

| <b>S.No</b> | <b>File.No</b> | <b>Subject</b>                                                                            | <b>From whom Received</b> | <b>Received Date</b> | <b>Sent to</b>         | <b>Sent Date</b> | <b>Remarks</b>                            |
|-------------|----------------|-------------------------------------------------------------------------------------------|---------------------------|----------------------|------------------------|------------------|-------------------------------------------|
| 1           | 12637/R        | Land Cases of Amethi Campus-EO/BBAU/215                                                   | R                         | 15.10.18             | AR(Legal)              | 22.10.18         | EE to Discuss                             |
| 2           | 8486/R         | Purchasing of Plumbing Goods Part-2 (475)/2016                                            | FO                        | 15.10.18             | R                      | 22.10.18         | Give utilization dated of last purchase   |
| 3           | 12858/R        | Subsistence Allowance of Sh. Rama Shankar Singh, FO (Under Suspension)-Vol-III            | FO                        | 15.10.18             | FO                     | 22.10.18         | Pay subsistence allowamces as per rules   |
| 4           | 13014/R        | Self Defence Program on 24th sep 2018- NSS                                                | FO                        | 15.10.18             | FO                     | 22.10.18         | Approved                                  |
| 5           | 14056/R        | Rasheed avam Pehchan chapwane hetu patrawali- Kanishka Hostel                             | FO                        | 15.10.18             | Warden Kanishka Hostel | 22.10.18         | Approved Proceed as per rules             |
| 6           | 12343/R        | Maintenance Work of Satellite Campus Amethi 5(686)/2018                                   | FO                        | 15.10.18             | FO                     | 22.10.18         | .....<br>.....                            |
| 7           | -              | Requirements of Chemicals/Classwares/Placticwares & Maintenance- Deptt. of Pharma Science | FO                        | 15.10.18             | FO                     | 22.10.18         | Comment on pt. and Proper entry in Deptt. |

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| 8  | 6017/R  | Institutional Ethics Committee-<br>DBT              | R | 15.10.18 | R | 22.10.18 | Any UGC<br>Circular on<br>their issue<br>we are he<br>why guided<br>by ICMR put<br>up with<br>UGC<br>Circular |
| 9  | 6009/R  | Signature of University                             | R | 15.10.18 | R | 22.10.18 | .....<br>...                                                                                                  |
| 10 | 12127/R | Lighting Conductor Requirement-<br>5(93)/Elect/2017 | R | 15.10.18 | R | 22.10.18 | Electrical<br>Engineer to<br>clerifiedits<br>urgently                                                         |
| 11 | 4218/R  | AMC of Air Conditioner Part-IIIrd                   | R | 15.10.18 | R | 22.10.18 | No<br>extension<br>Process for<br>ret.....<br>.....                                                           |
| 12 | 15042/R | Wooden Shelf for Lab Prof B.C<br>Yadav              | R | 15.10.18 | R | 22.10.18 | It may be<br>allowed .....<br>the research<br>project fund<br>of the<br>teaching<br>.....                     |

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| 13 | 15045/R | Legal cell,E.mail of ugc regarding w.p.(PIL) no. 23621/2018 filed by Hariher Prasad Dixit. | R   | 16.10.18 | R       | 22.10.18 | -                                                           |
| 14 | 12168/R | Refling 88-A Toner- STR                                                                    | FO  | 16.10.18 | FO      | 22.10.18 | Approved                                                    |
| 15 | 8968/R  | केंद्रीय पुस्तकालय अनुरक्षणीय कार्य 5(580)/2016 Part-3                                     | FO  | 16.10.18 | EE      | 22.10.18 | Discuss on Map P-9 with more clasify on size length X width |
| 16 | 8214/R  | Sports Ground Area Lighting Works-Engg. Section                                            | FO  | 16.10.18 | DR(S&P) | 22.10.18 | See that everthing is order and put up                      |
| 17 | 14039/R | T/C PF of MS. Raji Joseph, Staff Nurse (Reg: Allowances)                                   | IAO | 16.10.18 | IAO     | 22.10.18 | .....<br>.....                                              |
| 18 | 8894/R  | Post-Doc Fellowship Proposal- Dr. Javeed Ahmad Bhat, Political Science, SAS                | FO  | 16.10.18 | FO      | 22.10.18 | Approved Pay as per ICSSR Guildlines                        |
| 19 | 7585/R  | Requirement of CCTVs, Gautam Buddha Central Library                                        | FO  | 16.10.18 | FO      | 22.10.18 | Appoved refund As per rules                                 |

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| 20 | 12697/R | Purchase Of Computer System with printer of eng. Section                                                                  | FO | 16.10.18 | DR(S&P)    | 22.10.18 | Whether new faculty has been given destop/Laptop Fund can laptop be provided is stead of destop because of space / furniture issue? |
| 21 | 7984/R  | Tranformer Maintenance Work 5(12)/Elect/2016                                                                              | FO | 16.10.18 | FO         | 22.10.18 | Approved<br>Do as per rules                                                                                                         |
| 22 | 10363/R | Counting of Past Services File-Estt. Section                                                                              | R  | 16.10.18 | DR(S&P)    | 22.10.18 | .....                                                                                                                               |
| 23 | 15044/R | National Workshop-cum trainig program on Library Management and Institutional Repostory Software From 17th -21th Dec 2018 | R  | 16.10.18 | DEAN(SIST) | 22.10.18 | .....<br>...                                                                                                                        |
| 24 | 15047/R | Area Lighting Part II                                                                                                     | R  | 16.10.18 | R          | 22.10.18 | .....                                                                                                                               |
| 25 | 12131/R | Repair of Photocopier Machine for Deptt. of Pharma. Science                                                               | R  | 16.10.18 | FO         | 22.10.18 | Approved                                                                                                                            |

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| 26 | 15037/R | Purchase of Furniture School of home Science        | R   | 16.10.18 | R   | 22.10.18 | What happened to the earlier furniture of Dean (SHS)? She has been dean servival years |
| 27 | 10842/R | Promotion of Group' A' Voll -II Estt Section        | R   | 16.10.18 | R   | 22.10.18 | What is the rules position on'A' as per UGC 7th CPC                                    |
| 28 | 12193/R | Boundary Wall of Overhead Tank & Cover- 5(586)/15   | R   | 16.10.18 | EE  | 22.10.18 | Ok minutes approved with the remarks Proceed further as per minutes                    |
| 29 | -       | Closed Envolape PH.D file file no.(445,451,462,463) | COE | 16.10.18 | COE | 22.10.18 | -                                                                                      |
| 30 | -       | Closed Envolape PH.D file file no.(487,488,489)     | COE | 16.10.18 | COE | 22.10.18 | -                                                                                      |

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| 31 | - | Repairing of UPS & Batteries &<br>OLT System-COE (File No.<br>217/COE/BBAU/2018) |  |  | DR (S&P) | 22.10.18 | Approved. |
| 32 | - | Ph.D result Notofication vol IV                                                  |  |  | COE      | 22.10.18 | -         |