

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	8143/R	Equipment DST-SERB Project (Dr. Sudipta Saha, DPS)	FO	28/11/2016	FO	30/11/2016	Ok if as per rules.
2	9486/R	Photocopy and Printer Machine- Admin Building-II Floor (DRM/SMS)	FO	28/11/2016	FO	30/11/2016	-
3	5620/R	Constitution of Planning Board	R	28/11/2016	R	30/11/2016	Please propose the name.
4	4853/R	Cleaning of Water Storage Tank 5(529)/2014	FO	28/11/2016	FO	30/11/2016	Yes if as per rules.
5	9690/R	Requirement of Staff in Establishment Section (3)	R	28/11/2016	R	30/11/2016	-
6	8161/R	Promotion Under CAS (Dr. Jaya Shrivastava, Deptt. of Sociology)	R	28/11/2016	R	30/11/2016	Ok & Immediately Please.
7	9687/R	DRM Special lecture series -2017	DRM	29/11/2016	FO	30/11/2016	Ok if as per rules.
8	9587/R	Nomination of Members of the BPGS (Department of Law) + 3646/R BPGS , Department of Law	R	29/11/2016	R	30/11/2016	Ok, if as per rules.
9	9527/R	Upgradation file JRF to SRF (DST Inspire Fellow) Amar Jyoti DAS, Reasearch Fellow, DEM	R	29/11/2016	R	30/11/2016	-

10	4573/R-2	Field Visit & Workshop, DST-Centre for policy Research, Dr. Venkatesh Dutt, PI, DES	Dr. Venkatesh Dutt, DES	29/11/2016	Dr. Venkatesh Dutt, DES	30/11/2016	Ok
11	9691/R	Orientation Programme (Dr. Pranav Kumar Anand, Assistant Professor, DE)	R	29/11/2016	R	30/11/2016	Yes, if Strictly as per rules.
12	3342/R	Imprest Money of portal for Bush Cutter (GBS) + 3484/R Diesel for Tractor-GBS	EE	29/11/2016	FO	30/11/2016	Yes as per rules.
13	-	BBAU-Amethi Centre, Amethi	FO	29/11/2016	FO	30/11/2016	Yes as per rules.
14	9502/R	Approval File (M.Sc. Nanoscience and Nanotechnology, DEM) Dr. Rajesh Kumar, DEM	Dean, SES	30/11/2016	R	30/11/2016	AC to discuss.
15	9656/R	For Attending Orientation Programme (Dr. Jiwan Singh), DES	R	30/11/2016	R	30/11/2016	Ok if as per rules.
16	9307/R	Requirement of Technical Personal for Exam. Section (186)	R	30/11/2016	R	30/11/2016	A-Yes
17	9558/R	BRNS-DAE Project (Dr. Bal Chandra Yadav, Prinicpal Investigator)	R	30/11/2016	R	30/11/2016	Yes as per rules.

18	9693/R	Teaching/Non Teaching Roster (Dummy File) SC/ST Cell 2016 (File No. 118/BBAU/SC/ST Cell/16)	R	30/11/2016	R	30/11/2016	Let roster committee finalized today.
19	9510/R	LTC (Dr. Gajanan Pandey, DAC)	Estt. Section	30/11/2016	R	30/11/2016	PP-Please follow legal opinion
20		T/c PF of Shri Sachin Sahu, LDC (Study Leave)	Estt. Section	30/11/2016	R	30/11/2016	Have we given permissio n to any employee during recent months ?
21	3402/R	Insurance Renewal for Vehicles- Secuirty Section	R	30/11/2016	R	30/11/2016	बिना किसी देरी के, कृपया कार्यवाही की बारे में बताये.
22	6967/R	Hiring of Taxies 2016 Vehicle Section	Vehicle Section	30/11/2016	R	30/11/2016	क्या कार को किराये पर लिया गया था, अगर हाँ, तो किस के लिये ?

23	1816/R	Payment of T.A. Bills of V.C. Part-II, w.e.f. 21.01.2013			FO	30/11/2016	
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