

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	4533 R	Appointment Of Deans. File 60.	AR/Estt	26.9.16	DR/Legal	3-Oct	For need full.
2	7994 R	Empanelment of Sanitation Agency 2014-15	AR/Saini	28.9.16	VC	3-Oct	For approval
3	9390 R	Family Declaration	HoD	30.9.16	AR/Estt	3-Oct	For need full.
4	9392 R	Appli. For Professor IIT Bhubaneswar.Dr. Surendra Mehar.	Dean	30.9.16	AR/Estt	3-Oct	For need full.
5	8839 R	LLM Admission 2016-17	Dean	30.9.16	AR/A	3-Oct	For need full.
6	9393 R	Ph.D. Admission 2016-17	Dean	30.9.16	AR/A	3-Oct	For need full.
7	8835 R	File for the admission in BBA LL.B.(H) for the session of 2016-17.	Dean	30.9.16	AR/A	3-Oct	For need full.
8	3535 R	Merit list File M.A Entrance.	AR/A	30.9.16	HoD	3-Oct	For need full.
9	9129 R	UGC Scheme for PG Scholarship for professional Course for SC/ST	AR/A	30.9.16	VC	3-Oct	For approval
10	6028 R	Djmc M.Phil section 2014-15 Students fee Refund	AR/A	30.9.16	VC	3-Oct	For approval
11	9394 R	Extra odenary Leave, Dr, Reyaz Ahmad. For Joining Public Admin.	Dean	30.9.16	AR/Estt	3-Oct	For need full.
12	5408 R	Complaint File, Vol-1.	DR/Legal	30.9.16	DR/Legal	3-Oct	For need full.
13	3402 R	वाहनो के इन्शुरेंस के नवीनीकरण हेतु पत्ररावली।	VC	3.10.16	AR/Vehi	3-Oct	For approval

14	9386 R	Joining of Asst.Prof. (Contract) in DRM.	VC	3.10.16	FO	3-Oct	For need full.
15	3779 R	Purchase of postel Stamp, Vol-III.	AR/Dispatch	3.10.16	VC	3-Oct	For approval
16	8572 R	Repretation of Dr. Richa Kothari, DES, with 8431/R	AR/Estt	3.10.16	Dean/DES	3-Oct	For need full.
17	6774 R	First Rank Certificate.	CoE	3.10.16	COE	3-Oct	For need full.
18	9398 R	60th meeting of the Academic Council.	VC	3.10.16	AR/A	3-Oct	For need full.
19	4280 R	T/C PF Of Prof. Ram Chandra, DEM.	VC	3.10.16	AR/Estt	3-Oct	For need full.
20	9401 R	Appli.for LTC Prof Sk.Dwivedi.	HoD	3.10.16	AR/Estt	3-Oct	For need full.
21	8432 R	T/C Promotion / DPC Group-B Post.	AR/Estt	3.10.16	VC	3-Oct	For approval
22	9368 R	140/BBAU/SC/ST cell/2016, (Confidential Close Cover)	VC	3.10.16	AR/Estt	3-Oct	For need full.
23	9254 R	Screening & Selection Committee Reg. Group A,B,C Post N/T.	VC	3.10.16	AR/Estt	3-Oct	For need full.
24	6331 R	Board of Expeart for course edelopmeant of M.A public admistrstion. Prof Ripu Sudan Singh.	VC	3.10.16		3-Oct	Return (By hand Amit sir)
25	9369 R	NOC-INSA, Prof. Kaman Singh.	Dean	3.10.16	VC	3-Oct	For approval