

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	-	Charge of Dean SES- Prof. SK Dwivedi, Dean SES	Dean, SES	10.9.18	Dean, SES	11.9.18	Prof. Ram Chandra may hand over the office of Dean (SES) alongwith Dean Office Staff
2	12722/R	Fellowship- Anamika Shukla DST (INSA Fellowship)	FO	10.9.18	FO	11.9.18	Ok. Pay as per DST Inspire Guidelines.
3	-	Tax Exemption Certificate- Finance Deptt.	FO	10.9.18	FO	11.9.18	-
4	8561/R	केंद्रीय पुस्तकालय अनुरक्षनिया कार्य 5(580)/2016 भाग-2	FO	10.9.18	FO	11.9.18	Approved for Payment as per rules.
5	-	Tour apporval to visit UGC, New Delhi Regarding RCA-Prof. Ram Chandra, DEM, Dr. LC Mallaiah, DE	FO	10.9.18	FO	11.9.18	-
6	12576/R	Maintenance of Cafeteria-Part-I 5(567)/2018	R	10.9.18	EE	11.9.18	Urgent. Students are suffering /Protesting.
7	12811/R	Purchase of Classroom Materials-UIET	FO	10.9.18	FO	11.9.18	-

8	3779/R	Purchase of Postal Stamp (Dispatch Section)	FO	10.9.18	FO	11.9.18	Yes.
9	-	केंद्रीय पुस्तकालय में स्थापित दोनों लिफ्टों का वार्षिक अनुरक्षण अनुबंध	FO	10.9.18	FO	11.9.18	Yes, EE, librarian, FO to discuss to reduce the AMC Cost. Check quality of service also.
10	-	BBA LLB (H) Course Transfer Reminder File-DHR/SLS	Head, DHR	10.9.18	R	11.9.18	Why SLS in not following BCI direction? Please fonfirm. What are the issues in transfer to DHR now?
11	12131/R	Repair of Photocopier Machiner for Deptt. of Pharmaceutical Science	FO	10.9.18	FO	11.9.18	What about AMC and Repair gurantee/Wa rantee/Ok
12	-	Result Notification May-17, Dec- 17, may-18 Mechcnical Engg. + Ph.D Result Notification File	COE	10.9.18	COE	11.9.18	-

13	13002/R	30 प्र० राज्य सतर्कता आयोग से पत्राचार- Registrar Office	R	11.9.18	R	11.9.18	Good drafting. Ok. Reply may be sent.
14	8309/R	G.P.F.(Advance & Withdrawal) Teaching & Non-Teaching, w.e.f. 15/03/2016			R	11.9.18	Approved.
15	12142/R	Chemical and Glasswares- M.Tech Purhcase-UIET	FO	11.9.18	FO	11.9.18	Ok. Process as per financial rules..
16	4218/R	AMC of Air Conditioner Part-IIIrd	R	11.9.18	FO	11.9.18	Suggest.
17	12175/R	Providing Drinking Water in UIET-EO/BBAU/204	R	11.9.18	EE	11.9.18	Ok. But do with AMC also. Process accrodingly.
18	12993/R	Allotment of Council Hall- EO/BBAU/224	R	11.9.18	EE	11.9.18	Discuss in old admin Block conference hall. But charge nominal amound. Eldeco is a commercial ... fixed University

19	12994/R	Purchase of AC for Various Deptt/Sections-S&TR	R	11.9.18	DR (S&P)	11.9.18	For processing
20	12995/R	अन्य कार्यक्रम हेतु स्थान उपलब्ध कराने के सम्बन्ध में-EO/BBAU/226	R	11.9.18	EE	11.9.18	How much space they want? Accordingly fix some charges per day .. Or as per University rules
21	12823/R	Workshop and Training -CPD	FO	11.9.18	R	11.9.18	Wait for funds. Is it a statutory Centre of University. Clarify. Also annual performance.
22	12832/R	Indian Passport-Dr. Arvind Kumar Singh, DMCJ	R	11.9.18	R	11.9.18	-

23	6727/R	Purchase of Stationary Items-VI Year:2015-16 (S&P)	FO	11.9.18	FO	11.9.18	Prices of Stationary items are cheaper in Best Price, Lucknow. It may be processed. Take their rates. Try once
24	-	Implementation of PFMS/EAT-Finance (BBAU/PFMS/EAT/2018)	FO	11.9.18	FO	11.9.18	Ok.
25	6987/R	Printing of University Name Envelops (Advance of Rs. 10,000/-)	FO	11.9.18	FO	11.9.18	Its higher rate. Process for reduction of cost and suggest.
26	12429/R	Hostel for OBC Boys and Girls-5(320)/2017 Part-2	FO	11.9.18	FO	11.9.18	Ok. Proceed strictly as per rules.
27	12998/R	Sanitation Tender (2018-19)-Sanitation Section	FO	11.9.18	FO	11.9.18	Yes. Finish University tendering financial before the expiry of duration.
28	4400/R	PF of Sh. Shahnawaz Khan, Junior Engineer (PF No. 196)	R	11.9.18	R	11.9.18	Ok proceed as per rules.

29	-	Annual Report for the Year 2017-18 (File No. 41/BBAU/RSO/2018)			FO	11.9.18	Proofreading Sl. 100 English, 100 Hindi approved. Financial concorence from financial being is required. Treat urgent as per MHRD requirements.
30	12538/R	Technical Committee approved file for purchase Under DBT Funded Project- Dr. Yusuf Akhter, DBT			DR (S&P)	11.9.18	-