

S.No	FILE.NO	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	3034R	17TH & FINAL BILL OF AUDITORIUM	R	30.06.16	SOI/ARF/fo	24.08.16	
2	4885R	LAB EQUIPMENT PURCHASE+1FILE ATTACHED	DAP	27.07.16	PI-DAP	24.08.16	
3	8308R	CHEMICAL & PLASTIC WARE DST-SERB SUDIPTA SAHA	R	03.08.16	DR.SUDIP TA SAHA	24.08.16	
4	8754R	IMPREST FOR B.B.A.&B.COM (H)	R	03.08.16	FO/steno /ARF	24.08.16	
5	5631R	DR SANJAY KUMAR UTILIZATION CERTIFICATE	DAPS	04.08.16	PI-DAPS	24.08.16	
6	6045R	PURCHASE OF NEW DG SET	EO	08.08.16	SA/arf/fo	24.08.16	
7	8371R	SHS LABORATORY WORK+1FILE ATTACHED	AE(E)	10.08.16	FO/SA/ARF/SO/ARF/fo	24.08.16	
8	8760R	FEES REIMBURSEMENT OF MR. SHAISHAV	VC	11.08.16	FO/ARF/SOII/STENO	24.08.16	
9	7336R	TC MONITERING/INVESTMENT OF FUND	VC	11.08.16	VC	24.08.16	
10	8694R	ELECTRICAL MAINTENANCE WORK OF HOSTELS	R	12.08.16	SA/ARF/fo	24.08.16	
11		IMPREST	DAS	12.08.16	STENO/ARF/FO/ARF/soii/STENO/ARF	24.08.16	
12	4853R	CLEANING OF WATER STORAGE TANK	EE	12.08.16	SA/ARF/fo	24.08.16	
13	5387R	FENEING OF FIELD DR SANJAY KUMAR		17.08.16	SA/arf	24.08.16	
14		PURCHASE OFELECTRIC GENSET AND LABORATORY FURNITURE		17.08.16	h-dbt	24.08.16	

15	1392F	ADVANCE IMPREST	DAAS	19.08.16	STENO/A RF/FO	24.08.16	
16	8502R	IMPREST FOR RSO OFFICE	RSO	22.08.16	RSO	24.08.16	
17	7651R	IMPREST - VISHAL SINGH	AEE	23.08.16	STENO/A RF/FO	24.08.16	
18	4209R	IMPREST	IGB	23.08.16	STENO/A RF/fo	24.08.16	
19	3314R	IMPREST	vehicle	23.08.16	AR(V)	24.08.16	
20	8784R	REQUIREMENT OF TALLY SOFTWARE ERP 9.2 GOLD EDITION	VC	23.08.16	AR(S&P)	24.08.16	
21	4289R	APPROVAL FOR HIRING OF TAXI	VC	23.08.16	CASHIER	24.08.16	disposed off
22	4508R	RGNF- DEEP CHANDRA	VC	23.08.16	CASHIER	24.08.16	disposed off
23	6980R	JRF-PAYMENT FILE-MR. AMIT SINGH	VC	23.08.16	CASHIER	24.08.16	disposed off
24	8167R	VARSEK PATREKA NERDAYAN PRAKASHAN	VC	23.08.16	I/C HINDI CELL	24.08.16	
25	8925R	250/FURNITURE/DIT/BBAU/2016	VC	23.08.16	AR(S&P)	24.08.16	
26	4647R	Staff salary	VC	23.08.16	DST-CPR	24.08.16	
27	7809R	ENGAGEMENT OF OUTSOURCED PERSON	R	23.08.16	FO/arf	24.08.16	
28		PAYMENT TO MANPOWER PROVIDING AGENCY		23.08.16	vc	24.08.16	
29	7657R	SOUND SYSTEM MAINTENANCE WORK OF AUDITORIUm			fo	24.08.16	
30	4885R	LAB EQUIPMENT PURCHASE+1FILE ATTACHED		24.08.16	ARF/FO	24.08.16	
31	8436R	PURCHASE OF ACCESION REGISTRER	LIB	24.08.16	LDC	24.08.16	
32		IMPREST	SOCI	24.08.16	STENO/A RF	24.08.16	
33	9140R	INVESTMENT OF FUNDS	R	24.08.16	FO	24.08.16	
34	7073R	PURCHASE OF CEMENTED SOFA SET	VC	24.08.16	FO	24.08.16	
35	8763R	GIRLS HOSTEL'S STREET LIGHT MAINTENANCE WORKS	VC	24.08.16	FO	24.08.16	
36	3217R	DEVELOPMENT OF DOUBLE CROWN FOUNTAIN IN ROSE GARDEN	VC	24.08.16	FO	24.08.16	

37	8779R	PERMISSION FOR PVT.AIRLINES TRAVEL	VC	24.08.16	FO	24.08.16	
38		4TH LUCKNOW SCIENCE CONGRESS (LUSCON-2016)	VC	24.08.16	FO	24.08.16	
39	5058R	PROPOSAL FOR GRANT FROM THE VC'S DESCRETIIONARY FUND+1 FILE ATTACHED	ACA	24.08.16	CASHIER	24.08.16	disposed off
40	3630r	purchase of kitchen equipments & mess for the hostels	STR	24.08.16	fo	24.08.16	
41	373f	imprest	str	24.08.16	steno	24.08.16	
42	9019r	student counselling center	STR	24.08.16	fo	24.08.16	
43		purchase of furniture for student counselling centre	STR	24.08.16	fo	24.08.16	
44	5600r	purchase of three seater seat cum- bench	str	24.08.16	fo	24.08.16	
45		MAINTENANCE OF PHOTOCOPIER MACHINE	str	24.08.16	fo	24.08.16	
46	6396r	imprest	sbh	24.08.16	steno	24.08.16	
47	8338R	INTRODUCTION OF SWACH BHARAT PAKHWADA IN C. UNI.	R	24.08.16	STENO	24.08.16	
48		imprest	dhr	24.08.16	steno	24.08.16	
49	8308R	CHEMICAL & PLASTIC WARE DST-SERB SUDIPTA SAHA	PHARMA	24.08.16	SA	24.08.16	
50		PAYMENT FOR M/S RAVI NURSERY	EE	24.08.16	FO	24.08.16	
51	5631R	DR SANJAY KUMAR UTILIZATION CERTIFICATE+2FILE ATTACHED	DAPS	24.08.16	SA	24.08.16	
52		43RD FC MEETING FILE	FW	24.08.16	ARF	24.08.16	