

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	13047/R	School Board- School of Life Sciences	R	24.9.18	Dean, SLS	26.10.18	-
2	-	School Board- School for Languages & Literature	Dean, SLL	26.9.18	Dean, SLL	26.10.18	For. Sl. 6
3	3545/R	Plantation work by G.B.S(Part-II)	IGB	22.10.18	Prof. Deepa Dwivedi, Horticulture	26.10.18	To Suggest.

4	4601/R	Purchase of Plants /Grass for VC residence	R	23.10.18	R	26.10.18	1) Prof. Deepa H. Dwivedi, shall be Prof.-in-Charge, GBS instead of JE Shri Tripathi, HI and Mr. RS Verma will be worked under her. 2) JE Shri Tripathi will look after Estate Office as Estate Officer has resigned. Notify 1 and 2. 'A' to be repropose.
5	-	confidential envelop phd file no 491	COE	23.10.18	COE	26.10.18	-

6		Dress code Committee VIIIth Convocation Prof. B S Vhadauria Chairman	Prof. BS Bhadouria, Chairman, DCC	23.10.18	R	26.10.18	Is is in accordance with our approved rules (Dress Code)?
7	12193/R	Boundary Wall of Overhead Tank & Cover- 5(586)/15	EE	23.10.18	R	26.10.18	Proceed further, I fso urgent now.
8	14088/R	T/C pf of Dr. Dehirendra Pandey Assistant Prof. reg. LTC	FO	24.10.18	R	26.10.18	Approved. Pay as per LTC rules.
9	14045/R	T/C Pf Of Shri Ram Saran Reg. LTC	FO	24.10.18	FO	26.10.18	Approved. Pay as per LTC rules.
10	12992/R	Minor Equipment Dr. Khem B . Thapa	FO	24.10.18	FO	26.10.18	Approved. Pay as per rules.
11	12447/R	Guest Faculty BBAU Satellite Campus, Amethi (On Contract) Fin-16/17	FO	24.10.18	R	26.10.18	What is the sanctioned strength of Resource persons department wise.
12	-	Related to Laboratory Upgration- Dr. Abha Mishra, Asstt. Professor, Zoology	FO	24.10.18	FO	26.10.18	Approved. Pay as per rules.

13	-	Payment of Remuneration for the Question Papers Setters & Translator (English to Hindi) BBAU Entrance Test-2018, Deptt. of Pharam Science	FO	24.10.18	FO	26.10.18	Approved. Pay as per rules.
14	8998/R	कुलसचिव द्वारा 01/08/2016 को नई दिल्ली यात्रा हेतु बीजक के भुगतान के संबंध में (7/10/16) Journey: R-Office	FO	24.10.18	FO	26.10.18	Why so old proposal . Do as per financial rules.
15	14030/R	UGC-Non-NET Fellowship- Finance Department	FO	24.10.18	FO	26.10.18	Approved. Pay as per rules.
16	15071/R	Water Cooler File-NSGH	FO	24.10.18	DSW (M)	26.10.18	Approved, Checked matinance of old coolers also?
17	6111/R	Part-Time Medical Attendant Appointment of Medical Attendant on Contract Basis of 2008- Estt-108	FO	24.10.18	FO	26.10.18	-
18	4360/R	Set Up of Building Material- UIET (File No. 28)	R	24.10.18	R	26.10.18	Seems vary, Re-examine authorities Minutes what university can do?

19	15069/R	T/c PF of Dr. Babita Pandey, Assistant Professor, Deptt. of CS-IT, BBAU Satellite Campus, Amethi (Reg: Forwarding of Application)	R	24.10.18	R	26.10.18	Who will teach & showing of teacher. Ask to go during summer/win ter vacation.
20	7558/R	हिंदी प्रशिक्षण - हिंदी प्रकोष्ठ	R	24.10.18	R	26.10.18	Ok. Without any financial liability.
21	10728/R	विश्वविद्यालय अनुदान आयोग द्वारा राजभाषा प्रगति निरीक्षण - हिंदी प्रकोष्ठ	R	24.10.18	R	26.10.18	-
22	10392/R	Advertisement for Project Assistant (SERB-DST)- Dr. Jiwan Singh, DES	R	24.10.18	R	26.10.18	Approved. Application of Joining is very badly written. Ask to improved.
23	12847/R	SERB-Research Grant: JRF/SRF- Dr. Gaurav Kaithwas, Deptt. of Pharma. Sciences	R	24.10.18	R	26.10.18	Approved. If as per rules. Rechecked and proceed.

24	-	Head Consumable Dr. Preeti Gupta Deptt. of Chemistry	R	24.10.18	FO	26.10.18	Approved. Pay as per DST rules.
25	4906/R	Braille Section 2014-15: GBL + Tender Documents (02 Files)	R	24.10.18	R	26.10.18	Send the record of daily users.
26	15077/R	Maintenance of HPLC (High Performance Liquid Chromatography)-DAAS	R	24.10.18	Dean, DAAS	26.10.18	Needs further clarification.
27	12515/R	Purchase of Equipment "AQUAPEN"-DES	FO	24.10.18	FO	26.10.18	Approved. Discuss warranty. Annual performance to be reported. Pay as per rules
28	9499/R	Shifting of Electrical Supply System for Amehti Campus-5(64) Elect/2016	FO	24.10.18	R	26.10.18	Needs responssing . Why earlier it was not seen? Who is responsible?
29	12866/R	BBAU online Entrance Test 2018 fee refund	FO	24.10.18	FO	26.10.18	Approved.
30	-	School Board File- School of Education	Dean, SoE	24.10.18	Dean, SoE	26.10.18	-

31	6484/R	Payment to Tax Consultants Income Tax+Trade Tax	FO	25.10.18	FO	26.10.18	Prior to Payment recheck why such a long No. of Form 16 is written.
32	10895/R	Advance - Adjustment for 61st Academic Council & 62nd Meeting on 01.09.2017- Acad. Section	FO	25.10.18	FO	26.10.18	Yes, approved.
33	-	Purchase of Tonner for Photocopy Machine (Toshiba e-Studio256 SE)-Deptt. Of Horticultre	FO	25.10.18	R	26.10.18	Approved. In future all departments proposal should route through department committee. All deptt. follow. Notify immedaitly.
34	3060/R	Road Work at Ashoka Boys Hostel 5(499)/2014	FO	25.10.18	R	26.10.18	Approved. Check the quality of work with stock holders, warden.

35	15051/R	Co-operative Mess 2018-19 (Sanghmitra Girls Hostel)	DR (S&P)	25.10.18	Warden, SGH	26.10.18	Ok
36	3733/R	Membership of Association of Commonwealth Universities ACU and International Association of Universities IAU- Academic Section	R	25.10.18	R	26.10.18	Join Membership Regularly.
37	13073/R	BPGS Part-3rd (DCS)- 327/DCS/BBAU/18	R	25.10.18	R	26.10.18	Approved but put up before BPGS.
38	12383/R	Purchase of Computers for GBL-GBL	FO	26.10.18	DR (S&P)	26.10.18	By Hand.