Doc and Reprigerated Centrifuge -DEM	R	11-11-2016	FO	11-11-2016	
25	9616/R	Correspondance MHRD-Estt. Section	R	11-11-2016	R	11-11-2016	Ok if correct
26	9442/R	ICSSR Research Project (Dr. S. Nayak, Deptt. Economics)	R	11-11-2016	R	11-11-2016	Ok if as per rules
27	8687/R	TA for Expert's -DCS	R	11-11-2016	R	11-11-2016	Yes as per rules
28		Repairing of CCTV Camera of Hon'ble VC's Residence (EO/BBAU/87)	Prof. Vipin Saxena	11-11-2016	Prof. Vipin Saxena	11-11-2016	A-Ok as pe rules.
29	8378/R	Confirmation of Teaching Staff			R	11-11-2016	
30	9411/R	Advertisement 2016 R-Office (with note-sheet)	R	11-11-2016	R	11-11-2016	

31	9557/R	Requirement about Faculty for B.Ed Course			Head,SO E	11-11-2016	
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