

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	9257/R	Sound System Maintenance Work of Auditorium	R	15/09/2016	FO	16/09/2016	-
2	9256/R	PRE-FAB Structure III Amethi	R	15/09/2016	XEN	16/09/2016	XEN to Discuss
3	9247/R	INSA International Collaborative Exchange Programme-2016 DAC	R	15/09/2016	R	16/09/2016	Pa for Na by the registrar
4	9277/R	Student I.D. Card Reg Security Section	R	15/09/2016	R	16/09/2016	-
5	-	High Power Committee Voll-II	R	15/09/2016	D.R.	16/09/2016	D.R.
6	-	File for the Advance of Rs.5000/=DHR	DHR	15/09/2016	DHR	16/09/2016	yes as per rules
7	9142/R	60th B.O.M.Meeting Board room	R	15/09/2016	R	16/09/2016	-
8	9142/R	60th B.O.M.Meeting Board room	R	16/09/2016	R	16/09/2016	-
9	9247/R	INSA International Collaborative Exchange Programme-2016 DAC	R	16/09/2016	FO	16/09/2016	-
10	3465/R	Transfer & Posting	R	16/09/2016	R	16/09/2016	Ok
11	5525/R	Ph.D Viva-Voce Examination (TA for external Members) DPS	R	16/09/2016	R	16/09/2016	OK as per rules
12	4429/R	Appointment of Public Relation Office in Uni (PRO)	R	16/09/2016	R	16/09/2016	-
13	9270/R	Purchase of MS-Office & Windows OS Computer Centre	R	16/09/2016	FO	16/09/2016	FO to NA
14	3085/R	Human Resources, DST-CPR, Co-ordinator, Dr. Venkatesh Dutta,	R	16/09/2016	R	16/09/2016	-

15	9214/R	Appointment of Head in Human Right T/C	R	16/09/2016	R	16/09/2016	Registrar for recommendation
16	9275/R	Acceptance form of observer for UGC, NET-2017, Prof. Kaman	R	16/09/2016	R	16/09/2016	Registrar to the need
17	9279/R	Legal Opinion (Bom Membuship)	R	16/09/2016	R	16/09/2016	-
18	8716/R	59th BOM meeting	R	16/09/2016	R	16/09/2016	-
19	7064/R	High power Committee Agenda Resalution	Dr.Priti Saxena	16/09/2016	R	16/09/2016	A yes Registrar to steps take
20	5936/R+ 6911/R	General Store & Photostat Shop EO /BBAU/60+General Store	EO	16/09/2016	EO	16/09/2016	Please see that meeting is held
21	-	One file Endosed envelope Confidential	COE office	16/09/2016	COE office	16/09/2016	-
22	-	Guest Faculty Payment	FO	16/09/2016	FO	16/09/2016	Yes as per rules
23	-	Finance Department UGC (NON-NET) Fellowsh	FO	16/09/2016	FO	16/09/2016	Yes as per rules
24	8809/R	Payment to Manpower providing agency w.e.f. 17.12.2012, M/S Sai	FO	16/09/2016	FO	16/09/2016	-