

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	3585/R	Board of Post Graduate Studies (BPGS) Dept . Of Applied Chemistry	R	1/9/2016	R	2/9/2016	Registrar
2	7909/R	Upgradation JRF to SRF, Voll-IInd	R	1/9/2016	R	5/9/2015	-
3	9137/R	Air-Conditioner for RCA Computetr Lab.	R	1/9/2016	R	5/9/2016	Yes as per rules
4	4729/R	DRC (Part-III), DBT + One file	R	1/9/2016	R	5/9/2016	Yes as per rules
5	9158/R	Ms.Sangeeta Chauhan Category: SC Assistant Professor School of Education	R	1/9/2016	R	5/9/2016	Yes as per rules
6	9190/R	Env.Science Dr. Shikha Purchase of UV-VIS	R	1/9/2016	FO	5/9/2016	FO
7	9187/R	NCC GIRLS BN .LKU	R	1/9/2016	R	2/9/2016	Registrar
8	8832/R	File for the Admission in LL.M.For the Session 2016-17(DHR)	R	1/9/2016	R	5/9/2016	Ok yes as per rules
9	9143/R	Economice Deptt of Economice Prof Sanatan nayak	R	1/9/2016	R	2/9/2016	Yes as per rules
10	9127/R	Fixasation of Specialisation in Public AdministionProgram DPS	R	1/9/2016	R	5/9/2016	Registrar to Dean
11	9128/R	Bibekananda Nayak Application for Asst.	R	1/9/2016	R	2/9/2016	Registrar
12	5397/R	T/C File for NPS Forms	R	1/9/2016	R	5/9/2016	Fo to After comments

13	9174/R	File of Extention for Subrmission of final year Marksheet & Migration Certificate	R	1/9/2016	R	5/9/2016	FO
14	9099/R	SPACE REQUIREMENTN DRM	R	1/9/2016	R	5/9/2016	Yes as per rules
15	4008/R	JRF-fellowship, 2011-12, DHR	R	1/9/2016	R	2/9/2016	Registrar
16	9205/R	T/C PF Shri Ramesh Chandra Rawat,MTS,Dispatch (LTC)	R	1/9/2016	R	2/9/2016	Yes as per rules
17	9175/R	T/C PF of Shri O.P Saini. Asst .Aibrarian BBAU ,LKO	R	1/9/2016	R	2/9/2016	Registrar
18	9180/R	Guest House Requinment for Man Power	R	1/9/2016	R	5/9/2016	Registrar to MA
19	9146/R	Academic activity, Dr. Sutanu Maji DAPS(Horti.)	R	1/9/2016	R	2/9/2016	Registrar
20	3523/R	Promotion of Drivers/Transfer of cader of Safaiwala/Chowkidar to Peon's cader	R	1/9/2016	R	5/9/2016	Yes as per rulse
21	9215/R	Mosquito Net for Yashodhara Girls Hostel EO/BBAU /121	R	1/9/2016	R	5/9/2016	Yes as per rulse
22	8548/R	Project Asst. BBAU-SU Collaboration Project-2014, Coordinator-Dr. Shashi Kant Pandey, DPS	R	1/9/2016	R	5/9/2016	OK
23	5921/R	Extention of Ph.D. Submission, Mr. Lalta Prasad, DPS	R	1/9/2016	R	2/9/2016	Yes if allow

24	8542/R	Recruitment of JRF, DST-SERB Project, Dr. Venkatesh Kumar R, Principal Investigator, DAAS	R	1/9/2016	R	5/9/2016	Yes as per rulse
25	8670/R	Meeting of all Deans /Head of schools/ department held on 16.06.2016	R	1/9/2016	R	5/9/2016	-
26	5396/R	Payment for M/S Security Solution Services, Security sec.	FO	1/9/2016	FO	5/9/2016	Yes as per rulse
27	3675/R	Gunner for Hon'ble V.C.	FO	1/9/2016	FO	5/9/2016	Yes as per rulse
28	4082/R	Children Education Allowance, Part III	FO	1/9/2016	FO	2/9/2016	Yes as per rulse
29	-	Automation of Examination Section (COE)	COE office	1/9/2016	COE office	5/9/2016	Yes as per rulse
30	-	Tow File Confidential	COE office	1/9/2016	COE office	2/9/2016	COE
31	-	One File Confidential	COE office	1/9/2016	COE office	2/9/2016	COE
32	-	One File Confidential	COE office	1/9/2016	COE office	2/9/2016	COE
33	9207/R+4	Sushil Kumar Singh Department of Human Right ,SLS	DHR	1/9/2016	DHR	5/9/2016	-
34	9206/R	Upendra Nath Department of Human Right ,SLS	DHR	1/9/2016	DHR	5/9/2016	-
35	9105/R	Vikash Kumar Upadhyay, DHR (SLS)	DHR	1/9/2016	DHR	5/9/2016	-

36	9205/R	Appointment of Contractual and Guest Faculty in the Department of Law	DHR	1/9/2016	R	2/9/2016	Registrar
37	-	Requirement of Electrical Goods for Administrative Block	FO	1/9/2016	FO	5/9/2016	Every Three Day
38	3393/R	Medical Rimbusement (Teaching) File, Estt. Sec.	FO	1/9/2016	FO	5/9/2016	Yes as per rules
39	3660/R	Installation of Curtain Rods in Place of Pelmet	FO	1/9/2016	FO	5/9/2016	Yes as per rules
40	3679/R	Activation of CSIR-JRF of Mr. Atul, DBT	FO	1/9/2016	FO	5/9/2016	Yes as per rules
41	9032/R	Dr. Alok Kumar Singh DAC Inspire Faculty Award	FO	1/9/2016	FO	5/9/2016	Yes as per rules
42	-	Maintenance of Photocopier Machine Deptt.Of pharm.SC.	FO	1/9/2016	FO	5/9/2016	Fo
43	3403/R	Punding Agsncy -CST, Dr. Naveen Kr. Aroar -DEM	FO	1/9/2016	FO	5/9/2016	Yes as per rules
44	9118/R	Request for Zero Session Mr.Raghvendra Singh (B.Tech Computer	R	2/9/2016	R	5/9/2016	Yes as per rules
45	-	One day Workshop on Waste Management Under Swachh Bharat Pakhwada	DEM	2/9/2016	DEM	5/9/2016	OK
46	-	Computer Center Purchase of Radio Network Controller	FO	2/9/2016	FO	5/9/2016	Yes as per rules
47	9115/R	Political Science Siddhartha Mukerji NOC/Leave for Singapore Visa	R	2/9/2016	R	2/9/2016	Registrar

48	4082/R	Children Education Allowance, Part III	FO	2/9/2016	FO	2/9/2016	Recommendations at "A" accepted
49	-	Unicef+Project Khel NSS (Prof. Govinad Panday)	Media centre	2/9/2016	Media centre	5/9/2016	Ok yes as per rules
50	-	Report of the Meeting held at UGC on 01/09/2016	R	2/9/2016	FO	5/9/2016	FO
51	8821/R	Hostel General Information Guide Session-2016-17, DSW	DSW	5/9/2016	AE	5/9/2016	Seen
52	-	G.B.S Leveling Work at Botanical Garden -Part	GBS	5/9/2016	GBS	5/9/2016	yes as per rules
53	-	GBS Grassing Work at Botanical Garden	GBS	5/9/2016	GBS	5/9/2016	yes as per rules
54	8779/R	Permission For Pvt.Airlines Tranet.DES	FO	5/9/2016	FO	5/9/2016	Per Dessics
55	9166/R	UP32DD -5255	R	5/9/2016	R	5/9/2016	yes as per rules
56	-	Establishment of Labs of Food Analysis Food MicroBiology School for Home Sciences	R	5/9/2016	FO	5/9/2016	FO & Per Dessics
57	3566/R	Engagement of LDC (02 NoS) and Drivers (02 Nos) in V.C. Sectt./V.C. Camp office + 1 file	R	5/9/2016	FO	5/9/2016	FO & Per Dessics
58	9101/R	T/C P.F of shri -Ramesh Kumar yadav (LDC) (LTC)	R	5/9/2016	R	5/9/2016	yes as per rules
59	4289/R	Vehicle Section approval for Hiring of Taxi	R	5/9/2016	R	5/9/2016	yes as per rules

60	4992/R	Constitution of Finance Committee of the University	R	5/9/2016	R	5/9/2016	yes as per rules
61	9142/R	60th B.O.M.Meeting Board room	R	5/9/2016	R	5/9/2016	OK
62	3846/R	Visvbidhalay ke sivr sanyojan /siwar Disapojal Cajarje	R	5/9/2016	R	5/9/2016	Seen
63	3057/R	BPGS Meeting, DAP on 5/4/2013	R	5/9/2016	R	5/9/2016	yes as per rules
64	4280/R	T/C Prof. Ram Chandra, DES	R	5/9/2016	R	5/9/2016	yes as per rules
65	9188/R	Urgent for legel cell	R	5/9/2016	R	5/9/2016	Fo
66	-	Requirement of Technical Personncl for Exam.Section	FO	5/9/2016	FO	5/9/2016	FO
67	8865/R	Payment of Legal Fee TO Senior Advocates	R	5/9/2016	R	5/9/2016	yes as per rules
68	9053/R	Action Taken Report on Swacch Bharat Pakhwada	R	5/9/2016	R	5/9/2016	OK
69	4666/R	UP-32-CX-6091, Maintenance File, Vehicle Sec.	R	5/9/2016	R	5/9/2016	yes as per rules
70	7852/R	General Correspondence (R.T.I. Cell)	R	5/9/2016	R	5/9/2016	-
71	9221/R	Yashodhara Giral ,s Hostel	R	5/9/2016	R	5/9/2016	yes as per rules
72	7190/R	PF of Shri Arvind Shukla, R.S.O	R	5/9/2016	R	5/9/2016	yes as per rules
73	8228/R	Dr. Mujibur Rehman, Asst. Prof., Dept. of Law	R	5/9/2016	R	5/9/2016	yes as per rules
74	9007/R	of Economics Dr. D.K. yadav Deptt.of Economics	R	5/9/2016	R	5/9/2016	FO to Dean

75	8754/R	School for Management Studies Admin Block 11 Floor IMPREST FOR B.B.A.& B.Com (H)-	FO	5/9/2016	FO	5/9/2016	yes as per rules
76	-	DRM Industry -Institute Partner Ship Cell (IIPC)	R	5/9/2016	R	5/9/2016	OK
77	-	DRM Printing of Diaries Calender -2016	R	5/9/2016	R	5/9/2016	yes as per rules
78	-	DRM Student Related Information and Process Automation System of DRM	R	5/9/2016	R	5/9/2016	yes as per rules
79	1816/R	Payment of T.A. Bills of V.C., Part-II	FO	5/9/2016	FO	5/9/2016	yes as per rules
80	8821/R	Hostel General Information Guide Session-2016-17, DSW	R	5/9/2016	R	5/9/2016	Seen
81	8716/R	59th BOM meeting	R	5/9/2016	R	5/9/2016	yes as per rules