

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	11848/R	Salary File- Dr. C.B. Zaidi, Post. Dr.Ambedkar Chair, BBAU + 11560/R Appointment of Chair Professor (Ambedkar Chair)-02 Files	R	2.11.18	R	12.11.18	BoM not approved yet. So see Sl. 2, page 21/N and take action accordingly.
2	16033/R	Case of Mr. Kunwar Divyadarshi, Ex-Research Scholar, Deptt. of Law	R	2.11.18	R	12.11.18	Ok. Proceed as per rules.
3	4691/R	Purchase of Plants/Grass for Hon'ble VC Residence/Complex Garden-GBS	R	2.11.18	R	12.11.18	Yes, Ok.
4	15097/R	T/c Dr. Taruna, Asstt. Prof., DRM (Reg. Reneval Passport)	R	2.11.18	R	12.11.18	Still full passport not attached where visa details are stamped for last travel.

5	12883/R	Running Photostat/Stationery Shop in the University-EO/BBAU/223	R	2.11.18	R	12.11.18	Minutes approved. Treat urgent for tenders and try to dispose off in one month.
6	-	Imprest Money For SC/ST Cell (File No. 178/BBAU/SC/ST Cell/18)	FO	2.11.18	FO	12.11.18	FO has power upto 10,000. Why this file forwarded to me?
7	12716/R	Purchase through Card Payment- GBS + 3344/R Land Scaping of Central Library-GBS	FO	2.11.18	R	12.11.18	Prof. Deepa H. Dwivedi will look after construction . GBS now onwards. Registrar to notify positively.
8	16037/R	Repair of Computers System for Lab-DCS + 13057/R Purchase of Computer Part-II-DCS (02 Files)	R	2.11.18	Dr. SK Dwivedi	12.11.18	Dr. Dwivedi/Prof . Saxena to suggest.

9	16040/R	Disciplinary Committee- BBAU Satellite Campus, Amethi (File No. 152/OSD/BBAU/18)	R	2.11.18	R	12.11.18	-
10	7087/R	Vishwavidalya Anudan Ayog se Patrachar- Hindi Cell	R	2.11.18	Head, Hindi	12.11.18	Suggest.
11	12355/R	AMC of RO Water Treatment Plants-EO/BBAU/208	AR (Legal)	2.11.18	R	12.11.18	-
12	15027/R	Proposal for Purchase of Chemical/Glassware (File No. 198/DAAS/BBAU/17)	FO	2.11.18	FO	12.11.18	Ok. Proceed as per project rules.
13	-	Manpower- Computer Centre	Director, CC	2.11.18	Director, CC	12.11.18	Discuss with CP, Sh. Thangaraj, Dr. V Saxena, Dr. SK Dwivedi, Prof. RA Khan.

14	12423/R	Academic Activities of Prof. Sanjay Kumar, DAPS, SBBT	FO	2.11.18	FO	12.11.18	1) Already he visited last year form a grant. 2) However, a full accepted paper Letter may be attached for partial sanction of travel grant.
15	6494/R	Payment of Legal Fee II Volume (SH. Rajan Mishra & Sh. SM Singh)	FO	2.11.18	R	12.11.18	Where is prior approval?
16	-	Training on GEM & GST-Finance Office	FO	5.11.18	FO	12.11.18	-

17	3027/R	Interntional Journal of science, technology and society prfessor Ranan pratap Singh Editor-in-Chief & Coordinator, CIIPP	FO	5.11.18	FO	12.11.18	Approved as per A. 2) Sde that the journals are regularly published from UGC Grants as per A. 3) Editor should also try to ...
18	13021/R	Gunner of Payment Part-II- Security Section	FO	5.11.18	FO	12.11.18	Approved. Pay as per rules.
19		T/c II Monitoring & Investment of Funds w.e.f. 01.04.2017 - Finance Section	FO	5.11.18	FO	12.11.18	Approved. Also explore other possibility for higher return. Make a meeting with noted invesment advisors of Lucknows.
20	-	Repair & Menrtairice of equipments (File No. 598/DZ/BBAU/18)	FO	5.11.18	FO	12.11.18	Pay as per rules

21	12181/R	Dr. RN Bhargava/DEM Contingency-DST-SERB Project	FO	5.11.18	FO	12.11.18	Approved. Pay as per the project rules.
22	12182/R	Dr. RN Bhargava /DEM Manpower-DST-SERB Project	FO	5.11.18	FO	12.11.18	Approved. Pay as per DST-SERB guidelines.
23	9442/R	ICSSR Research Project (Dr.S.Nayak)Department of Economics 212/DE/BBAU/2014	FO	5.11.18	FO	12.11.18	Approved. Proceed as per the project rules.

24	8301/R	Medical Reimbursemnt file (CSSEIP Employees)	FO	5.11.18	FO	12.11.18	<p>1) Clarify entitlements of CSSIEP Staffs such as rules on Medical,LTC, Annual Increments, MACP, Promotions, CAS etc. CSSEIP is sanctioned by UGC upto March 31, 2009. 2) Inform to all CSSEIP Staffs see UGC circular on this issue on UGC website in order to avoid</p>
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25	5836/R	Construction of Student Activity Centre (Part-3)- 5(549)/15 / (7697/R. Part-2)/(5836/R. Part-1)- (Total-03 Files)	FO	5.11.18	FO	12.11.18	Approved. But consitution of Monitoring Committee and suggest panel. See that project is completed in time & without cost escalation.
26	8998/R	कुलसचिव 1.8.2016 को नई दिल्ली यात्रा हेतु बीजक के भुगतान के संबंध में	FO	5.11.18	AR (Legal)	12.11.18	Examine & suggests
27	16044/R	Selection trials for itersity kho-kho & voleyball- Sports Section	R	5.11.18	R	12.11.18	Already no more grant fo ris time. Forwarded it.
28	13006/R	Sports Events to be conducted for the A/c Year 2018-19- Sports Section	R	5.11.18	R	12.11.18	Ok.
29	5832/R	File No.43 UIET Request for Zero Session 2014-15	R	5.11.18	R	12.11.18	-

30	16046/R	Boundary Wall of Overhead Head Tank & CWR- 5(586)/15	R	5.11.18	R	12.11.18	Why this file flow ... to me? Hold the meeting in Take on With external members.
31	12575/R	Proposal for Installation of Water Facility for Students at the university Play Ground	Sports Section	5.11.18	FO	12.11.18	Examine & suggests
32	15019/R	Computer Maintenance file (Part-II), Department of Economics (File No. 329/DE/BBAU/2016)	FO	5.11.18	FO	12.11.18	Approved.
33	5855/R	Construction of Ambedkar Bhawan Part-3 (File No. 5(371)/2015)	FO	5.11.18	FO	12.11.18	Not clear. Discuss FO & EE.
34	4412/R	Bibekananda Nayak, CSSEIP, Field Work, ICSSR-MRP	FO	5.11.18	FO	12.11.18	Approved. Pay as per ICSSR project guidelines.

35	12307/R	Purchase of water cooler & Water purifier for Central Library (EO/BBAU/199)	FO	5.11.18	FO	12.11.18	1) Approved subject to further clarification. 2) Normally ... Before payment is done Pl. see Sl. 2.
36	-	Fellowship/Atul/NPDF/DES - Dr. Atul Kumar Upadhyay, Environmental Science	FO	5.11.18	FO	12.11.18	Approved. Pay as per DST guidelines.
37		Confidential envelop with file no-494,496,497	COE	5.11.18	COE	12.11.18	-
38	15039/R	Finance Section, Laptop purchase of ashish Rastogi(reg-payment)	FO	5.11.18	FO	12.11.18	How many Laptops are in finance wing?. Why such a higher rate Laptop is recommended for purchase which Low cost Laptop can't do? Clarify.

39	-	Imprest Mononey for Dean Academic Affairs- Academic Affairs	FO	5.11.18	FO	12.11.18	Ok. Also notify for information of all concerned.
40	10999/R	154/DRC/DIT/2017 Vol-III			R	12.11.18	Ok. Proceed as per rules.
41	9616/R	Common Tender Committee/Purchase Committee (Vol-II)			EE	12.11.18	Approved, For Efficient working Minor/Miscellaneous Maintenance Work may be done by concerned section/HoD /Wardens in future upto Rs. Ten lacs. Notify.

42	3269/R	Payment of Electricity bill of University campus			FO	12.11.18	AR (Electrical) OR EE may required all to nuse through website to use economically (electricity) as per possible
43	8309/R	GPF (Advance & Withdrawal) Teaching & Non-Teaching Part-V, w.e.f. 15.03.2016-Estt. Section	FO	12.11.18	DR (Estt.)	12.11.18	Approved. Pay as per rules.
44	16035/R	T/c PF of Smt. Minakshi Khare (Assistant Registrar) Reg: LTC (Anywhere in India)	FO	12.11.18	DR (Estt.)	12.11.18	Approved. Proceed as per LTC rules.