

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	3043/R	Social Science Journal (Prof. NMP Verma, Deptt. of Economics)	Prof. NMP Verma	31/10/2017	FO	13/11/2017	-
2	10998/R	NCC (Office & Store Requirement)- Sports Section	R	01.11.2017	R	13/11/2017	Ok if as per rules.
3	-	Sanitation Tender 2017-18- Sanitation Section	FO	06.11.2017	FO	13/11/2017	Ok if as per rules.
4	-	Purchase of Medicines for Health Centre 2017- Health Centre	FO	06.11.2017	FO	13/11/2017	Ok if as per rules.
5	-	Monitoring & Investment of Fund- BBAU Endowment Cropus Fund- Finance Section	FO	06.11.2017	R	13/11/2017	-
6	11143/R	T/c PF of Shri V.K. Tripathi (Junior Engineer) Engineering Section (Reg: LTC Anywhere in India)	R	06.11.2017	R	13/11/2017	Ok if as per rules.
7	11032/R	DST Inspire Faculty- Dr. Sarita Yadav, DAP (Head of Expenditure: Fellowship)	FO	07.11.2017	FO	13/11/2017	Ok if as per rules.

8	2506/FO	Delhi Visit- Media Centre	I/c Director, Media Centre	07.11.2017	I/c Director, Media Centre	13/11/2017	Where is invitation?
9	-	Expert Lecture for DMCJ 2017-18	Head, DMCJ	07.11.2017	Head, DMCJ	13/11/2017	-
10	-	Confidential (File No. 356,357&380) (03 Files)	COE	07.11.2017	COE	13/11/2017	-
11	-	Agenda for Academic Council-GBL	Librarian	08.11.2017	Librarian	13/11/2017	Please discuss.
12	-	Agenda for Finance Committee-GBL	Librarian	08.11.2017	Librarian	13/11/2017	Ok
13	11161/R	CPD Training Programme- 20/CPD	FO	08.11.2017	FO	13/11/2017	Need discuss.
14	-	Manpower for DEM-DEM	Head, DEM	08.11.2017	DR (Estt.)	13/11/2017	Please discuss.
15	10538/R	Coution Money File- Deptt. of Education	FO	11.9.17	FO	13/11/2017	Ok if as per rules.
16	9355/R	Change of Stream for B.Tech UIET, BBA University	Prof . D.P Singh	11.9.17	Prof. DP Singh	13/11/2017	-
17	-	Speical Paper UFM-UIET	Director, UIET	10.11.2017	Director, UIET	13/11/2017	Please donot route VC Prof.. DP Singh is incharge.
18	-	डेबिट/प्रीपेड कार्ड जारी किये जाने हेत- पत्रावली	FO	10.11.2017	FO	13/11/2017	Ok if as per rules.

19	-	फोटोस्टेट मशीन फजर किट एवं पावर सप्लाइ मरम्मत करने हेतु- Deptt. of Economics	FO	10.11.2017	FO	13/11/2017	Ok if as per rules.
20	4289/R	Approval for Hiring of Taxi & Payment-Vehicle Section	FO	10.11.2017	FO	13/11/2017	Yes if as per rules.
21	-	Advance for Semester Exam 2017- DAC	FO	10.11.2017	FO	13/11/2017	Please discuss.
22	11151/R	T/c PF of Shri JP Chaoudhary, Section Officer (Finance Section) Reg: LTC	FO	10.11.2017	R	13/11/2017	Ok if as per rules.
23	4507/R	Evaluation Committee from JRF to SRF-DAC	Head, DAC	10.11.2017	R	13/11/2017	-
24	7601/R	Repairing of Stage in Main Auditorium EO/BBAU/120	FO	10.11.2017	FO	13/11/2017	Ok if as per rules.
25	-	Printing of Annual Accounts 2015-16, 2016-17	FO	10.11.2017	FO	13/11/2017	Ok if as per rules.
26	8724/R	Application for CAS Promotion from Associate Professor to Professor (Dr. Shashi Kumar, Asso. Professor, DHR & DL, SLS)	R	10.11.2017	Rectt. Cell	13/11/2017	-
27	10857/R	Ms. Nisha Bharti, DEM/SES	Head, DEM	10.11.2017	Prof. DP Singh	13/11/2017	-

28	-	Printer Purchase- Deptt. Economics	Head, Economics	13/11/2017	Head, Economic s	13/11/2017	Ok if as per rules.
29	9421/R	Allotment of Auditorium for Management Studies EO/BBAU/182	EE	13/11/2017	Proctor	13/11/2017	Let Proctor & Head of Deptt. take responsibility in the first instance.
30	-	PFMS/ID & Password/2017- Dr. BC Yadav, DAP			FO	13/11/2017	To do needful Immediately.
31	-	Shifting of LAB Equipement-USIC (Dr. BC Yadav, DAP)			FO	13/11/2017	Ok & Immediately.