

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	14015/R	Construction of Incomplete Building at Amethi-5(667)/2018	R	20.11.18	EE	27.11.18	-
2	16083/R	Request of Lien Extension-Esst. Section	R	22.11.18	R	27.11.18	-
3	13091/R	Representation of Sh. Salahuddin Khan, PA (Reg: Non-release of Salary & Promotion on the Post of PA)-Esst./BBAU/2018	R	22.11.18	DR (Estt.)	27.11.18	Put up all documents related to Media Centre appointment with office oerfer and their joining letter.
4	3119/R	Approval for External Member-DPS	HOD DPS	22.11.18	AR (Academic)	27.11.18	-
5	12674/R	Fellowship Grant (SERB-N-PDF)- Dr. Virendra Shukla, DBT	FO	22.11.18	FO	27.11.18	Approved. Pay as per Fellowship rules.
6	12997/R	T/c PF of Prof. Ripu Sudan Singh, DPS (Reg: Home Town Converted to J&K)	FO	22.11.18	DR (Estt.)	27.11.18	Ok. Proceed as per LTC rules.

7	15008/R	Laboratory Furniture (Under UGC-BSR Research Start-up Grant) - Dr. Khem B Thapa, DAP	FO	22.11.18	FO	27.11.18	Pay as per Project Norms.
8	12641/R	AC for Committee Room-DRM	FO	22.11.18	Dean, SMS	27.11.18	Hold a Faculty Board Meeting and send detailed resolution.
9	-	Maintenance of Lab & Store-DBT	FO	22.11.18	Head, DBT	27.11.18	Resend after resolution of Faculty Board Meeting.
10	16058/R	T/c PF of Shri KBL Srivastava, UDC (Reg: Anywhere in India-LTC)	R	22.11.18	DR (Estt.)	27.11.18	Ok. Proceed as per LTC rules.
11	15043/R	File for DPW employee Reg: Arrears as per 7CPC- Esstt. Section	R	26.11.18	Proctor	27.11.18	To certify duty for Chowkidar/ Co-Ordinator to Certify duty for Mali as per Page no. 3.

12	16033/R	Case of Mr. Kunwar Divyadarshi, Ex-Research Scholar, Deptt. of Law	R	26.11.18	Dean, SLS	27.11.18	Do you have nay closing date of admission as per calander.
13	9915/R	Parliament Question- Legal Cell (File No. 2013/Legal/17)	R	26.11.18	AR (Legal)	27.11.18	See attached paper. This is a mail of 30.04.15. A reply was sent of 19.1.17. What is required a fresh now.
14	16091/R	Space Allocation for M.Tech (CS)-DCS	R	26.11.18	Dean, SIST	27.11.18	Can evening classes not run in same deptt. classroom in late evening.

15	17015/R	Application of Shri Rama Shankar Singh Dated 17.11.2018 (Regarding-Health)	R	26.11.18	R	27.11.18	Ok. But how enquiry will be completed in given time Presenting Officer/Enquiry Officer to see that enquiry is quickly completed.
16	8301/R	Medical Reimbursement File (CSSEIP Employees)	R	26.11.18	Fo	27.11.18	CSSEIP UC should be sent and frsh grants to be demanded form UGC as per rules.

17	12785/R	Authorisation of Hospitals- Estt. Section	R	26.11.18	R	27.11.18	For All Hospitals related issue following advisory committee is constitute. Notify.
18	10884/R	DBT Project- Purchase of Consumables- Dr. G. Sunil Babu, DBT	Prof. RP Singh, Dean Academic Affairs	26.11.18	Dr. G. Sunil Babu, DBT	27.11.18	Approved as above.
19	11021/R	N-PDF (Grant Break UP)- Dr. Atul Kumar Upadhyay, DES	FO	26.11.18	FO	27.11.18	By Hand.
20	-	Utilization certificate 2017-18 Recovery & Salary Head- Finance Section	FO	26.11.18	R	27.11.18	Check and Submit remarks to FO for dispatch.
21	16044/R	Selection trails for Interuniversity Kho kho & Volly ball	R	26.11.18	Dr. Manoj Kumar Dhadwal	27.11.18	Ok. Next time always quote rules.
22	17019/R	DBT Project (Recruitment of Junior Research Fellow)- Dr. G Sunil Babu, DBT	FO	26.11.18	Dr. Sunil G Babu, DBT	27.11.18	-

23	12309/R	Aluminium Partitioning in Biosafety Lab (Level-II) Lab-207- DBT	R	26.11.18	FO	27.11.18	Examine and Pay from DBT Project fund of Dr. Sunil Babu, as per rules.
24	-	Revised Budget Estimate 2018-19 & Budget Estimate 2019-20- Finance Wing (Budget)	FO	27.11.18	FO	27.11.18	Very Unfortunate. Ok. Proceed further.
25	16072/R	LTC Home Town for Block 2018-21 and Sub Block 2018-19- Dr. G. Sunil Babu, DBT	FO	27.11.18	DR (Estt.)	27.11.18	Approved as per LTC Rules.
26	10625/R	DBT Project- Technical Committee for the Purchase of Equipments- Dr. G Sunil Babu, DBT	FO	27.11.18	FO	27.11.18	Approved. Pay as per Project Norms.
27	7884/R	PF Of shri Dharmesh kumar Lab. Asstt.	FO	27.11.18	DR (Estt.)	27.11.18	Approved. Proceed as per rules.
28		Wifi - Rail tel BBAU	FO	27.11.18	Prof. RA Khan	27.11.18	Discuss tommorow afternoon with FO, Sh. Atul Bajpai & Prof. SK Dwivedi.

29	12645/R	Extension of RCA Contractual Staff-RCA + Payment of RCA Contractual Staff	FO	27.11.18	FO	27.11.18	Issue reminder to UGC for funding and pursue.
30	-	Purchse of glasswares,chemicals from consumables DST -SERM Project Dr. Jawahar DAC	FO	27.11.18	FO	27.11.18	Approved. Pay as per Project Funds.
31	3779/R	Purchase of Postal Stamp (Dispatch Section)	FO	27.11.18	FO	27.11.18	अनुमोदित।
32	12722/R	Fellowship- Anamika Shukla DST (INSA Fellowship)	FO	27.11.18	FO	27.11.18	Approved. Pay as DST rules.
33	10638/R	DBT Project- JRF Recuritment Committee (Dr. G Sunil Babu, DBT)	FO	27.11.18	FO	27.11.18	Approved. Proceed as per Project Norms.
34	11920/R	Submission of Project Proposal- Dr. Anjani kr Tiwari, DAC	FO	27.11.18	FO	27.11.18	Approved. Pay as per Purhcase rules.
35	12605/R	Request for fund to present International paper in japan Dr. anajni tiwari DAC	FO	27.11.18	FO	27.11.18	Rechecked and Putup.

36	15061/R	purchase of HP color Jet Laser Cerprindge/ Canen cartidge for COE office	FO	27.11.18	FO	27.11.18	Approved. Pay as per Purhcase rules.
37	7475/R	केन्द्रीय पुस्तकालय में सीपित होनी लिपटों का वार्षिक अनुरीक्षणीय अनुबन्ध	FO	27.11.18	FO	27.11.18	Ok. Pay as per rules.
38	17008/R	T/C PF of Prof S Victor Babu Deptt. Of History Reg: Home town	FO	27.11.18	DR (Estt.)	27.11.18	-
39	16025/R	File For Repairing of Toshiba E studio 256SE Deptt. OF Statistics	FO	27.11.18	FO	27.11.18	Ok. As per Purhcase rules.
40	12234/R	Supply of RCC Bench for Hostel Park	Dr. RS Verma, Horticulture	27.11.18	Dr. RS Verma, Horticultur e	27.11.18	Notify and get work done including benches and boadts.
41	12853/R	Plasma Processing System- Dr. Ravi Kant Tripathi (DSK-PDF) DAP	FO	27.11.18	FO	27.11.18	Ok. Proceed as per rules of PDF fund.
42	7152/R	GPF (Advance & Withdrawal) Teaching & Non-Teaching Part-V, w.e.f. 15.03.2016- Estt. Section	FO	27.11.18	DR (Estt.)	27.11.18	Ok. Proceed.

43	16035/R	T/c PF of Smt. Minakshi Khare (Assistant Registrar) Reg: LTC (Anywhere in India)	R	27.11.18	R	27.11.18	Ok. Asked to plan properly.
44	17024/R	Memo to RSO	R	27.11.18	DR (Estt.)	27.11.18	Do as per CCS rules.
45	17003/R	Releaving Letter for RC- Dr. Jawahar Lal, DAC	R	27.11.18	DR (Estt.)	27.11.18	Allowed. See that his teaching/exam do not suffer.
46	12429/R	Hostel for OBC Boys and Girls- 5(320)/2017 Part-2	R	27.11.18	EE	27.11.18	Urgent.
47	15096/R	Pay Protection of Faculty (Newly Joined in 2018)			DR (Estt.)	27.11.18	Maintained Confidentiality where necessary.
48	-	Orientation Programme- (Dr. Ramesh Chaturvedi, Dr. Taruna and Dr. Lata Singh Bajpai, Assistant Professor, DRM)			DR (Estt.)	27.11.18	By Hand.
49	-	T/c Dr. Loknathm Asstt. Professor, DMCJ (Reg: Capacity Building Programme)			DR (Estt.)	27.11.18	Ok. See that teaching/exam do not suffer.

50	-	T/c Dr. Kunwar Surendra Bahadur, Asstt. Profesoor, DMCJ (Reg: Capacity Building Programme)			DR (Estt.)	27.11.18	Ok. See that teaching/exam do not suffer.
----	---	--	--	--	------------	----------	---