

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	3022/R	International Journal of Science, Technology and Society- Prof. Rana Pratap Singh, Editor-in-Chief & Coordinator, CIIPP (Part-2)	Head, Deptt. Pharma Science	4.10.18	FO	8.10.18	Examine all Journals of Social Science and Technology will be paid from UGC Funded publication grant.
2	4495/R	Recoupment of Imprest	FO	4.10.18	FO	8.10.18	Already signed on prepage why this file
3	14073/R	Capacity building programme- Dr. surendra Meher Deptt. of Eco	R	5.10.18	DR(Estt)	8.10.18	Suggest for leave
4	4344/R	Legal payment fee Ms. Aprapita Abnsal Advocate	R	5.10.18	FO	8.10.18	Prof, S D sharma Iao to discuss to
5	12443/R	Installation of Roof Top Solar PV System- 5(688) 2018	R	5.10.18	FO	8.10.18	Approved. Proceed as per rules.

6	13034/R	Imprest Money- Dharmesh Kumar, JE (Civil)	FO	5.10.18	FO	8.10.18	-
7	11992/R	Sealed in Yellow Cover + 1758/FO (2 Files)	R	5.10.18	R	8.10.18	-
8	13066/R	Regarding Participation in Inter Disciplinary Capaciting Building Programme at BBAU- Sport Section	R	5.10.18	Course coordinator	8.10.18	
9	14078/R	External Water Connection of Experimental Field of DEM-5(673)/2018	R	5.10.18	FO	8.10.18	Approved Proceed as per rules
10	14079/R	Repairing & Painting Engineering Section	R	5.10.18	R	8.10.18	Wait let the fund position
11	-	Department Of Zoology Ph.D Research Scholar Period Extension File of Ms. Jyoti Pandey	Head Zoology	5.10.18	R	8.10.18	Ok Proceed as mper Ph.D regulation
12		Honorarium & TA od Observer In ET 2018	Prof. Arora	5.10.18	FO	8.10.18	Pay after Checking the proir apporval of Vc it is not in the file
13	12153/R	Construction Work for Protection of Dr. Ambedkar Statute,Engg. Section	FO	5.10.18	FO	8.10.18	Approved. Proceed as per rules.

14	12252/R	UP-CST Project (Salary of the Research Assistant)- Dr. Monica Sharma, DBT	FO	5.10.18	FO	8.10.18	Approved. Proceed as per project guidelines.
15	-	Correspondence with Outsource agency- FW/2018-19 + Payment of Manpower (Outsource) 12.01.2018 (02 Files)	IAO	5.10.18	FO	8.10.18	All such files may be sent to IAO especially conflicting and
16	10682/R	Post Doctoral (Payment) Fellowship- Dr. Hemlata, DE	FO	5.10.18	FO	8.10.18	Ok. Proceed as per ICSSR rules.
17	6791/R	PF of Prof. Sartik Bagh, DPS	FO	5.10.18	FO	8.10.18	Ok. Proceed as per rules.
18	7049/R	DST Inspire Fellowship- Amar Jyoti Das (Research Scholar), DEM	FO	5.10.18	FO	8.10.18	Ok. Proceed as per DST guidelines.
19	7178/R	Purchase of FYM for Rose Garden- GBS	FO	5.10.18	HI	8.10.18	Already instructed to plant non resesionable
20	-	Stipend/Fellowship for Council of Science and Technology, U.P,- Dr. Subhash Kumar Yadav, Deptt. of Statistics	FO	5.10.18	FO	8.10.18	Apporved processed as per project guidelines

21	3733/R	Membership of Association of Commonwealth Universities ACU and International Association of Universities IAU- Academic Section	FO	5.10.18	FO	8.10.18	
22		Dr. abha Mishra Asst. Prof. Related to lab upgrading	R	8.10.18	FO	8.10.18	Examine and suggest
23	12576/R	Maintenance of Cafeteria- Part-I 5(567)/2018	R	8.10.18	R	8.10.18	Ok
24	12310/R	Painting and Maintenance of VC Residence- 5(683)/2018	R	8.10.18	R	8.10.18	Put up in December 2018
25	7972/R	High Mast Maintenance (Elec. Section)	R	8.10.18	EE	8.10.18	Discuss what is the present status?
26	12595/R	T/c PF of Shri Arvind Shukla, RSO (Reg: Housing Building Advance)	R	8.10.18	R	8.10.18	Ok
27	14087/R	T/C pf of Dr. Venkatesh Dutta Asst. Prof. (Reg Renewal of Passport)	R	8.10.18	R	8.10.18	Ok. Proceed as per rules.

28	14086/R	T/c pf of Dr. Ruchi , Medical Officer Reg. handover of Duty charge	R	8.10.18	R	8.10.18	All this ... Doctors may do Stdudents Counselling Till further order.
29	12765/R	T.A Bills VC sir			FO	8.10.18	
30	-	Fake News Workshop- DMCJ, BBAU	Head, DMCJ	8.10.18	Dean, DMCJ	8.10.18	Route through Dean.