S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	Payment of GST Finance Section 2018-19	FO	16.11.18	FO	20.11.18	Ok. Proceed as per rules.
2	-	Degree Printer-COE	FO	19.11.18	COE	20.11.18	Quanlify the use valure of this prineter per annum.
3	-	Curtain Payment File-DRM	FO	19.11.18	FO	20.11.18	Approved. Pay as per provisions.
4	11848/R	Salary File- Dr. C.B. Zaidi, Post. Dr.Ambedkar Chair, BBAU + 11560/R Appointment of Chair Professor (Ambedkar Chair)-02 Files	R	19.11.18	R	20.11.18	-
5	4519/R	MOU- Acad. Section	FO	29/05/2017	R	20-11-2018	-
6	6791/R	PF of Prof. Sartik Bagh, DPS	R	19.11.18	R	20.11.18	Ok. Proceed as per the LTC rules.

7	17001/R	T/c PF of Dr. Vivek Nath Tripathi, Assitant Professor (Education) reg: Permission to Refresher Course Through Online Edcuation	R	19.11.18	DR (Estt.)	20.11.18	Permitted. Proceed as per leave rules.
8	16088/R	T/c Appointment of Dean- Estt.	R	19.11.18	R	20.11.18	-
9	12357/R	AMC of Horticultre Work at Ambedkar Bhawan- GBS (88/GBS/BBAU/18)	R	19.11.18	Prof. Deepa Dwivedi, Horticulture	20.11.18	Suggest.
10	16023/R	Application for Attending Refresh Course- Dr. Sutanu Maji, Assistant Professor, Deptt. of Horticulture	R	19.11.18	DR (Estt.)	20.11.18	Permitted.
11	16093/R	T/c PF of Dr. Subhash Misra, Assistant Professor (Education) Reg: Permission to Refresher Coures Through Online Education	R	19.11.18	DR (Estt.)	20.11.18	Permitted.
12	16092/R	T/c PF of Dr. Anis Ahmad, Assitant Professor (Deptt. of Law) Reg: Forwarding Application for Refresher Course	R	19.11.18	R	20.11.18	Permitted.
13	8439/R	TC PF of MHRD/UGC-5/2016	R	19.11.18	R	20.11.18	Ok. Re-reply.
14	-	File No. 498- Closed Envelop	COE	19.11.18	COE	20.11.18	-

15	12034/R	DST-SERB Project (Technical Committee for the Purchase of Equipments)- Dr. Sunil Babu Gosipatala, DBT	Dr. G. Sunil Babu, DBT	19.11.18	FO	20.11.18	Permitted. Rechecked rule position prior to order as per norms.
16	12432/R	T/c Appointment of Dean- Estt.			R	20.11.18	Following committee is constitute for grievance redressal..
17	14096/R	14th Collnet International Conference Macau (China) 05-08 December, 2018 (Prof. KL Mahawar), DLISc			FO	20.11.18	Discuss as per new grants alongwith … rule file..